

AGENDA

GOVERNANCE AND TRANSPARENCY COMMITTEE

Thursday, 9 February 2023

10 minutes after the conclusion of the Growth, Infrastructure and Waste Committee or such later time as determined by the preceding committee

Council Chambers, Level 8 1 Nicholas Street, Ipswich

MEMBERS OF THE GOVERNANCE AND TRANSPARENCY COMMITTEE			
Deputy Mayor Jacob Madsen (Chairperson)	Mayor Teresa Harding		
Councillor Russell Milligan (Deputy Chairperson)	Councillor Marnie Doyle		
	Councillor Kate Kunzelmann		
	Councillor Nicole Jonic		

GOVERNANCE AND TRANSPARENCY COMMITTEE AGENDA

Item No.	Item Title Welcome to Country or Acknowledgment of Country		
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	Business Outstanding		
	Confirmation of Minutes		
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4	Update to Council's Meeting Conduct Policy, Meeting Procedures Policy and Public Participation Policy		
5	**Disposal of Interest in Land for Easement Purposes Over Part of 1 Haig Street, Brassall		
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^{**} Item includes confidential papers

GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 1

9 FEBRUARY 2023

AGENDA

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

CONFIRMATION OF MINUTES

1. <u>CONFIRMATION OF MINUTES OF THE GOVERNANCE AND TRANSPARENCY</u> COMMITTEE NO. 2022(11) OF 29 NOVEMBER 2022

RECOMMENDATION

That the Minutes of the Meeting held on 29 November 2022 be confirmed.

OFFICERS' REPORTS

2. QUARTER 2 - OPERATIONAL PLAN 2022-2023 QUARTERLY PERFORMANCE

This is a report concerning an assessment of Council's progress towards implementation of the 2022-2023 Operational Plan with notable achievements that have occurred during quarter two (Q2) (October to December).

RECOMMENDATION

That the Quarter 2 Operational Plan 2022-2023 Quarterly Performance report be received and noted.

3. <u>QUARTERLY REPORT TO THE DEPARTMENT OF STATE DEVELOPMENT, INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING</u>

This is a report concerning a request from the Director-General, Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) for Council to provide a series of quarterly performance reports.

This report represents the October to December 2022 quarter and is reflective of the scope requested by the Director-General in June 2022.

RECOMMENDATION

That the Committee endorse the draft letter to the Director-General (DSDILGP) containing the quarterly update for October to December 2022 as set out in Attachment 1.

4. <u>UPDATE TO COUNCIL'S MEETING CONDUCT POLICY, MEETING PROCEDURES POLICY AND PUBLIC PARTICIPATION POLICY</u>

This is a report concerning recent minor updates to the State Government's *Model Meeting Procedures* and *Best Practice Example - Standing Orders for Local Government and Standing Committee Meetings* and updating Council's Meeting Procedures Policy, Meeting Conduct Policy and Public Participation Policy so they are not inconsistent with the State Government model as per legislative requirements.

RECOMMENDATION

- A. That the updated policy titled 'Meeting Conduct' as outlined in Attachment 3, be adopted.
- B. That the updated policy titled 'Meeting Procedures' as outlined in Attachment 6, be adopted.
- C. That the updated policy titled 'Public Participation at Ordinary Council Meetings' as outlined in Attachment 9 and the revised 'Public Participation Application Form' as outlined in Attachment 11, be adopted.

5. **DISPOSAL OF INTEREST IN LAND FOR EASEMENT PURPOSES OVER PART OF 1 HAIG STREET, BRASSALL

This is a report concerning the disposal of an interest in land to grant a new easement for a sewerage purpose in favour of Urban Utilities. This easement will connect to the existing Urban Utilities sewerage treatment plant that is currently being upgraded located at 13 Haig Street, Brassall, described as Lot 1 on RP115168.

RECOMMENDATION

A. That Council resolve pursuant to section 236(2) of the *Local Government Regulation* 2012 (the Regulation) that the exemption referred to in section 236(1)(c)(iv) of the Regulation applies for the disposal of the easement interest of part of 1 Haig Street,

Brassall, described as Lot 4 on RP8227 ("the Land"), by way of a new easement arrangement for sewerage purposes between Council and Urban Utilities.

B. That pursuant to s257 (1) (b) of the *Local Government Act 2009* Council resolve to delegate the power to the Chief Executive Officer to be authorised to negotiate and finalise the terms of the proposed easement as detailed in Recommendation A of this report and to do any other acts necessary to implement Council's decision.

6. PROCUREMENT: RATES MODELLING SOFTWARE (EASYREV) MAINTENANCE AND SUPPORT AGREEMENT - EXTENSION TO CONTRACT 12472

This is a report seeking Council Resolution by Ipswich City Council (Council) to undertake a direct engagement with Harbour Software Pty Ltd (Harbour Software). It is proposed, to extend the current contract by a further three (3) years on a 1+1+1 arrangement, for the continuation of the Rates Modelling Software (EasyRev) maintenance and support. It is intended that this software is replaced under the iVolve Project during the upcoming implementation process. The current software has been used by the Treasury Department since 2016 and is a key tool to provide the capture, analysis and calculation of rating scenarios. The current contract expires on 30 April 2023.

RECOMMENDATION

- A. That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical and disadvantageous to invite quotes for the provision of the Rates Modelling Software (EasyRev) maintenance and support.
- B. That Council enter into a contractual arrangement (Council file reference number 12472) with Harbour Software Pty Ltd, at an approximate purchase price of \$24,000.00 (excluding GST) over the entire term, being an initial term of one (1) year, with options for extension at the discretion of Council (as purchaser), of an additional two (2) X one (1) year terms.

7. <u>PROCUREMENT: SUPPLY OF UNBOUND PAVEMENT MATERIAL FOR MAINTENANCE OF COUNCIL'S UNSEALED ROADS</u>

This is a report concerning an increase in the approximate value for the Procurement of Supply of Unbound Pavement Material for Maintenance of Council's Unsealed Roads.

RECOMMENDATION

- A. That Council vary the contractual arrangement with CW & EJ Russell for an additional approximate purchase price of \$3,000,000 excluding GST over the entire term of up to three (3) years, being an initial term of one (1) year, with options for extension at the discretion of Council (as purchaser), for an additional two (2) x one (1) year terms.
- B. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take "contractual action" pursuant to section 238 of the Regulation, in order to implement Council's decision.

8. PROCUREMENT: CUSTOMER EXPERIENCE MATURITY ASSESSMENT

This is a report concerning the procurement of a supplier to conduct annual maturity assessments of Council's Customer Experience Strategy over a three (3) year period from 2023 to 2025 without first inviting written quotes or tenders. Section 235(b) of the *Local Government Regulation 2012* allows a local government to enter into a medium or large sized contractual arrangement, if the local government resolves that the services provided are of a specialised nature.

RECOMMENDATION

- A. That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical to invite quotes for the provision of the annual Customer Experience Maturity Assessment.
- B. That Council enter into a contractual arrangement (Council file reference number 19806) with Ipsos Pty Ltd, at an approximate purchase price of \$70,000 excluding GST over the entire term, being an initial term of one (1) year with options for extension at the discretion of Council (as purchaser), of an additional two (2) X one (1) year terms.

9. PROCUREMENT: WASTE MANAGEMENT SOFTWARE SOLUTION CONTRACTS 12759 AND 14024

This a report seeking a resolution by Council to vary contract 14024 with existing supplier Mandalay Technologies Pty Ltd and contract 12759 with existing supplier 3 Logix Pty Ltd to add further extension options until 30 June 2026 to continue the uninterrupted provision of Council's core community waste collection service systems whilst awaiting an iVolve outcome to be determined. The contracts are for

the provision of Council's transfer station operations system and waste collection vehicle operational system respectively.

This matter is required as officers seek Council resolution that the exception under section 235(a) of the *Local Government Regulation 2012* applies to the uninterrupted continuation of these key systems for the operational functionality required. The specialised nature of these systems provided means that the incumbent suppliers are the only suppliers reasonably available to continue the provision of these systems for the duration. Further, due to the identified iVolve relevance of the systems, it is more costly and disadvantageous to Council to go to tender until the iVolve impact is assessed and understood.

A resolution of Council is sought to vary the contractual arrangements with both suppliers to allow further optional extensions until 30 June 2026. This will increase the total value of the contract 14024 to approximately two hundred and fifty-five thousand dollars (\$255,000.00) excluding GST, and the total value of contract 12759 to approximately two million, one hundred and sixty thousand dollars (\$2,160,000.00) excluding GST for the full extended term of the contracts if all extension options are exercised.

RECOMMENDATION

- A. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that there is only one supplier who is reasonably available for the ongoing provision of the transfer stations operations system and related ancillary items provided by Mandalay Technologies Pty Ltd (Mandalay).
- B. That the contractual arrangement 14024 with Mandalay for the transfer stations operations system and related ancillary items be extended for a further optional period(s) until 30 June 2026 at an approximate value of \$77,281.00 + GST over the additional term (increasing the approximated contract value to \$255,000.00 + GST over the entire extended term of the contract if all options are utilised).
- C. That Council enter into a Deed of Variation with Mandalay to appropriately amend the existing contractual arrangement.
- D. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that there is only one supplier who is reasonably available for the ongoing provision of the waste collection vehicle operations system and related ancillary items provided by 3 Logix Pty Ltd (3 Logix).
- E. That the contractual arrangement 12759 with 3 Logix for the waste collection vehicle operations system and related ancillary items for a further optional period(s) until 30 June 2026 at an approximate value of \$309,355.00 + GST over the additional term (increasing the approximated contract value to \$2,160,000.00 + GST over the entire extended term of the contract if all options are utilised).

- F. That Council enter into a Deed of Variation with 3 Logix to appropriately amend the existing contractual arrangement.
- G. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take "contractual action" pursuant to section 238 of the Regulation, in order to implement Council's decision.

10. PROCUREMENT: DISC PROFILE SOLUTION

This is a report concerning a contractual arrangement with INTEGRO Learning Company Pty Ltd (INTEGRO), to provide continued servicing of the DISC profile solution.

The Council is requested to consider and resolve that the exception set out in section 235(a) of the Local Government Regulation 2012 applies due to INTEGRO being the authorised Australian distributor of Wiley's Everything DiSC assessment tools. The value of the arrangement is estimated to be \$60,000 excluding GST per annum, for three (3) years to February 2026 up to the sum of \$200,000 excluding GST.

RECOMMENDATION

- A. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that INTEGRO is the only supplier reasonably available to provide the John Wiley & Sons Everything DiSC assessment tool through INTEGRO for the current DiSC system for the following reason:
 - As the current DiSC profile system is under an arrangement between the John Wiley & Sons and INTEGRO which has established a sole supplier arrangement for the DiSC John Wiley & Sons Everything DiSc profile system.
- B. That Council enter into a contractual arrangement with INTEGRO for the provision of the DiSC profile system for a period of one (1) year with the option to extend for an additional two (2) years.

NOTICES OF MOTION

MATTERS ARISING

GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2022(11)

29 NOVEMBER 2022

MINUTES

<u>COUNCILLORS' ATTENDANCE:</u> Deputy Mayor Jacob Madsen (Chairperson); Councillors

Russell Milligan (Deputy Chairperson), Mayor Teresa Harding, Marnie Doyle, Kate Kunzelmann and Nicole Jonic

COUNCILLOR'S APOLOGIES: Nil

OFFICERS' ATTENDANCE: Chief Executive Officer (Sonia Cooper), General Manager

Corporate Services (Matt Smith), General Manager Planning and Regulatory Services (Peter Tabulo), General Manager Community, Cultural and Economic Development (Ben Pole), Manager Procurement (Richard White), Acting Property Services Manager (Alicia Rieck), Senior Property Officer (Tenure) Kerry Perrett, Chief of Staff Office of the Mayor (Melissa Fitzgerald), Manager, Executive Services (Wade Wilson), Senior Policy and Communications Officer (Linda Clayton), Senior Media Officer (Jodie Richter), Senior Media Officer (Darrel Giles), Customer Strategy and Experience Manager (Anne Cahill), and Theatre Technician (Trent Gray)

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

The Chairperson, Deputy Mayor Jacob Madsen delivered the Acknowledgement of Country.

<u>DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA</u>

Nil

BUSINESS OUTSTANDING

1. RESPONSE TO COUNCIL RESOLUTION - REPORTING PROCESSES

This report is in response to resolution 14.1 'Transparency and Integrity' of the Ordinary Council meeting on 28 July 2022:

That a report be prepared for a future meeting of Council with recommendations for the inclusion of a reporting process that will ensure transparent sharing of information amongst Councillors.

- It will outline options for a reporting process whereby if a report is published on council systems in accordance with council procedures, and is subsequently removed for editing, those amendments are outlined in a notification to all Councillors including the reasons for the amendments being made.
- Specifically, this proposal should aim to capture matters before Council that have any risk management implications; and any interactions with identified reports would require appropriate tracking to strengthen the Councillors' consideration on matters in the Public Interest.

RECOMMENDATION

- A. That this report, responding to a previous resolution of Council (minute item 14.1 'Transparency and Integrity' dated 28 July 2022), be received and noted.
- B. That the revised Acceptable Requests Guideline and Staff Interaction Policy (Attachment 2) be adopted.

Councillor Nicole Jonic proposed the following additional recommendation:

C. That the internal processes relating to this matter be reviewed in 12 months.

RECOMMENDATION

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

- A. That this report, responding to a previous resolution of Council (minute item 14.1 'Transparency and Integrity' dated 28 July 2022), be received and noted.
- B. That the revised Acceptable Requests Guideline and Staff Interaction Policy (Attachment 2) be adopted.
- C. That the internal processes relating to this matter be reviewed in 12 months.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Madsen Nil

Milligan Harding Doyle

Kunzelmann

Jonic

The motion was put and carried.

CONFIRMATION OF MINUTES

ADJOURN MEETING

Moved by Mayor Teresa Harding

That the meeting be adjourned at 10.06 am to reconvene at 10.36 am.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Milligan Madsen

Harding Doyle

Kunzelmann

Jonic

The meeting reconvened at 10.38 am.

2. <u>CONFIRMATION OF MINUTES OF THE GOVERNANCE AND TRANSPARENCY</u> <u>COMMITTEE NO. 2022(10) OF 10 NOVEMBER 2022</u>

RECOMMENDATION

That the Minutes of the Governance and Transparency Committee Meeting held on 10 November 2022 be confirmed.

Deputy Mayor Jacob Madsen (Chairperson) proposed the following variation

That the words 'noting the amendments made to Items 5 and 11 at the Council Ordinary Meeting on 24 November 2022, be added to the end of the recommendation.

RECOMMENDATION

Moved by Mayor Teresa Harding: Seconded by Councillor Marnie Doyle:

That the Minutes of the Governance and Transparency Committee Meeting held on 10 November 2022 be confirmed, noting the amendments made to Items 5 and 11 at the Council Ordinary Meeting on 24 November 2022.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Madsen Nil

Milligan Harding Doyle Kunzelmann Jonic

The motion was put and carried.

OFFICERS' REPORTS

3. <u>DISPOSAL OF COUNCIL FREEHOLD LAND - ACCESS RESTRICTION STRIP LOCATED AT LOT 24 WEST STREET, REDBANK PLAINS</u>

This is a report concerning the disposal of freehold land for road purpose located at Lot 24 West Street, Redbank Plains, described as Lot 24 on SP229262. The lot, owned by Ipswich City Council (**Council**), is identified as an Access Restriction Strip (**ARS**), and is proposed to be opened as road as part of a proposed Development Application for a Material Change of Use (**the Development Application**).

"The attachment/s to this report are confidential in accordance with section 254J(3)(g) of the Local Government Regulation 2012."

RECOMMENDATION

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

- A. That Council declare the Access Restriction Strip located at Lot 24 West Street, Redbank Plains, described as Lot 24 on SP229262, surplus to Council requirements and available for disposal for road purposes.
- B. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exception referred to in section 236(1)(i) of the Regulation apply to the disposal of the Access Restriction Strip located at Lot 24 West Street, Redbank Plains, described as Lot 24 on SP229262, to the State of Queensland (represented by the Department of Resources (DoR)).
- C. That Council resolve under section 257(1)(b) of the *Local Government Act 2009* to delegate the power to the Chief Executive Officer, to be authorised to negotiate and finalise the terms of disposal of the Access Restriction Strip described in Recommendation B for road purposes.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Madsen Nil

Milligan Harding Doyle Kunzelmann Jonic

The motion was put and carried.

4. <u>DISPOSAL OF COUNCIL FREEHOLD LAND - ACCESS RESTRICTION STRIP LOCATED</u>
AT LOT 149 PERDITA STREET, BELLBIRD PARK

This is a report concerning the disposal of freehold land for road purposes located at Lot 149 Perdita Street, Bellbird Park, described as Lot 149 on SP248802. The lot, owned by Ipswich City Council (Council), is identified as an Access Restriction Strip (ARS), and is proposed to be opened as road, as part of Development Application 3931/2019/MAMC/A (the "Development Application") to reconfigure a lot.

"The attachment/s to this report are confidential in accordance with section 254J(3)(g) of the Local Government Regulation 2012."

RECOMMENDATION

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

- A. That Council declare the Access Restriction Strip located at Lot 149 Perdita Street, Bellbird Park, described as Lot 149 on SP248802, surplus to Council requirements and available for disposal for road purposes.
- B. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exception referred to in section 236(1)(i) of the Regulation applies to the disposal of the Access Restriction Strip located at Lot 149 Perdita Street, Bellbird Park, described as Lot 149 on SP248802, to the State of Queensland (represented by the Department of Resources (DoR)).
- C. That Council resolve under section 257(1)(b) of the *Local Government Act 2009* to delegate the power to the Chief Executive Officer, to be authorised to negotiate and finalise the terms of disposal of the Access Restriction Strip described in Recommendation B for road purposes.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Madsen Nil

Milligan Harding Doyle

Kunzelmann

Jonic

The motion was put and carried.

5. IVOLVE PROGRAM (STAGE 3) QUARTERLY STATUS UPDATE

Please note that:

- 1. The Oracle Remediation project has been renamed the "Oracle Fusion" project.
- 2. This report provides two status updates. One for the iVolve program and one for the Oracle Fusion project.
- 3. The risk statuses in this report are subjective.

iVolve Program Final Business Case Amber

The iVolve Program, culminating in a final business case, is on track. The Expression of Interest (EOI) from suppliers closed on 28 October 2022. There is expected to be several challenges in the next period to digest and evaluate the information received from the EOI to enable a coherent final business case and technology roadmap to be produced.

Key risks to the Program are summarised below:

- 1. Governance for the iVolve Program is being updated to reflect upcoming activities.
- 2. The EOI outcome may not result in definitive solution(s) chose, which may lead to further procurement activities and scheduled delays.
- 3. The outcome of the iVolve EOI may be incompatible with the Oracle Fusion project, i.e. what happens if the EOI chooses a product for finance and procurement that is not Oracle Fusion?

All of the issues above are being actively worked on to remediate any risk or resolve the specific issue.

iVolve Program Oracle Fusion project Red

For Stage 3, the majority of the procurement for the Oracle Fusion project is underway. There have been schedule delays in the procurement activities, which may place the 30 June 2023 deadline at risk. Once the Project Manager for the delivery of this work is confirmed and the delivery partner identified, this date can then be reviewed to see if it is viable.

There is preparation work occurring for Stage 4, including:

- 1. Finalising the project governance framework
- 2. Agreeing on a procurement approach for the engagement of a partner to help manage the Stage 4 Oracle Fusion delivery project
- 3. Finalising Stage 4 resource planning and subsequent hiring.

RECOMMENDATION

Moved by Deputy Mayor Jacob Madsen: Seconded by Councillor Kate Kunzelmann:

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.

6. QUEENSLAND AUDIT OFFICE 2022 FINAL AUDIT REPORT

This is a report concerning the Queensland Audit Office findings and recommendations from the 2021-2022 external audit of Ipswich City Council.

RECOMMENDATION

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

That the 2021-2022 final management report for Ipswich City Council, as detailed in Attachment 1, be received and the contents noted.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Madsen Nil

Milligan Harding Doyle Kunzelmann Jonic

The motion was put and carried.

7. <u>ANNUAL FINANCIAL STATEMENTS FOR CONTROLLED ENTITIES</u>

This is a report concerning the Annual Financial Statements for the following controlled entities of Ipswich City Council (**Council**):

- Ipswich City Enterprises Pty Ltd;
- Ipswich City Enterprises Investments Pty Ltd; and
- Cherish the Environment Foundation Limited.

RECOMMENDATION

Moved by Councillor Marnie Doyle: Seconded by Mayor Teresa Harding:

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.

8. <u>CEO PERFORMANCE APPRAISAL 2021-2022</u>

This is a report concerning the appraisal of the Chief Executive Officer (CEO) performance for the period 23 November 2021 to 30 June 2022, and the associated remuneration review.

"The attachment/s to this report are confidential in accordance with section 254J(3)(a) of the Local Government Regulation 2012."

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Councillor Marnie Doyle:

- A. That the CEO Performance Review Report FY2022 be noted.
- B. That the CEO Annual Performance Plan for FY2023 be noted.
- C. That Council endorse the variation to the CEO's Employment Contract.
- D. That the Mayor be authorised to execute the Employment Contract Variation Agreement on behalf of Council.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Madsen Nil

Milligan Harding Doyle

Kunzelmann

Jonic

The motion was put and carried.

MATTERS ARISING

Item 9 was referred from the Growth, Infrastructure and Waste Committee for consideration at the Governance and Transparency Committee

9. RENEWAL OF LIQUID PETROLEUM GAS (LPG) FOR BUNDAMBA AND GOODNA AQUATIC CENTRES

This is a report concerning the renewal of the supply agreement for Liquid Petroleum Gas (LPG) for the Bundamba and Goodna Aquatic Centres with Origin Energy Retail Ltd to enable continuity of gas supply to these facilities. Leichhardt Aquatic Centre is replacing the current gas heater to an electric heater and is no longer part of this arrangement.

This report recommends that Council resolve that the exception under section 235(b) of the *Local Government Regulation 2012* applies and that Council proceeds with the engagement of Origin Energy Retail Ltd to provide LPG Sale and Supply Agreements for Bundamba and Goodna Aquatic Centres for two (2) years.

The estimated sum for this period is two hundred and seventy-five thousand dollars (\$275,000) excluding GST for the two (2) sites.

RECOMMENDATION

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

- A. That Council resolve it is satisfied under section 235(b) of the Local Government Regulation 2012 (regulation) that the exception under section 235(b) of the regulation applies and that Origin Energy Retail Ltd is the only supplier reasonably available to provide the LPG supply agreement for Bundamba, and Goodna Aquatic Centres for the following reasons:
 - (a) The number of suppliers for heating LPG is limited.
 - (b) The equipment at the Council Aquatic Centres is owned by the supplier and Council pays a rent and supply of gas cost.
 - (c) The cost to Council for a new supplier for the removal and replacement of the current infrastructure at the aquatic centres.
- B. That Council enter into a supply agreement with Origin Energy Retail Ltd for the provision of the LPG sale and supply agreement for Bundamba, and Goodna Aquatic Centres for a period of two (2) years for the estimated sum of two hundred and seventy five thousand dollars (\$275,000) excluding GST.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Madsen Nil

Milligan Harding Doyle

Kunzelmann

Jonic

The motion was put and carried.

NOTICES OF MOTION

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 9.54 am.

The meeting closed at 10.58 am.

Doc ID No: A8597978

ITEM: 2

SUBJECT: QUARTER 2 - OPERATIONAL PLAN 2022-2023 QUARTERLY PERFORMANCE

AUTHOR: SOCIAL DATA OFFICER

DATE: 19 JANUARY 2023

EXECUTIVE SUMMARY

This is a report concerning an assessment of Council's progress towards implementation of the 2022-2023 Operational Plan with notable achievements that have occurred during quarter two (Q2) (October to December).

RECOMMENDATION/S

That the Quarter 2 Operational Plan 2022-2023 Quarterly Performance report be received and noted.

RELATED PARTIES

There was no declaration of conflicts of interest.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The 2022-2023 Operational Plan was formally adopted by Council on 30 June 2022. Section 174 of the *Local Government Regulation 2012* states the Chief Executive Officer must present to the local government a written assessment of progress towards implementation of the Operational Plan at a minimum of quarterly intervals.

An assessment of council's progress during Q2, being 1 October to 31 December 2022, has been prepared from commentary provided by the responsible officers and is contained in Attachment 1. Council's Finance Branch provides to council a separate report with high-level details on the financial performance. A full report of performance against the 2022-2023 Operational Plan will be included in council's Annual Report to be presented at a future Council meeting in 2023.

In Q1 an additional table was provided to indicate and report on items that are identified as Corporate Capital Projects in the 2022-2023 Annual Plan Capital Works Program. This table has been continued in Q2 providing updates for all 11 Corporate Capital Projects.

The table below provides a snapshot of the current positioning of each deliverable against the stated target. To clarify the progress statements used in the table, please refer to the legend also included below:

Deliverable status	Number	%
On Track	22	71%
Needs Attention	4	13%
At Risk	1	3%
Other	3	10%
Complete	1	3%
Total	31	100%

Deliverable status legend			
On Track	This status represents activity which is delivering as planned through		
	operational plan deliverables, core service activities, corporate		
	projects or an item in the capital works program.		
Needs Attention	This status represents activity which is no longer delivering as		
	scheduled however is not yet At Risk.		
At Risk	This status represents activity which is at risk of not being completed		
	by EOFY or not achieving its targeted outcome.		
Other	This status represents activity which is outside the standard status		
	indicators. Reasons for use of this status include items that are		
	amended, discontinued, scheduled to start in a later quarter,		
	deferred, may have no available reporting.		
Complete	This status represents activity which has been completed and has		
	achieved the targeted outcome.		

Budget status		Number	%
On Track		17	55%
Under / Over		7	23%
Other		0	0%
No Budget Allocated		6	19%
Complete		1	3%
	Total	31	100%

Budget status legend			
On Track	This status represents budget activity that is delivering as planned.		
Under / Over	This status represents budget activity that is delivering over or under planned budget allocation.		
Other	This status represents activity which is outside the standard status indicators. Reasons for this status may include items of expenditure which are completed, delayed, deferred or future scheduled.		
No Budget Allocated	This status represents activity which has no budget allocation.		

Section 174 of the *Local Government Regulation 2012* states that a local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.

There were no amendments made in quarter two of the 2022-2023 financial year.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

RISK MANAGEMENT IMPLICATIONS

Section 174 of the *Local Government Regulation 2012* states that the Chief Executive Officer must present to the local government a written assessment of progress towards implementation of the Operational Plan at a minimum of quarterly intervals.

The highest risk is political/reputational should council fail to meet the mandated deadline for adoption of the Operational Plan Quarterly Report.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial or resource implications for this report.

COMMUNITY AND OTHER CONSULTATION

The content of this report has been developed from information provided by each department. This information provides an update on council's progress towards achieving the objectives of council's Operational Plan 2022-2023 and presents notable achievements during Q2.

CONCLUSION

This is a report concerning an assessment of Ipswich City Council's progress towards implementation of the Operational Plan 2022-2023 and notable achievements that have occurred during the quarter.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS

RECEIVE AND NOTE REPORT

The Recommendation states that the report be received and the contents noted. The decision to receive and note the report does not limit human rights. Therefore, the decision is compatible with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1. Q2 Operational Plan 🗓 🖺

Josh Mallet

SOCIAL DATA OFFICER

I concur with the recommendations contained in this report.

Candice Johns

PRINCIPAL OFFICER (STRATEGY PERFORMANCE)

I concur with the recommendations contained in this report.

Maree Walker

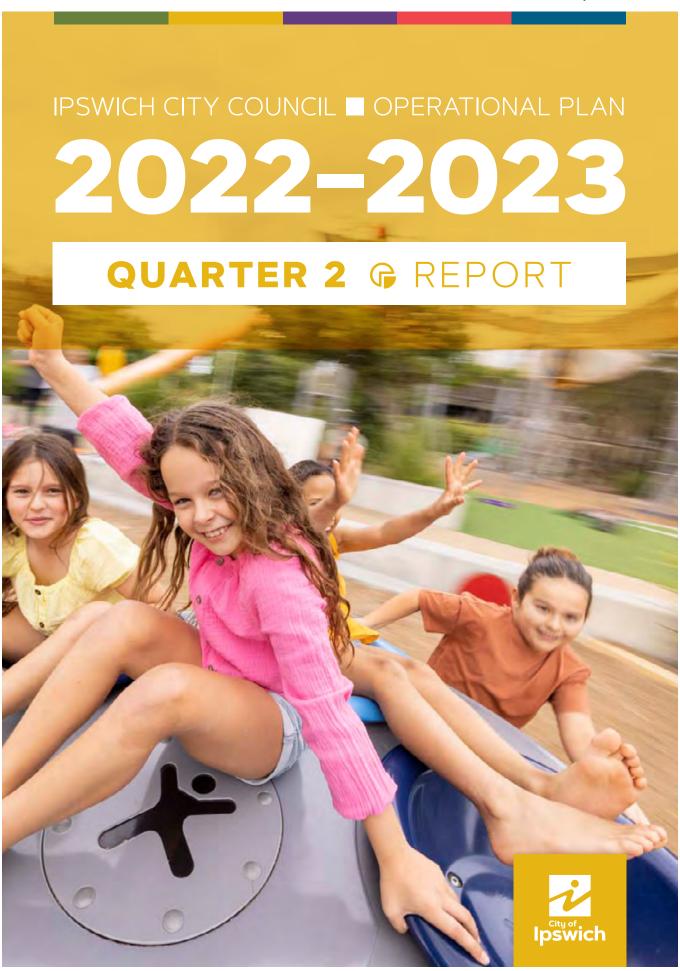
ACTING MANAGER, PERFORMANCE

I concur with the recommendations contained in this report.

Barbara Dart

ACTING GENERAL MANAGER COORDINATION AND PERFORMANCE

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





Ipswich City Council respectfully acknowledges the Traditional Owners as custodians of the land and waters we share. We pay our respects to their Elders past, present and emerging, as the keepers of the traditions, customs, cultures and stories of proud peoples.

The Ipswich City Council - Indigenous Accord Symbol Story

This symbol represents both Indigenous and Non-Indigenous People coming together, living and working towards a brighter future for the City of Ipswich and the greater Ipswich region.

Starting from the inner circle, these dots represent the Traditional Owners of the Land, the blue circle with fish represents the river and abundance. Moving outwards the landscape is represented including the rolling hills which surround the city. The triangular motifs represent a brighter future for Ipswich. The seated people around the outside represent members of the Ipswich City Council and members representing the Accord working together. Riki Salam, We are 27 Creative.

Check out the Indigenous Accord at $\underline{\mathsf{Ipswich.qld.gov.au}}.$



An electronic version of this report is available to view or download on the City of Ipswich website: <u>Ipswich.qld.gov.au</u>. You can request a printed copy or provide feedback by contacting us on (07) 3810 6666 or <u>council@ipswich.qld.gov.au</u>.

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LOOKING AHEAD: iFUTURE CORPORATE PLAN 2021-2026

Your vision, Our journey, Council's plan

In 2020–2021, council in partnership with the community, developed a new strategic Corporate Plan for Ipswich.

iFuture is Ipswich City Council's 2021–2026 Corporate Plan, which builds on previous plans, including Advance Ipswich 2015, to provide a renewed and contemporary focus for the future of the city. iFuture represents your vision, our journey and council's plan. iFuture presents the community's vision for 2041, shows how everyone has a role in getting there, and details council's plans and deliverables for the next 5 years.

IPSWICH

a city of opportunity for all

JOIN US

iFuture, which includes the full 2041 community vision, has been divided into four themes:



Vibrant and Growing



Safe, Inclusive and Creative



Natural and Sustainable



A Trusted and Leading Organisation

Each theme includes a 2041 vision statement and the outcomes council will achieve over the next five years. Catalyst projects and key service areas that contribute to the achievement of the outcomes are also included, as well as a section for how the community can contribute toward our journey.





COMMITMENT TO HUMAN RIGHTS

Council is committed to protecting and promoting human rights in all the work we do – from the decisions we make to the services we provide. This commitment is stated in council's Human Rights Policy and reflects council's obligations under the *Human Rights Act 2019* (Qld) (the HRA).

The HRA protects human rights, including property rights, cultural rights and freedom of expression. All people are afforded the same human rights regardless of background, where we live, what we look like, what we think, or what we believe.

By delivering on the Annual Plan, a positive contribution is made toward the protection and promotion of a number of these rights including:

- privacy and reputational rights
- cultural rights
- peaceful assembly and freedom of association
- freedom of thought, conscience, religion and belief
- taking part in public life
- the right to freedom of expression
- the right to freedom of movement
- the right to education
- the right to health services.

For more information on human rights go to lpswich.qld.gov.au and the Queensland Human Rights Commission website.

THE ROLE AND FUNCTIONS OF COUNCILS

What is local government?

A local government (or local council) provides a wide range of services and activities. Seventy-seven councils across Queensland contribute around \$7.4 billion to the state economy every year.

Councils have a much wider and more important role than many people realise. A council enables the economic, social and cultural development of the local government area (LGA) it represents, supports individuals and groups, and provides a wide range of services for the wellbeing of the community. It also plays an important role in community governance and enforces various federal, state and local laws for its communities.

State Government Acts of Parliament define the powers of local councils. In Queensland that's the *Local Government Act 2009* (the Act). A number of factors, including the availability of funds, the size, location and demographics of the area, the commitment to maintain existing services, and the views, wishes and needs of the community, shapes the range and quality of services provided by a council.

The services provided by council fall under five broad categories:

- Planning for sustainable development:
 councils play a role in providing long-term
 strategic planning for local government
 areas, as well as in town planning, zoning and
 subdivisions. In addition, councils are responsible
 for processing most development applications,
 building site and compliance inspections and
 building regulations.
- 2. Providing and maintaining infrastructure:
 providing local infrastructure is an important
 contribution councils make to their communities.
 For example, councils provide and maintain local
 roads and bridges, public car parks, footpaths,
 sporting fields, parks, libraries and art galleries.
 Councils must consult with their communities
 about providing and maintaining these assets.
- 3. Protecting the environment: councils regularly assess the state of their local environments, provide environmental programs and use their regulatory powers to prevent pollution or restore degraded environments. They carry out activities such as garbage collection and recycling, street cleaning, regulating parking, controlling dogs and cats, and eradicating noxious weeds.
- 4. Providing community services and development: councils consult with and assess the needs of their communities and use the information to target community development activities. They provide a range of services, including some aimed at groups in the community with special needs. Community services include libraries, home care services, swimming pools, playground facilities and sporting grounds and facilities.
- 5. Safeguarding public health: councils help maintain high standards of public health and reduce the risk of exposure to a wide range of diseases through activities such as inspections of cafes and restaurants, waste management, pest and vermin control and hazardous material containment.

The three spheres of government

Local government does not exist in isolation – it's one of three levels of government in Australia. It is important for councils to maintain strong relationships across these different levels of government, as each play distinct and important roles.

Please note: while many councils deliver their own water and sewerage services, in Ipswich this is managed by Urban Utilities (UU). UU is one of the largest water distributor-retailers in Australia, supplying drinking water, recycled water and sewerage services to a population of more than 1.4 million throughout South East Queensland. To learn more about UU, visit Urbanutilities.com.au.

The Federal Government:

- raises money to run the country by collecting taxes on incomes, goods and services and company profits and spends it on national matters. For example; trade, defence, immigration and the environment
- has broad national powers, among other things, it administers laws in relation to defence, immigration, foreign affairs, trade, postal services and taxation.

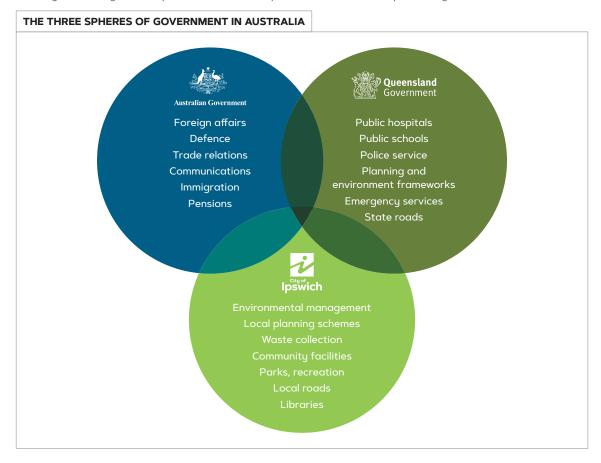
State Governments:

- raise money from taxes but receive more than half their money from the Federal Government to spend on state/territory matters. For example; schools, housing and hospitals, roads and railways, police and ambulance services
- have the power to look after laws not covered by the Federal Government for instance, land use planning, hospitals, schools, police and housing services.

Local Governments (councils):

 collect taxes (rates) from local property owners and receive grants from federal and state/territory governments and spend this on local matters for example, town planning, rubbish collection, local roads and pest control.

The diagram below gives examples of the broader responsibilities of the three spheres of government in Australia.

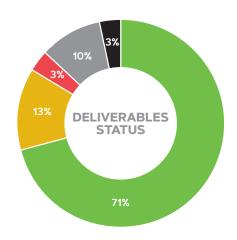




PERFORMANCE QUARTER 2 2022-2023

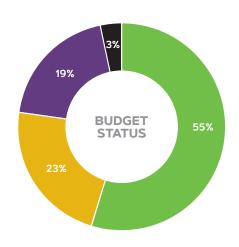
Deliverables Status

STATUS		No.
ON TRACK		22
NEEDS ATTENTION		4
AT RISK		1
OTHER*		3
COMPLETE	•	1
TOTAL		31



Budget Status

BUDGET STATUS		No.
ON TRACK		17
UNDER	•	7
OVER	•	0
OTHER*		0
NO BUDGET ALLOCATED		6
PROJECT COMPLETE		1
TOTAL		31



^{*}Other status: This status represents activity which is outside the standard status indicators. Reasons for use of this status include items that are completed, amended, discontinued, scheduled to start in a later quarter, deferred, may have no available reporting. If related to budget matters this status may include items of expenditure which are delayed, deferred or future scheduled.

L I I I I I I

VIBRANT AND GROWING



Community Services Workforce Summit promotes jobs and growth in Ipswich

The inaugural Ipswich Community Services Workforce Summit has heard growth in this vitally important and exciting sector will contribute to job opportunities and social outcomes across the region.

The summit, facilitated by council, West Moreton Regional Children Youth and Families Committee and the Community Services Industry Alliance, brought together more than 150 sector stakeholders with shared goals.

The community services sector is one of the largest employers in Ipswich and an essential part of the local economy, with the goal of the summit to develop a shared agenda for growing and developing the local community services workforce; Achieving this by bringing together key community service leaders, employment, and training stakeholders from across the community services ecosystem to establish priorities in an effort to grow our workforce.

Council will work closely with the community services sector, the State and Federal governments to unlock the region's potential to support community services capability by working towards a shared agenda for localised workforce solutions.

The healthcare and social assistance industry is lpswich's second highest employer, providing jobs to 14 per cent of the city's workforce, and the fourth largest contributor to the economy.

It is recognised that community and economic development go hand in hand – those functions sit

side-by-side in council's Economic and Community Development Branch.

A strong, empowered and resilient community drives the economy; our economic growth goals are for prosperity, meaningful jobs and prosperity for all. We recognise the value of the community services sector not just as a population-servicing sector, but as an economic driver.

The first action identified in council's Community Development Strategy is in partnership with key stakeholders implement an annual community service summit to bring together key leaders from community and charitable groups or organisations, services, businesses and government agencies to explore opportunities to collectively address complex needs.

The problems can seem overwhelming, but in sharing we lighten the load and can work towards positive solutions. That is one of the reasons for hosting this summit.

Council's new Economic Development Strategy, presented to council in December, has a strong focus on job creation and skill development to help local people enter and succeed in fast-growing and rewarding industries such as community services.

The Community Services Workforce Summit was the first step in an ongoing collaborative journey, between all three levels of government and industry, to address the workforce challenges facing this sector.



Milestones continue for Ipswich's largest road project

Opening of new lanes and important night works are planned for early in the new year as the city's largest road upgrade project approaches several key construction milestones.

Springfield Parkway and Springfield Greenbank Arterial are being expanded from two to four lanes to best support efficient transport for Springfield and the city's eastern corridor's growing population. Scheduled works on the upgrades to Springfield Parkway and Springfield Greenbank Arterial were progressed well through the quarter.

Upcoming Stage 3 works on Springfield Greenbank Arterial Road between Sinnathamby Boulevard towards Eden Station Drive include kerb and channel installation in preparation for a spray seal prior to the laying of new asphalt.

Works were prioritised next to Brighton Homes Arena to minimise impacts during the recent hosting of the AFLW

Grand Final, the sold-out debut game for the stadium.

Good progress continued to be made on Stage 1 works including subgrade replacement and preparation, stormwater drainage, asphalt works, footpaths and installation of street lighting in preparation for a traffic switch early in 2023.

Important night works were planned over two nights in January 2023 for the safety of motorists and to avoid disruption to the road network. Once installed, the off ramp will be reduced to one lane for about eight months as vegetation clearing and excavation work are undertaken as day works.

The Springfield Parkway and Springfield Greenbank Arterial Road Upgrade is proudly funded by the Queensland Government through the Transport Infrastructure Development Scheme (TIDS) and Ipswich City Council.

Aeroskills take flight with new TAFE course at Ipswich in 2023

lpswich high school students have a new flight path to a career within the aviation industry.

Council, in partnership with TAE Aerospace, TAFE Queensland and Aviation Australia, is assisting with aviation and aerospace skills development for the future workforce for the lpswich region with the school-to-work pathway allowing students to take the first step to a career within the aviation industry.

High school students will now be able to study Aviation Australia's Certificate II in Aircraft Line Maintenance at TAFE Queensland's Ipswich campus from January 2023.

Ipswich is home to Australia's largest Air Force base at Amberley and the RAAF has a long-standing legacy in the community. This new initiative is tailor-made for Ipswich students, helping them secure local, skilled employment and boosting our city's capabilities as a hub for advanced engineering and manufacturing.

The course will strengthen Ipswich connections with the aviation and defence sectors as Amberley provides more than 5,000 direct jobs in our community and our broader defence sector generates over \$1.4 billion in annual export value.

TAE Aerospace, a global aerospace company specialising in defence and commercial aircraft engine maintenance, has welcomed the move, following the official opening of its state-of-theart Turbine Engine Maintenance Facility (TEMF) in Bundamba earlier in 2022.

Ipswich City Council, Aviation Australia and TAFE Queensland have recognised the need to grow the capability development of the region, to align with the workforce needs within the defence and aviation industries. Servicing a global customer

base, across air and land platforms, the Bundamba TAE Aerospace facility is positioned to continue its growth trajectory.

The National Skills Commission recently announced that apprentice-trained technicians and trades workers remain in shortage, as identified in the 2022 Skills Priority List. Aircraft Maintenance Engineers in Avionics, Mechanical and Structures are three occupations that were found to be in shortage in both 2021 and 2022.

TAFE Queensland's commitment to providing local facilities and quality training, to meet the needs of industry, and its strong partnerships with Ipswich City Council, Aviation Australia and local schools, ensures the sky is the limit when it comes to youth interested in pursuing a career in the aviation industry.

Fully funded under the State Vocational Education and Training in Schools (VETiS) program, this prevocational course is designed to fit in with students' existing high school studies, with eligible students able to complete the qualification over Years 11 and 12.

The qualification can lead to future aviation apprenticeships/traineeships and is also a fantastic way to gain a first-hand insight into an aircraft maintenance career.



THEME 1 - DELIVERABLES

PROJECT TYPE	DELIVERABLE	Q2 COMMENT	STATUS Q1	STATUS Q2	STATUS Q3	STATUS Q4	BUDGET STATUS
Catalyst	Implement the Ipswich Central Revitilisation Project	Progress continues to deliver tangible improvements in Ipswich Central. A scramble crossing has been installed at the intersection of Ellenborough and Brisbane Streets to improve pedestrian access, with more planned in other precinct locations. Bus seat painting by local First Nations artist, Tallman, has continued along Bell Street, attracting visitors from Ipswich and out of town. Additional green walls have been installed along Bell Street, forming part of the Living Breathing Gallery initiative. A Walking Action Plan is currently being drafted in collaboration with the Department of Transport and Main Roads and West Moreton Health to make walking safer and easier within Ipswich Central.	•	•			•
Operational	Develop an options analysis for the Ipswich Civic Centre	A consultancy firm has been appointed to lead the review and options analysis process. Meetings and workshops were conducted during the quarter to further refine the available data and commence forming of the draft report. As part of the review, a level of engagement will be undertaken by the consultancy firm with key members of the broader Ipswich community, creative and performing art sectors. Draft report is expected mid quarter 3.	•				•
Operational	Deliver options analysis reports for identified community sporting facilities	Scope work is in final stages and will go to market at the beginning of quarter 3. In light of overlapping relevance to the current LGIP project, it was determined that the final scope should address key areas outside of the LGIP parameters in order to secure key deliverables that will ultimately inform future infrastructure decisions in and around the indoor sporting and recreation needs for the city.	•				•
Operational	Develop a Parks Pathway Infrastructure Plan	The project has continued in the second quarter. Supporting projects have been identified and prioritised and an implementation plan will be prepared in the third quarter of 2022–2023.					
Operational	Develop a Park User Monitoring Plan (PUMP)	This activity has been deferred/discontinued for the 2022-2023 financial year.					
Catalyst	Develop an Ipswich Central second river crossing preliminary business case update	The updated Preliminary Business Case (PBC) has been completed by the consultants. The project is currently on track for submission to Infrastructure Australia in the third quarter of 2022–2023.	•				•
Operational	Update council's standard drawings	This activity has been deferred/discontinued for the 2022-2023 financial year.					
Operational	Develop an Effective Asset Management Plan	The Effective Asset Management Project is addressing the Asset Management Roadmap presented in December 2021. The first priority is to work with the Asset Management Working Group to define the Asset Management Governance requirements across council. Draft documents for Roles and Responsibilities, Asset Ownership model and decision-making guidance have been presented to the Executive Leadership Team and will be finalised in early 2023.		•			•

PROJECT TYPE	DELIVERABLE	Q2 COMMENT	STATUS Q1	STATUS Q2	STATUS Q3	STATUS Q4	BUDGET Status
Operational	Local Government Infrastructure Plan (LGIP)	Formal feedback from the State Government was received during this quarter regarding the use of the Ipswich Population Modeller data used to inform the development of the LGIP, confirming no issues in the use of this data. With this, work has continued on the development of the components of LGIP, with network planning significantly completed in this quarter.	•	•			•
Catalyst	Continue the preparation of the new Planning Scheme	The project team have received, assessed and commenced addressing feedback received from the State Government on the draft Planning Scheme throughout this quarter. This work has taken longer than anticipated due to delays in receiving feedback on the draft; these delays had been anticipated by the project team and attempts had been made to mitigate the impacts by engaging actively with the State Government in the leadup to the draft being submitted. This has been moderately successful, however this stage of the project has not been completed in December as anticipated and instead will be completed in early 2023.	•	•			•



LHEME 2

SAFE, INCLUSIVE AND CREATIVE



Young directors impress at Ipswich Film Festival for Youth



Ipswich's own Tarantino, Gerwig, Scorsese, DuVernay, Fincher, Peele or Campion might have emerged with the announcement of the Ipswich Film Festival for Youth (IFFY) winners.

Homegrown filmmakers Leah Pick, Ivy Anderson and Abigail Worth won the best overall picture in the 7 to 11 years-old category for 'Beyond the Forbidden Gates'.

And another Ipswich student, Abigail Newman, won in the same age category for the LOLs Award for her film, 'Roll Fun'.

The standard of entries was breathtaking with the scoring from competition judges extremely close.

Four Ipswich students were among the winners in the youngest age category, which is a great sign for the future of filmmaking in the region. The 2022 IFFY competition theme was 'A Breath of Fresh Air' – with all the world's challenges right on our doorstep, what does a breath of fresh air do for you?

Entrants were divided across three age group categories: 7 to 11 years, 12 to 17 years and 18 to 25 years, with prizes to be won for each category. The short films had to be no longer than five minutes.

It was a fantastic atmosphere in Tulmur Place at the weekend as we celebrated the achievements of our entrants and winners of the 2022 Ipswich Film Festival for Youth.

Green street art competition to beautify Ipswich electricity boxes

Council launched a unique green street art competition where local artists and community members of all ages have the opportunity for their designs to be displayed across one of eleven large Energex boxes in Ipswich Central.

The Green Walkable Streets Artwork Project builds on recent placemaking activities to activate Ipswich Central's public spaces.

Council invited artwork based around the concept of 'green street art' with urban art designs that incorporate or reimagine trees, leaves, grass, flowers and flora.

This competition is part of council's Ipswich Central Revitalisation which is working to establish a connected network of welcoming and safe pedestrian-focused streets that bring more creativity, community spirit and vitality into the heart of our city.

There are also important social, environmental and economic benefits when people are encouraged to step away from their cars and to travel and explore our city on foot. Council is committed to working with

our enthusiastic community of positive doers to create a place where residents are proud to live and which showcases our creativity to visitors.

Green Walkable Streets Artwork Project submissions could be made by a single artist or as a collaborative group effort and would be reviewed by a panel of council staff and at least one external representative.

Selected artworks will win a \$250 gift card from a \$2,750 prize pool with designs displayed as vinyl wraps on eleven Energex assets across lpswich Central for at least a year.

This community art project aims to improve the aesthetic of Ipswich Central infrastructure, showcase talented local artists, deter graffiti, improve the walkability of our streets and contribute to continuing 'greening' up of some of our city's busiest thoroughfares.



THEME 2 - DELIVERABLES

PROJECT TYPE	DELIVERABLE	Q2 COMMENT	STATUS Q1	STATUS Q2	STATUS Q3	STATUS Q4	BUDGET Status
Operational	Develop an Inclusion and Connectedness Plan	Disability Awareness Training, 'Realistic RACE' was delivered to internal staff, Executive Leadership and elected representatives. The Realistic RACE was an immersive training that had participants experience different physical and psycho-social disabilities while carrying out everyday activities in the city. Realistic RACE was the first engagement activity of the Inclusion and Connectedness Planning process and findings from the training are being collated to inform the plan. Ensuring the Inclusion and Connectedness Plan reflects and caters for all in our community remains the priority.	•	•			•
Catalyst	Implement the Creative Industries Action Plan	The first round of the Regional Arts Development Fund (RADF) opened this quarter. A total of 17 applications were received applying for a total of \$284,578. More than half of the applicants attended the Arts Grant Writing Workshop held in December and two-thirds had a one-on-one consultation with council's Coordinator, Creative Industries Development, to fine tune their project and application. At time of writing the external RADF committee (5 members) were reviewing the applications. RADF is a partnership between council and Arts Queensland to invest in local arts and cultural priorities, building local cultural capacity, and promoting the role of arts, culture and heritage.	•	•			
Operational	Develop a Youth Employment Program	A design-thinking session was hosted with key employment stakeholders to identify specific problem areas that need to be addressed in order to meaningfully contribute to youth unemployment challenges. Issues such as transport, mental health and a cohort of young people who completed school remotely and with covid-interruptions were identified as key issues. In December council endorsed the new Economic Development Strategy which, under the People pillar, prioritises employment and skill development. Key initiatives identified in the plan include the development of a regional skills plan and prioritises actions that will deliver solutions to long term and youth unemployment challenges. Now the strategy has been endorsed work has begun to align resourcing behind these and other included initiatives.	•	•			•
Operational	Implementation of the Queensland Resilience and Risk Reduction (QRRRF) flood intelligence project	The project team have delivered improvements to the operational flood interpolation system based on experiences of the Flood event of February/March 2022. Scoping for additional phases has commenced and procurement undertaking. Delivery is to occur in the quarter three of the 2022-2023 financial year.	•				•
Catalyst	Continue with the preparation of Strengthening Ipswich Communities Plan (SICP)	Work continues to be completed on data to inform facility needs and requirement components which will contribute to the development of the Strengthening Ipswich Communities Plan and LGIP. Some of this work has been delayed from its anticipated completion in October 2022 to early 2023, with the agreement of the program lead, in order to ensure a quality output is produced.					•



LHEME 3

NATURAL AND SUSTAINABLE



Ipswich virtual reality explores solutions to Urban Heat Island Effect

Put on a pair of virtual reality goggles and experience how small changes to our urban environment can make a big difference to a burning issue.

Two virtual reality experiences about urban heat island effect would be held in Ipswich Central and Ripley as part of the Sustainable Ipswich program.

This is a collaboration between Ipswich City Council, Griffith University and the University of the Sunshine Coast.

This interactive experience shows how urban surfaces such as concrete and roads absorb and retain heat, making urban areas hotter and hotter – even dangerous during heatwaves.

The 10-minute simulation created from local data then explores how different design elements can

help cool the urban area and contribute to a more sustainable and liveable city.

The virtual reality experience would help researchers understand how urban cooling measures change people's experience of a space and which solutions they prefer.

For example, how do they feel if we added 100 trees along the street or shade structures?

This will help provide guidance around what could be implemented in these different places where urban heat island effect is an issue.

Urban heat island effect is an important issue for all cities and urban areas because it has a range of health and wellbeing impacts.

This event has modelled specific Ipswich locations, but the findings are important for urban areas across South-East Queensland.



Eye-catching installations brightening Ipswich main streets

The handiwork of high school students has been expanded from the Ipswich CBD to Rosewood.

Five planter boxes have been installed at various locations along John Street in Rosewood, as part of council's commitment to conserve, protect, enhance and restore the region's natural environment through urban greening.

Each planter box is custom built to site specifications for the chosen location. The planter boxes used in the urban greening program are designed and built by the Year 12 Trade Centre students at Ipswich State High School, using treated pine timber.

Woodwork and horticulture students created similar planter boxes for Ipswich Central earlier in 2022 and grabbed the opportunity to expand the initiative to the Rosewood project.

The partnership has enabled horticulture and construction students to gain practical experience utilising their skills in projects that also benefit the residents of Ipswich. The size and location of the five planter boxes in John Street has been carefully considered, to ensure they do not impede pedestrian access.

Council will care for, and maintain, the planter boxes on a regular maintenance schedule. A self-watering

'wick' system at the base of the planter boxes will draw water into the soil.

The project started with a meeting at the school which sparked a conversation about how council could form a partnership that provides outcomes for both the students and the community.

'Council worked collaboratively with the community, and business and property owners, to finalise the location of the planter boxes and the choice of tree and plant species.

Three planter boxes were placed in Bell Street in the CBD late last year and council is also investigating additional sites for installation in 2023.



Council sets priorities for Ipswich's natural environment

Ipswich's natural environment will have a strong foundation for dealing with ongoing pressures such as population growth and climate change.

As one of the fastest-growing populations in Australia Ipswich faces challenges such as balancing the needs of our environment with pace of urbanisation. A newly adopted Natural Environment Strategy sets the direction for councilled management and protection. Ipswich is also impacted by wider and long-term issues such as climate change, which is expected to bring increased temperatures, longer droughts, more frequent floods and a harsher fire-weather climate.

There are no easy answers to these pressures on our natural environment and the strategy identifies the priority areas where council can take action to protect or restore lpswich landscapes so they are more resilient to these pressures.

Importantly, the strategy demonstrates that council can deliver the best environmental outcomes by taking an integrated approach to council's delivery of the core themes. A connected and protected natural environment is critical to the future of native plants and animals under threat from existing and future impacts.

The strategy also recognises that these outcomes cannot be achieved by council alone, and that partnerships and education will be critical.

THEME 3 - DELIVERABLES

PROJECT TYPE	DELIVERABLE	Q2 COMMENT	STATUS Q1	STATUS Q2	STATUS Q3	STATUS Q4	BUDGET STATUS
Operational	Implement a Sustainability Community Education Program	The South East Queensland Climate Resilient Alliance (SEQCRA) is working to formalise the alliance arrangement between the majority of the SEQ councils. SEQCRA members have met with the Local Government Association of Old, the Brisbane Sustainability Agency and the Council of Mayors (SEQ) to determine where an alliance coordinator could be hosted on behalf of the alliance – still to be determined. The membership funding model has also been worked through to ensure the alliance can operate without external funding.	•	•			•
Catalyst	Implement the Future Waste Collection Services (FOGO Trial) Audit	Council has secured a grant from the Department of Environment and Science (DES) to fund the development of a FOGO behavioural change campaign by industry experts. This aim of this program will be to expand the effectiveness of community communication and engagement leading to greater user participation and the reduction of contamination. Counci also continued the bin tagging program throughout Quarter 2, this program is scheduled to conclude in Quarter 3.	ı	•			
Operational	Develop the Open Space Strategic Plan	The Open Space Strategic Plan (OSSP) has continued through the second quarter and continues to be developed in parallel with the new LGIP. Workshops have occurred with the consultants. The OSSP will have further engagement with the elected representatives in the third quarter of 2022–2023.	•	•			•
Catalyst	Finalise Development of the Natural Environment Policy and Strategy	Development of the strategy has been completed and adopted at the 8 December 2022 council meeting.	•	•			•
Operational	Development of a Cultural Landscape Investigations Report for Flinders- Goolman Conservation Estate	All projects requiring the input of Native Title engagement are currently on hold whilst a formal way forward is negotiated.	•	•			•
Operational	Develop a Climate Risk Scenario Analysis Report	The Climate Compass climate risk framework developed by CSIRO will be utilised to conduct council's climate risk analysis. A stakeholder analysis has been undertaken to determine who will need to be engaged across council's operational areas for the analysis. A stakeholder engagement plan is currently being drafted to enable climate risk workshops to be conducted in the new year.	•	•			•



PROJECT TYPE	DELIVERABLE	Q2 COMMENT	STATUS Q1	STATUS Q2	STATUS Q3	STATUS Q4	BUDGET Status
Operational	Finalise the Urban Greening Plan and develop a Nature Conservation Strategy	The Urban Greening Plan has been completed and adopted by Council (Nov 2022) and implementation has begun and is ongoing. The plan continues to be refined and updated as we collect more and updated contemporary data such as the recently completed city wide heat mapping. The plan remains a dynamic document to guide strategic vegetation and green canopy cover.					•
		The Nature Conservation Strategy has been successfully reviewed and superseded by the Natural Environment Strategy and associated Policy. The strategy was completed and adopted by Council in December 2022. The implantation planning is underway along with the update of the associated compilatory or linked plans and governance documents which refer to or relate to the new Strategy. There is still important and relevant information in the NCS which will need to be captures and transferred into a new frame work. This framework review forms part of the above work.					
Operational	Develop Open Space content for inclusion in Local Government Infrastructure Plan (LGIP)	The open space content for the new LGIP is being developed in accordance with the LGIP Project Management Plan and ELT adopted LGIP Business Case. The open space content is being developed with an external consultant and continues on track in accordance with the LGIP project schedule.	•				•
Catalyst	Continue implementation	The Implementation Plan based on the 10 directive principles is being implemented across the various departments of council.					
	of the Waste and Circular Economy Transformation Directive	For the collaboration on the Code of Practice, a Memorandum of Understanding has been drafted to support the ongoing work with WRIQ (Waste Recovery Industry of Queensland). This is in the process of finalisation for adoption.					
	program	The Joint Task Force continues to meet to address relevant elements of the Directive.					





A TRUSTED AND LEADING ORGANISATION



Swifts Sports Club to remain in Ipswich community ownership

Land and buildings currently leased by Swifts Leagues Club at Booval will remain in community ownership with council deciding not to sell them.

Instead, council will seek to reopen lease discussions with current operator Swifts Leagues Club in the interests of ensuring the facility continues to meet community needs into the future.

Council had considered selling a small portion of land known as Swifts Sports Club in Cameron Park after operators Swifts Leagues Club expressed interest in buying the land and refurbishing the sports club.

An independent community engagement process found 59 per cent of respondents supported the potential sale.

However, after careful deliberation, there was unanimous agreement among councillors to keep the land and buildings at 95A Brisbane Road, Booval. In choosing not to pursue a sale, council resolved for its CEO to advise Swifts Leagues Club that council is prepared to negotiate revised terms of the existing lease or enter into a new lease.

This was certainly a tough one, however council has reached a decision to retain this community asset while also seeking a better deal for the community through a new or updated lease.

Council recognises and respects that a majority of respondents to the community engagement process were in support of the potential sale of the facility,

with the financial impacts cited as one of the primary reasons for selling.

The unanimous decision of councillors last week however was made to not only retain this asset for the future but also work in partnership with Swifts to improve the site for the local community.

Swifts Leagues Club has an existing lease with a current term of 10 years to 2031 which may then be extended, solely and entirely at the club's discretion, for another 20 years.

On the basis of the information and advice provided by council officers and external specialist advisors it is considered most prudent for financial risk and operational reasons that council remain the owner of the land.

There was an opportunity for a good outcome for both Swifts Leagues Club and the community through a potential redevelopment of the "tired" facility, consistent with its current usage.

Founded around 1919, Swifts has been a part of our city for more than a hundred years. At Cameron Park, Swifts Leagues Club was the saviour when the bowls club became insolvent in 2001, taking over the leasehold and continuing to operate the club. Council has a long history of working with and supporting Swifts.

The negotiation of a potential new lease would enable the leagues club to submit a formal proposal to council to redevelop the site in the best interests of its members and the community.



World-class technology for new Ipswich garbage truck fleet

The first four of 28 new waste trucks have arrived to service lpswich's rapidly growing city to replace an aging fleet and ensure an efficient waste collection service for residents with additional safety features.

12 of the world-leading vehicles were on the region's roads by Christmas 2022, with the remaining 16 available in 2023.

As Queensland's fastest growing city, there is, on average, 135 new bins put out every week for collection

These new trucks will help ensure Ipswich Waste Services keep up with the significant service and population growth the city is experiencing.

The growth is not necessarily evenly spread, with areas such as Spring Mountain, Ripley and South Ripley growing rapidly.

To address this, council will commence a review in early 2023 of our collection days across the city with an aim of improved service delivery that is more cost effective for residents.

Wacol-based Volvo and Eagle Farm-based Superior Pak are involved in the manufacturing and delivery of the 28 new trucks.

We will have some of the most modern waste collection vehicles on our roads with cameras and technology that significantly improves community safety with this new fleet.

This new side arm collection fleet was chosen after a detailed procurement exercise that concluded with Volvo chassis and Superior Pak bodies.

They will service all waste, recycling and organic wheelie bins across the city.

The trucks feature at least 12 cameras watching in all directions – including waste going into the hopper. There is also the latest version of collision-avoidance, lane-departure, radars and auto braking technology.

As part of a major focus on safety, Ipswich Waste Services is the first customer of a new pedestrian-detection technology that has been added to the vehicles

This system specifically looks for people who may enter the exclusion zone around the lifting arms and automatically stops the action if someone is detected.

Council will maintain most of its existing collection fleet in the short term, as the new vehicles arrive, to ensure that sufficient vehicles are always available as the busy summer season approaches.



THEME 4 - DELIVERABLES

PROJECT TYPE	DELIVERABLE	Q2 COMMENT	STATUS Q1	STATUS Q2	STATUS Q3	STATUS Q4	BUDGET Status
Catalyst	Implement council's People and Culture Strategy	The People and Culture Strategy Implementation Program 2022–2023 has 10 projects of which 8 are in flight and 2 are completed. Highlights this quarter include The Inspiring Leaders Program winning a National LearnX Platinum Award and an Ipswich City Council Service Excellence Award; completing the Certification of Industrial Agreements Project; and addressing the remaining Queensland Audit Office Remediation deficiencies. Additionally, the Program includes 127 activities to be undertaken as business-as-usual activities, of which 47 are now completed and 43 are in progress.	•	•			•
Catalyst	Customer Experience Strategy finalisation and phased implementation	The Customer Experience Strategy resource needs have been identified and planned for the remainder of the financial year. Planning for the phases of the program continues and the delivery scheduled is underway. There has been some delay in the procurement processes and ICT activities which will impact the timing of the program. Timing is being reviewed and is part of the planning for the phases of the program.					•
Catalyst	Continuation of the iVolve project to implement a technology solution for council	The iVolve Program has a number of active procurement work packages that will determine the direction taken regarding the iVolve solution. Of greatest note is the iVolve Expression of Interest (EOI) which is in the final stages of moderation and evaluation. The outcome of the EOI will help form a future state technology roadmap (with component projects prioritised) and a final business case. The outcome of the EOI and confirmation of the direction is expected to be presented to council for approval in early 2023.	•	•			•
Operational	Implementation of Information Security Management Systems framework	Priorities for the identified initiatives within the draft implementation plan are nearly finalised. The Information Security Framework is being developed with the aim of submitting for approval together with the updated ICT Acceptable Use Administrative Directive before the completion of quarter 3.					
Operational	Continued implementation of ICT Strategic Plan	While there have been some schedule delays due to technical complexities, resourcing and competing priorities, positive progress continues to be made with the implementation of the ICT Strategy 2019–2024.					
Operational	Implement enterprise GIS platform	Contract negotiations have continued into quarter 2, delaying completion of the procurement process and consequently project progress. Council approval is expected in quarter 3, and supplier engagement will also commence in quarter 3.					•
Operational	Optimise the ICT Cloud and Disaster Recovery Initiative	Mitigation of the risks identified during the application migration phase to the ICT Cloud have been resolved. Disaster recovery capabilities are in place and testing has commenced.					



CORPORATE CAPITAL PROJECTS

Each financial year the Corporate Capital Projects are delivered through the Capital Works Program. The projects below have been identified on page 86 of the 2022–2023 Annual and Operational Plan.

PROJECT	г	PROJECT DESCRIPTION	Q2 COMMENT
8 B	ART GALLERY	Purchase of artwork, upgrade and replacement of furniture, fittings and equipment.	Procurement of potential new artwork remains in a holding pattern until the new Gallery Director commences in early February 2023. Research and due diligence however have been undertaken to identify potential pieces that fit within Gallery collection categories. Other minor capital works of fixtures, fittings and equipment are currently within timelines for completion.
\odot	IPSWICH CIVIC CENTRE/STUDIO 188/ NORTH IPSWICH RESERVE CORPORATE CENTRE	Upgrade and replacement of furniture, fittings and equipment.	Procurement has commenced for selected items with delivery ahead of financial year end. Some selected capital items in the technical space remain difficult to secure within time lines however remain confident that items will be received.
\odot	LIBRARY SERVICES	Upgrade and replacement of furniture and fittings, library pod deployment and logistics hub fitout.	Homework table and additional seating has been installed at the Children's Library. Planning is underway for replacement furniture at Springfield Library which will include open plan seating for the second floor.
8 B	COMMUNITY SAFETY AND INNOVATION	Upgrade and replacement of CCTV cameras and equipment, and upgrade of security systems.	Less than 20 cameras have been identified for replacement due to no longer being fit for purpose or end of life. Several cameras have already been delivered and are awaiting installation within the 3rd quarter. The remaining cameras have been ordered and are planned for delivery with installation commencing within the 4th quarter. Identified field cabinets are upgraded as necessary to ensure the protection of infrastructure and assets.
\odot	PLANNING AND REGULATORY SERVICES	Upgrade of animal management facilities, cemetery facilities and Planning and Regulatory systems.	Replacement of the impounded dog kennels at the Ipswich Pound and Animal management Centre is planned for quarter 3 2023. Tallegalla Cemetery Concept Master Plan adopted at Committee/Council, is proceeding to detailed design for Stage 2 construction. The Ipswich General Cemetery Pioneer Headstone Heritage Project final concept was approved at Committee/Council, proceeding to detailed design and subject to budget approval, construction in 2024/2025. Experienced Stonemason awarded the contract for the Moffatt/Bell crypt surround with construction planned for February 2023. Internal road refurbishment at the Ipswich General Cemetery is planned for early 2023. Potential underspend on the section 3 expansion at Warrill Park Lawn Cemetery is due to the delay in detailed design and planned preliminary works are unlikely in the 2022–2023 period.
\odot	INFORMATION COMMUNICATIONS AND TECHNOLOGY*	Upgrade and replacement of hardware, equipment and software to maintain and operate council's information communication and technology systems and infrastructure.	Hardware Asset Management (HAM) and Software Asset Management (SAM) is being managed proactively where it is within the ICT Branch's control, i.e. eBusiness is an EOI application that will be remediated through the IVolve program of work.
$\frac{\hat{\phi}\phi\phi}{\phi}$	NICHOLAS STREET PRECINCT REDEVELOPMENT	Construction and related costs of the retail precincts.	Please refer to latest Ipswich Central Redevelopment Committee minutes for status update.
$\frac{\hat{\phi}\phi\phi}{\hat{\phi}\phi}$	SPRINGFIELD NORTH SPORTS FIELD	Springfield North Sports Field.	The Nothern Sportsground 'Brighton Homes Arena' officially opened in October with the AFLW season seven grand final being held in November.
$\frac{\hat{\phi}\phi\phi}{\phi}$	CITY DEAL PROJECTS	City Deal Projects.	Support confirmed from new federal government including funding to advance SEQ City Deal secured as part of the October 2022 federal budget announcement.
φφφ	22/23 FLOOD RECOVERY COSTS	22/23 Flood Recovery Costs.	Works continuing across 4 program streams. Claims to Queensland Reconstruction for Counter Disaster and Emergency works expenditure for both February and May events is complete. Most claims have been assessed and approved. Preparation of claims for further works are continuing.
\bigcirc	IVOLVE*	Planning and implementation of council's primary Enterprise Resource Planning (ERP) systems.	Please refer to latest Governance and Transparency minutes for status update.

AMENDMENTS

Section 174 of the Local Government Regulation 2012 states that a local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.

There are no amendments to the 2022-2023 Operational Plan in quarter two.

COMMERCIAL BUSINESS UNIT



IPSWICH WASTE SERVICES

PERFORMANCE REPORT
QUARTER 2 (OCTOBER-DECEMBER)

1. INTRODUCTION

The quarterly report for the period October to December 2022 has been prepared to address the requirements of the Annual Performance Plan by providing the following information.

- 1. Introduction
- 2. Major highlights of operational activities
- 3. Performance in relation to stated performance targets
- 4. Financial analysis of quarterly performance against budget
- 5. Waste and Recycling Volumes
- 6. Recycling and Refuse Centre data

2.MAJOR HIGHLIGHTS OF OPERATIONAL ACTIVITIES

2.1 Highlights

The following is a summary of major highlights that occurred within Ipswich Waste Services for the period October to December 2022.

New Collection Fleet Deliveries

Throughout the period the first 13 of the new side arm collection fleet started to enter service. These were periodically delivered and brought into service prior to Christmas. The new Volvo vehicles come with the latest in collection and monitoring technology as well as highly advanced safety features such as a brand-new pedestrian detection technology. The first group included 8 waste, 3 FOGO and 2 recycling vehicles.

Infrastructure and Planning

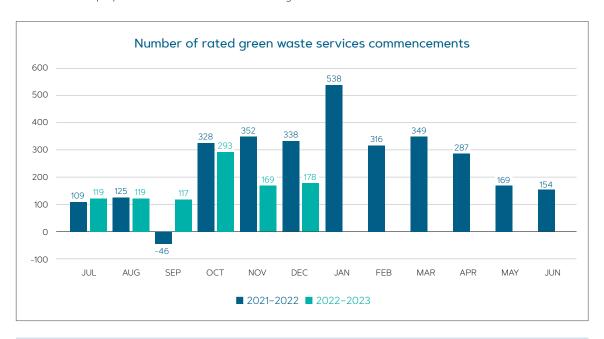
During the period significant works were undertaken around infrastructure plannging including finalisation of the concept design phase for a major upgrade to the Riverview Recycling and Refuse Centre. Other planning work included a review of the business's safety processes and the commencement on a long-term business plan.

2.2 Current Commercial Activities

Total of 1,280 Commercial Customers as at the end 31 December 2022.

2.3 Green Waste Bins

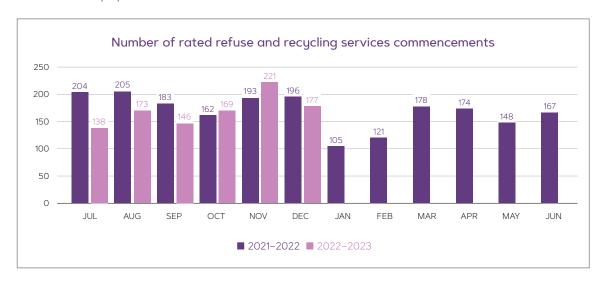
A total of 25,179 properties were rated for the domestic green waste bin as at 31 December 2022.



COMMENT: FOGO service take up is a bit lower than expected, however a large advertising campaign is scheduled for the commencement of quarter 3.

2.4 Domestic Waste (Refuse and Recycling)

A total of 88,507 properties were rated for the waste services as at 31 December 2022.



3. PERFORMANCE IN RELATION TO STATED PERFORMANCE TARGETS

3.1 Customers

PERFORMANCE TARGETS - CUSTOMERS								
KEY RESULT AREA	Indicator	Standard	Reporting Frequency	RESULT				
Provide value to customers	Customer response to Survey questions indicates customer satisfaction with the service	90%	Biennial	N/A				

COMMENT: Next biennial survey is scheduled for mid 2023.

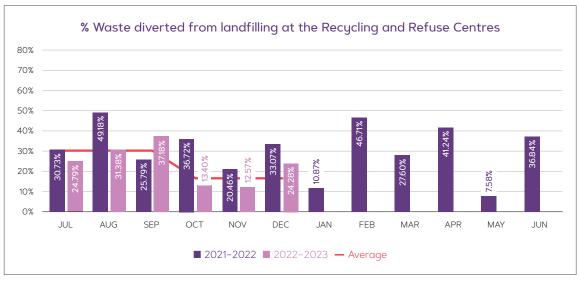
PERFORMANCE TARGETS - CUSTOMERS									
KEY RESULT AREA	Indicator	Acceptable Standard	Target	Reporting Frequency	October	November	December		
Provide value to customers	Number of domestic refuse and recycling bins repair/damaged and replacement/destroyed per 1,000 rated bins in service	<7	<5	Quarterly	6.18	8.08	6.97		
	Number of domestic refuse and recycling bin extra bin service/missed bin complaints per 1,000 rated bins in service	<5	<4	Quarterly	5.09	6.93	8.84		

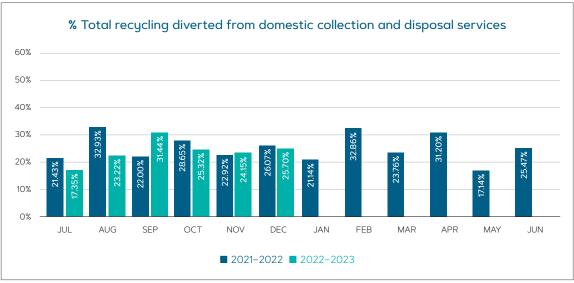
COMMENT: The period saw significant service disruptions around fleet availability, even so the service levels were still maintained to a reasonable standard. The arrival of new fleet assisted toward the end of the period.

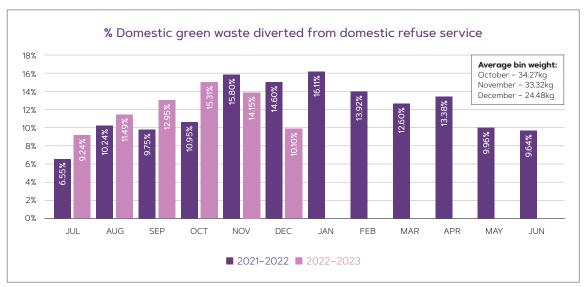
3.2 Processes

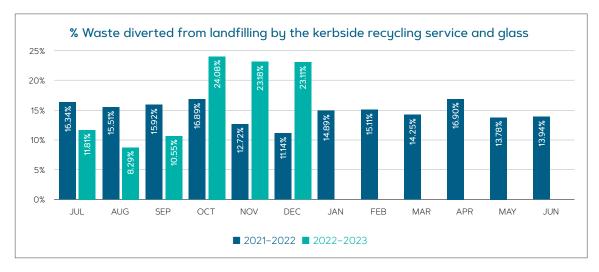
PERFORMAN	CE TARGETS - PROCESSES							
KEY RESULT	Indicator	Acceptable	Target	Reporting	RESULT			
AREA	maicator	Standard	rarget	Frequency	October	November	December	
Be a good neighbour	% Waste diverted from landfilling at the Recycling and Refuse Centres	>25%	>35%	Quarterly	13.40%	12.57%	24.28%	
	% total recycling diverted from domestic collection and disposal services	>20%	>35%	Quarterly	25.32%	24.15%	25.70%	
	% domestic green waste diverted from domestic refuse service	>5%	>10%	Quarterly	15.31%	14.15%	10.10%	
	% waste diverted from landfilling by the kerbside recycling service	>10%	>15%	Quarterly	24.08%	23.18%	23.11%	
	% waste diverted from landfilling by commercial waste services	>5%	>10%	Quarterly	7.22%	11.32%	6.35%	

COMMENT: Removal cycles of recyclables i.e., some only every 6–8 weeks impacts this data, data is more reflective over a 12-month period.













PERFORMAN	CE TARGETS - PROCESSES						
KEY RESULT	Indicator	Acceptable	Target	Reporting		RESULT	
AREA	maicacor	Standard	rui get	Frequency	October	November	December
Achieve operational excellence	Extra/Missed Bin Services requests completed within 1 working day	>85%	>95%	Quarterly	91%	96%	99%
excellence	# of Requests				786	580	589
	# of Request completed on time				719	558	586
	Domestic refuse and recycling service commencements actioned within 5 working days of notification	>85%	>95%	Quarterly	46.75%	76.92%	76%
	# of Requests				169	221	177
	# of Request completed on time				79	170	135
	Green waste service commencements actioned within 5 working days of notification	>85%	>95%	Quarterly	62%	67.05%	82.06%
	# of Requests				334	261	223
	# of Request completed on time				206	175	183
KEY RESULT	Indicator	Acceptable	Target	Reporting		RESULT	
AREA	indicator	Standard	larget	Frequency	October	November	December
Achieve operational excellence	Requests for Replacements/Repairs actioned within 5 working days	>85%	>95%	Quarterly	25%	53%	47%
excellence	# of Requests				768	729	641
	# of Request completed on time				195	385	301

COMMENT: IWS Performance has been severely affected by fleet operational issues. Leading to a focus on collection services over bin commencement to maximise critical waste removal. The arrival the first of the new fleet assisted to address these challenges with many more expected through quarters 3 and 4 of 2022–2023 financial year.



4. FINANCIAL ANALYSIS OF QUARTERLY PERFORMANCE AGAINST BUDGET

Operating result as at 31 December 2022.

The following tables outlines the operating result for the October to December 2022 quarter, and the full 2022-2023 financial year.

Budget

BUDGET V ACTUAL			
SECOND QUARTER		OCTOBER - DECEMBER 2022	
SECOND QUARTER	Actual (\$000')	Budget (\$000')	Variance (\$000')
Operational Revenue	14,665	13,057	1,608
Operational Expenditure	11,730	10,496	-1,234
Surplus/Deficit on Expenditure	2,935	2,561	374
YTD		FY23	
110	Actual (\$000')	Budget (\$000')	Variance (\$000')
Operational Revenue	27,878	26,114	1,764
Operational Expenditure	21,940	20,460	-1,480
Surplus/Deficit on Expenditure	5,937	5,653	284

Revenue

Revenue is 6.8% over budget estimate.

Expenses

Expenses are 7.2% OVER budget estimate. Employee Expenses are over budget by 510,000; Materials and Services 88,000 under; Other Expenses 317,000 under; and Internal Expense 1,347,000 over budget.

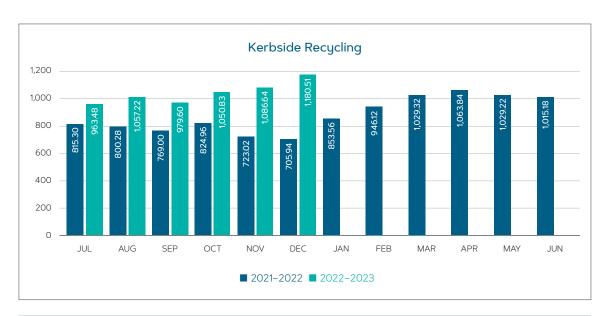
Capex

Budget for the year for the Waste program is 2,818,000 with a total spend as at 31 December of 1,001,000 (35.52%). The majority of budget allocation is for acquisition of bins which are replaced throughout the year as required.

CONCLUSIONS:

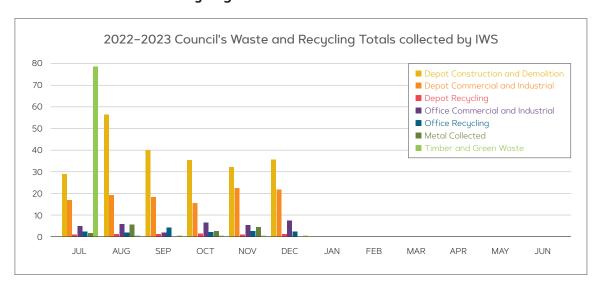
As anticipated Ipswich Waste Services returned to a great than budgeted surplus position at the conclusion of quarter 2, maintaining this against a background higher CPI and Fuel prices will be a challenge going forward as well as maintained labour growth in a very tight labour market.

5.WASTE AND RECYCLING VOLUMES



COMMENT: Kerbside recycling volumes continue to increase inline with the success of Council's new Recycle 5 advertising campaign.

5.1 Council's waste and recycling volumes

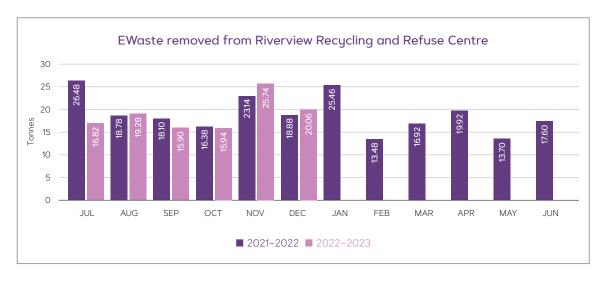


6. RECYCLING AND REFUSE CENTRE DATA

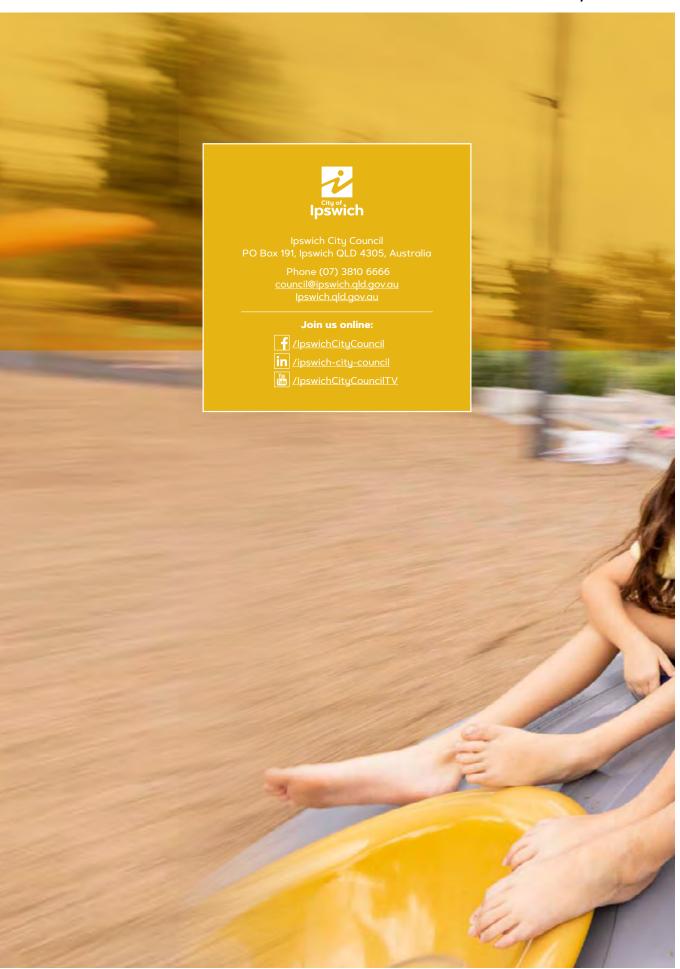
6.1 Customer numbers

MONTH / YEAR		RIVERVIEW			ROSEWOOD	
MONTH / YEAR	2020-2021	2021-2022	2022-2023	2020-2021	2021-2022	2022-202
July	10,742	11,643	11,619	954	1,056	1,191
August	12,493	11,409	12,091	1,113	1,086	1,212
September	11,650	11,887	12,652	1,055	1,171	1,238
October	14,510	13,130	13,400	1,058	1,294	1,243
November	11,493	12,283	13,469	1,103	1,177	1,321
December	14,556	16,936	16,593	1,413	1,795	N/A
January	15,746	17,520		1,541	1,574	
February	13,704	10,828		1,144	1,044	
March	13,610	17,292		1,118	2,194	
April	13,024	14,039		1,279	1,394	
May	11,900	10,281		1,089	1,042	
June	10,185	11,728		909	1,190	
TAL YEAR TO DATE	153,613	158,976	68,205	13,776	16,017	6,205

6.2 Ewaste volume







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ITEM: 3

SUBJECT: QUARTERLY REPORT TO THE DEPARTMENT OF STATE DEVELOPMENT,

INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING

AUTHOR: ACTING ENTERPRISE PROGRAM MANAGEMENT OFFICE MANAGER

DATE: 18 JANUARY 2023

EXECUTIVE SUMMARY

This is a report concerning a request from the Director-General, Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) for Council to provide a series of quarterly performance reports.

This report represents the October to December 2022 quarter and is reflective of the scope requested by the Director-General in June 2022.

RECOMMENDATION/S

That the Committee endorse the draft letter to the Director-General (DSDILGP) containing the quarterly update for October to December 2022 as set out in Attachment 1.

RELATED PARTIES

There is no potential, perceived or actual conflict of interest to disclose.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The draft letter included as Attachment 1 to this report, represents the October to December 2022 quarter and is reflective of the revised scope requested by the Director-General in June 2022, focusing on the following matters:

- any significant changes to governance policies and processes and the rationale for such changes;
- any significant issues relating to senior staff changes; and
- any issues which may identify corruption risks.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions: Local Government Act 2009 Local Government Regulation 2012 Public Sector Ethics Act 2004 Industrial Relations Act 2016 Crime and Corruption Act 2001

RISK MANAGEMENT IMPLICATIONS

There continues to be significant investment in good corporate governance and risk management. Council has implemented an Enterprise Risk Management Framework and has developed and is implementing a Five-Year Risk Maturity Roadmap to continue to mature its approach to identifying and managing risks.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS

NON-DISCRETIONARY DECISION

The Recommendation of this report arises from a requirement under section 115 of the *Local Government Act 2009* that allows for the monitoring of a local government's performance and do not impact individuals. Therefore, the decision will not be unlawful under the *Human Rights Act 2019*.

FINANCIAL/RESOURCE IMPLICATIONS

The collation of the quarterly performance report has been undertaken by the Enterprise Program Management Office (ePMO) of Council within the existing resource allocation and has been given priority over other responsibilities given the legislative obligation. All future performance reports will continue to be coordinated by the ePMO up until 31 March 2024.

COMMUNITY AND OTHER CONSULTATION

The performance report has been coordinated by the ePMO with input and content verified by the relevant Council officers. Consultation on the draft letter has also been undertaken with the Chief Executive Officer.

CONCLUSION

This quarterly performance report for the period October to December 2022 represents Council's compliance with the requested continuation of a revised reporting requirement through to 31 March 2024.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1. DG Letter - DRAFT Cover Letter, October to December 2022 🗓 🖺

Anna Payne

ACTING ENTERPRISE PROGRAM MANAGEMENT OFFICE MANAGER

I concur with the recommendations contained in this report.

Maree Walker

ACTING MANAGER, PERFORMANCE

I concur with the recommendations contained in this report.

Sonia Cooper

CHIEF EXECUTIVE OFFICER

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



Mayor Teresa Harding

City of Ipswich Queensland, Australia

Mr Mike Kaiser
Director-General
Department of State Development, Infrastructure,
Local Government and Planning
Via email: mike.kaiser@dsdilgp.qld.gov.au

23 February 2023

Dear Mr Kaiser,

In line with your correspondence of 30 June 2022 (your ref. DGBN 22/258) advising of the extension of Council's reporting requirement through to the end of the current Council term (March 2024), I am pleased to provide below an update on the matters requested for the October to December 2022 quarter:

Matter	Update
Any significant changes to governance policies and processes and the rationale for such changes	There have been no significant changes to governance policies and processes for Quarter 2 of the current financial year 2022-2023.
Any significant issues relating to senior staff changes	After seven and a half years with Ipswich City Council, Sean Madigan, General Manager, Infrastructure and Environment has resigned effective 20 January 2023 and has taken up a new opportunity in another organisation.
	A recruitment process is planned to replace this very important executive leadership role.
Any issues which may identify corruption risks	No issues which may identify corruption risks have been identified during Quarter 2 of the current financial year 2022-2023.

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Ipswich.qld.gov.au

Page 2

If you or your officers would like further detail or information on any of these matters, I would be happy to assist in providing this to you or alternatively I invite contact with Ms Sonia Cooper, Chief Executive Officer on email sonia.cooper@ipswich.qld.gov.au or telephone 0427 475 293.

Yours sincerely

Mayor Teresa Harding

Cc: Ms Bronwyn Blagoev,

Executive Director, Strategy and Service Delivery

Local Government Division

Via Email: <u>bronwyn.blagoev@dlgrma.qld.gov.au</u>



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lpswich.qld.gov.au

Doc ID No: A8589566

ITEM: 4

SUBJECT: UPDATE TO COUNCIL'S MEETING CONDUCT POLICY, MEETING PROCEDURES

POLICY AND PUBLIC PARTICIPATION POLICY

AUTHOR: MANAGER, EXECUTIVE SERVICES

DATE: 16 JANUARY 2023

EXECUTIVE SUMMARY

This is a report concerning recent minor updates to the State Government's *Model Meeting Procedures* and *Best Practice Example - Standing Orders for Local Government and Standing Committee Meetings* and updating Council's Meeting Procedures Policy, Meeting Conduct Policy and Public Participation Policy so they are not inconsistent with the State Government model as per legislative requirements.

RECOMMENDATION/S

- A. That the updated policy titled 'Meeting Conduct' as outlined in Attachment 3, be adopted.
- B. That the updated policy titled 'Meeting Procedures' as outlined in Attachment 6, be adopted.
- C. That the updated policy titled 'Public Participation at Ordinary Council Meetings' as outlined in Attachment 9 and the revised 'Public Participation Application Form' as outlined in Attachment 11, be adopted.

RELATED PARTIES

Mayor and Councillors

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The Local Government Act 2009 (LGA) prescribes that all councils are required to adopt the Model Meeting Procedures or, prepare and adopt other procedures that are not inconsistent with the model procedures for the conduct of its meetings and meetings of its committees.

Late in 2022, the Department of State Development, Infrastructure, Local Government and Planning reviewed the Model Meeting Procedures and Best Practice Example - Standing Orders and made a number of amendments. These updated documents can be found online at: https://www.statedevelopment.qld.gov.au/local-government

The key changes made by the state were to the COVID-19 pandemic safety provisions and clarification around closing meetings to discuss the local government's budget. A number of other minor refinements have been noted, primarily wording and clarification on intent.

To ensure council's adopted Meeting Procedures Policy, Meeting Conduct Policy and Public Participation Policy continue to meet legislative requirements, a review was undertaken. The proposed policy amendments have been made to ensure our policies in this space remain not inconsistent with the state provided model. A number of minor formatting, layout and grammar changes have also been proposed to both improve the consistency throughout the policies and improve clarity on the process.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

The proposed changes are limited to the Meeting Procedures Policy, Meeting Conduct Policy and Public Participation Policy.

RISK MANAGEMENT IMPLICATIONS

Council is required by section 150G of the LGA to either adopt the model procedures or prepare and adopt procedures for the conduct of its meetings and meetings of its committees.

FINANCIAL/RESOURCE IMPLICATIONS

There are no changes proposed as a result of this report to the resourcing or budget required for the operation of council meetings.

COMMUNITY AND OTHER CONSULTATION

The requirements for meeting procedures are prescribed by legislation and no additional consultation has been undertaken.

CONCLUSION

The changes proposed ensure council remains compliant with legislation and that we continue to conduct meetings of council to a high standard.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS			
OTHER DECISION			
(a) What is the Act/Decision being made?	That the updated policy titled 'Meeting Conduct' as outlined in Attachment 3, be adopted.		

	That the updated policy titled 'Meeting Procedures' as outlined in Attachment 6, be adopted. That the updated policy titled 'Public Participation at Ordinary Council Meetings' as outlined in Attachment 9 and the revised 'Public Participation Application Form' as outlined in Attachment 11, be adopted.
(b) What human rights are affected?	No human rights are affected by this decision
(c) How are the human rights limited?	No human rights are limited by this decision
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	N/A
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Meeting Conduct Policy - current version 🗓 🖺
2.	Meeting Conduct Policy - tracked changes 🗓 🖫
3.	Meeting Conduct Policy - clean copy 🗓 🖺
4.	Meeting Procedures Policy - current version 🗓 🖺
5.	Meeting Procedures Policy - tracked changes 🗓 🖺
6.	Meeting Procedures Policy - clean copy 🗓 🖫
7.	Public Participation Policy - current version 🗓 🖫
8.	Public Participation Policy - tracked changes 🗓 🖺
9.	Public Participation Policy - clean copy 🗓 🖺
10.	Public Participation Application Form - current version 🗓 🖺
11.	Public Participation Application Form - clean copy 🗓 🖺

Wade Wilson

MANAGER, EXECUTIVE SERVICES

I concur with the recommendations contained in this report.

Barbara Dart

ACTING GENERAL MANAGER COORDINATION AND PERFORMANCE

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



Meeting Conduct Policy











Version Control and Objective ID	Version No: 2	Objective ID: A6648065
Adopted at Council Ordinary Meeting on	26 November 2020	
Date of Review	26 November 2024	

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IPSWICH CITY COUNCIL | Meeting Conduct Policy

1. Statement

Section 150F of the *Local Government Act 2009* requires that a local government must make procedures for the conduct of meetings of a local government and its committees outlining how the chairperson of a local government meeting may deal with a councillor's unsuitable meeting conduct and how the suspected inappropriate conduct of a councillor, referred to the local government by the assessor, must be dealt with at a local government meeting.

2. Purpose and Principles

This procedure outlines the processes that must be followed for instances of unsuitable meeting conduct and suspected inappropriate conduct by councillors of Ipswich City Council in a local government meeting including committee meetings. It also ensures that if a councillor has a personal interest in a matter, the local government deals with the matter in an accountable and transparent way that meets community expectations.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

• A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

Ipswich City Council Meeting Procedures Policy Ipswich City Council Investigations Policy

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This policy applies to all councillors including the Mayor of Ipswich City Council as well as the Chief Executive Officer.

IPSWICH CITY COUNCIL | Meeting Conduct Policy

7. Roles and Responsibilities

Councillors

Committee Manager

Chief Executive Officer

8. Key Stakeholders

This policy applies to all councillors, the Chief Executive Officer, the Office of the Chief Executive Officer and the Committee Manager.

9. Processes for meeting conduct

9.1 Conduct during meetings

- 9.1.1 Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behaviour set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 9.1.2 After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chairperson.
- 9.1.3 Unless exempted by the Chairperson, members shall address the Chairperson while:
 - moving any motion or amendment;
 - seconding any motion or amendment;
 - taking part in any discussion;
 - replying to any question; or
 - addressing the local government for any other purpose.
- 9.1.4 Councillors must remain seated and silent while a vote is being taken except when calling for a division.
- 9.1.5 Councillors will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the meeting.
- 9.1.6 Councillors will, during a meeting, address:
 - other councillors by their respective titles, "Mayor", "Councillor" or "Chairperson" and
 - Employees by designating them with their respective official or departmental title or full name (e.g. Mr Smith).
- 9.1.7 Councillors will confine their remarks to the matter then under consideration.
- 9.1.8 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 9.1.9 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

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9.1.10 Councillors present at a meeting of the local government, including committees, will actively participate in the meeting by refraining from taking calls or texting. If the call is of such importance that it requires the councillor's attention, the councillor can move a motion that the meeting be adjourned (refer clause 9.15 of the meeting procedures policy). Once the meeting is adjourned the councillor will leave the meeting room to conduct the call.

The following processes <u>must be</u> followed for dealing with unsuitable meeting conduct and suspected inappropriate conduct in a meeting of council.

<u>Unsuitable meeting conduct</u> is handled by council in the council meeting. It is unsuitable meeting conduct when a councillor, in a council meeting, contravenes the code of conduct or a council policy.

<u>Inappropriate conduct</u> is when a councillor contravenes a behavioural standard outlined in the code of conduct, or a policy, procedure or resolution of council, an order of the chairperson of a council meeting to leave and stay away, or when a councillor has received orders for unsuitable meeting conduct three times in one year.

- 9.2 Dealing with unsuitable meeting conduct by a Councillor in a meeting
- 9.2.1 The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor.

The conduct of a councillor is unsuitable meeting conduct if the conduct:

- a. happens during a local government meeting; and
- b. contravenes a behavioural standard as set out in the Code of Conduct for councillors.

The behavioural standards as outlined in the Councillor Code of Conduct are:

- a. Carry out **responsibilities** conscientiously and in the best interests of the Council and the community;
- b. Treat people in a reasonable, just, respectful and non-discriminatory way;
- c. Ensure conduct does not reflect adversely on the **reputation** of Council.
- 9.2.2 If the Chairperson decides that unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct ie; (less serious nature and remedial action is taken immediately or is of a more serious nature in that the remedial action is not complied with) and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued.
- 9.2.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - a. Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - b. Apologising for their conduct;
 - c. Withdrawing their comments.
- 9.2.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 9.2.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.

- 9.2.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 9.2.7 If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one or more of the orders below:
 - a. an order reprimanding the Councillor for the conduct
 - b. an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 9.2.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an authorised officer.
- 9.2.9 The meeting must be adjourned whilst the Councillor is being removed.
- 9.2.10 Following the completion of the meeting, the Chairperson must ensure:
 - a. details of any order issued is recorded in the minutes of the meeting
 - b. if it is the third (3rd) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct pursuant to the LGA
 - c. the Local Government's Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Government's Councillor Conduct Register pursuant to the LGA.
- 9.2.11 At the next meeting of the Local Government the Local Government is required to decide what penalty or penalties, as a result of 9.2.10(b) above, from the orders detailed in 9.3.3 (d), if any, to impose on the subject Councillor.
- 9.2.12 When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public.
- 9.2.13 The subject Councillor must be invited back into the place where the meeting is being held once a decision has been made.
- 9.2.14 The Local Government must ensure the meeting minutes reflect the resolution made.
- 9.2.15 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent (refer section 11.9 of the meeting procedures policy for the motion of dissent) for parts 9.2.1, 9.2.7 and 9.2.8 above.

- 9.3 Dealing with suspected Inappropriate Conduct which has been referred to a Local Government
- 9.3.1 Pursuant to section 150AF of the LGA, after receiving a referral by the Independent Assessor of an instance of suspected inappropriate conduct, the Local Government must complete an investigation into the alleged conduct.
- 9.3.2 After the completion of the investigation, the Local Government must decide:
 - whether or not the Councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the LGA.
 - If the local government decides the councillor has engaged in inappropriate conduct –
 what action the local government will take in accordance with section 150AH of the LGA
 and as outlined in 9.3.3(d) below.
- 9.3.3 When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor, the Local Government must:
 - a. Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. Where the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275 of the *Local Government Regulation 2012* (the LGR).
 - b. When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor, that Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in section 10 of this policy.
 - c. The Local Government should then debate the issue and decide whether the accused Councillor engaged in inappropriate conduct.
 - d. If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:
 - order that no action be taken against the councillor; or make 1 or more of the following orders;
 - II. an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
 - III. an order reprimanding the Councillor for the conduct;
 - IV. an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
 - V. an order that the Councillor be excluded from a stated Local Government meeting;
 - VI. an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee;

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- VII. an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct;
- VIII. an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.
- 9.3.4 When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is
- 9.3.5 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made.
- 9.3.6 The Local Government must ensure the meeting minutes reflect the resolution made.

10. Processes for Conflicts of Interest

10.1 Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 10.1.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 10.1.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 10.1.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
 - a. if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - b. if it arises because of an application or submission, the subject of the application or submission;
 - c. the name of any entity, other than the councillor, that has an interest in the matter;
 - d. the nature of the councillor's relationship with the entity that has an interest in a matter;
 - e. details of the councillor's and any other entity's interest in the matter.
- 10.1.4 The councillor must then leave the place of the meeting, including any area set aside for the public and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- 10.1.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

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10.2 Declarable Conflicts of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings, standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA applies.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.2.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 10.2.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 10.2.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
 - a. the nature of the declarable conflict of interest;
 - b. if it arises because of the councillor's relationship with a related party:
 - i. the name of the related party to the councillor;
 - ii. the nature of the relationship of the related party to the councillor;
 - iii. the nature of the related party's interest in the matter;
 - c. if it arises because of a gift or loan from another person to the councillor or a related party:
 - i. the name of the other person;
 - ii. the nature of the relationship of the other person to the councillor or related party;
 - iii. the nature of the other person's interest in the matter;
 - iv. the value of the gift or loan and the date the gift or loan was made.
- 10.2.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 10.2.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.

- 10.2.6 The other councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
- 10.2.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 10.2.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.2.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the circumstances of the matter including, but not limited to:
 - a. how does the inclusion of the councillor in the deliberation affect the public trust;
 - b. how close or remote is the councillor's relationship to the related party;
 - c. if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - d. will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them;
 - e. how does the benefit or detriment the subject councillor stands to receive compare to others in the community;
 - f. how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting;
 - g. whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.2.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.

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- 10.2.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.2.12 In making the decision under 10.2.6 and 10.2.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.2.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

10.3 Reporting a suspected conflict of interest

- 10.3.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
 - The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 10.3.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 10.3.3 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.
- 10.3.4 If the councillors cannot reach a majority decision then they are taken to have determined that the councillor has a declarable conflict of interest.

10.4 Loss of quorum

- 10.4.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
 - a. delegate the consideration and decision on the matter, pursuant to section
 257 of the LGA; or
 - b. defer the matter to a later meeting
 - c. not to decide the matter and take no further action in relation to the matter.

All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.

IPSWICH CITY COUNCIL | Meeting Conduct Policy

- 10.4.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 10.4.3 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

10.5 Recording prescribed and declarable conflicts of interest

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest;
- the particulars of the prescribed or declarable conflict of interest provided by the councillor;
- the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest;
- · any decision then made by the eligible councillors;
- whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval;
- the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision;
- the name of each councillor who voted on the matter and how each voted;
- If the councillor has a declarable conflict of interest the following additional information
 must be recorded in the minutes of the meeting when the meeting is informed of a
 councillor's personal interest by someone other than the councillor, the name of each
 councillor who voted in relation to whether the councillor has a declarable conflict of
 interest, and how each of the councillors voted;
- where a decision has been made under section 10.2.6 above the minutes must include the decision and reasons for the decision, and the name of each eligible councillor who voted and how each eligible councillor voted.

11. Monitoring and evaluation

Outline the process for monitoring and/or review of this procedure to ensure it remains fit for purpose.

Identify specific measures that will determine the successful implementation and effectiveness of the procedure.

12. Related documents

Local Government Act 2009

Ipswich City Council Investigations Policy

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13. Definitions

Assessor or OIA (Office of the Independent Assessor)	means the Independent Assessor appointed under section 150CV of the LGA	
Authorised person	Means a person who holds office under section 202 of the LGA	
Behavioural Standard	means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the LGA	
Chairperson	The person presiding at a meeting of the local government or committee	
Chief Executive Officer or CEO	The Chief Executive Officer of the local government A person who holds an appointment under section 194 of the Act.	
Committee	A committee of the local government appointed under section 264 of the <i>Local Government Regulation 2012</i>	
Conflict of Interest	As outlined in Chapter 5B of the Local Government Act 2009	
Council	Ipswich City Council	
Councillor	Of a local government, includes the mayor	
Corrupt Conduct	As per the Crime and Corruption Act 2001, conduct of a person regardless of whether the person holds or held an appointment that fulfils each of the following elements: (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— (i) a unit of public administration; or (ii) a person holding an appointment; and (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that— (i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise	
Councillor Conduct Register	of powers of a person holding an appointment; and (c) is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and (d) would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. As required under section 150DX of the Act and is a record of all written complaints about councillors and the outcome of each complaint, including any disciplinary or other action.	

Inappropriate conduct	As per section 150K of the Local Government Act 2009
	(1) The conduct of a councillor is <i>inappropriate conduct</i> if the
	conduct contravenes—
	(a) a behavioural standard; or
	(b) a policy, procedure or resolution of the local government.
	(2) Also, the conduct of a councillor is <i>inappropriate conduct</i> if—
	(a) the conduct contravenes an order of the chairperson of a local
	government meeting for the councillor to leave and stay away from the
	place at which the meeting is being held; or
	(b) it is part of a course of conduct at local government meetings
	leading to orders for the councillor's unsuitable meeting conduct being
	made on 3 occasions within a period of 1 year.
	(3) For subsection (2)(b), the conduct that led to the orders being
	made, taken together, is the inappropriate conduct.
	(4) However, inappropriate conduct does not include conduct that
	is—
	(a) unsuitable meeting conduct, to the extent the conduct is not
	conduct mentioned in subsection (2); or
	(b) misconduct; or
	(c) corrupt conduct
Investigation policy	Refers to the policy as required by section 150AE of the LGA
Local Government	In this policy meaning Ipswich City Council
Meeting	
Misconduct	As nor section 1501 the Josef Covernment Act 2000
Misconduct	As per section 150L the Local Government Act 2009
	(1) The conduct of a councillor is misconduct if the conduct—
	(a) adversely affects, directly or indirectly, the honest and impartial
	performance of the councillor's functions, or the exercise of the
	councillor's powers; or
	(b) is or involves—
	(i) a breach of the trust placed in the councillor, either knowingly or
	recklessly; or
	(ii) a misuse of information or material acquired in, or in
	connection with, the performance of the councillor's functions,
	whether the misuse is for the benefit of the councillor or for the
	benefit, or to the detriment, of another person; or
	(c) contravenes any of the following—
	(i) an order of the local government or the conduct tribunal;
	(ii) the acceptable requests guidelines of the local government
	under section 170A;
	(iii) a policy of the local government about the reimbursement of
	expenses;
	(iv) section 150R, 170(2), 171(3) or 175G.
	(2) Also, the conduct of a councillor is misconduct if the conduct—
	(a) is part of a course of conduct leading to the local government
	deciding to take action under section 150AG to discipline the councillor for
	inappropriate conduct on 3 occasions within a period of 1 year; or
	(b) is of the same type stated in an order of the local government that
	if the councillor engages in the same type of conduct again, it will be dealt
	with as misconduct.
	(3) For subsection (2)(a), the conduct that led to the 3 occasions of
	disciplinary action, taken together, is the misconduct.
Ordinary meeting	A meeting that the local government is required to hold pursuant to
,	section 257 of the Local Government Regulation 2012
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

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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 orders	The rules adopted by council that regulate the meetings of the Ipswich		
	City Council		
Unsuitable meeting conduct	As per section 150H of the Local Government Act 2009		
	The conduct of a councillor is <i>unsuitable meeting conduct</i> if the		
	conduct—		
	(a) happens during a local government meeting; and		
	(b) contravenes a behavioural standard.		

14. Policy Owner

The Executive Services Branch of the Coordination and Performance Department is responsible for authoring and reviewing this policy.



Meeting Conduct Policy











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1. Statement

Section 150F-150G of the Local Government Act 2009 requires that a local government must—make procedures for the conduct of meetings of a local government and its committees outlining how the chairperson of a local government meeting may deal with a councillor councillor's unsuitable meeting conduct and how the suspected inappropriate conduct of a councillor councillor, referred to the local government by the assessor, must be dealt with at a local government meeting as well as the processes for dealing with and recording conflicts of interest.

2. Purpose and Principles

This procedure outlines the processes that must be followed for instances of unsuitable meeting conduct and suspected inappropriate conduct by councillors of Ipswich City Council in a local government meeting including committee meetings. It also ensures that if a councillor has a personal-conflict of interest in a matter, the local government deals with and records the matter in an accountable and transparent way that meets community expectations.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

Local Government Regulation 2012

Ipswich City Council Meeting Procedures Policy

Ipswich City Council Investigations Policy

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This policy applies to all <u>councillorsCouncillors</u> including the Mayor of Ipswich City Council as well as the Chief Executive Officer.

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7. Roles and Responsibilities

Councillors are required to participate in meetings in accordance with this Policy and adhere to the processes outlined in this Policy.

Committee Manager

<u>The Chief Executive Officer is responsible for maintaining the Councillor Conduct Register</u>

<u>The Meetings Coordination Team are responsible for recording proceedings at Council Meetings.</u>

8. Key Stakeholders

This policy applies to all councillors the Chief Executive Officer, the Office of the Chief Executive Officer and the Committee Manager Meetings Coordination Team.

9. Processes for meeting conduct

- 9.1 Conduct during meetings
- 9.1.1 Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behaviour set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 9.1.2 After a meeting of Council has been formally constituted and the business commenced, a Councillor Shall not enter or leave from such meeting without first notifying the Chairperson.
- 9.1.3 Unless exempted by the Chairperson, members shall address the Chairperson while:
 - •(a) moving any motion or amendment;
 - (b) seconding any motion or amendment;
 - (c) taking part in any discussion;
 - •(d) replying to any question; or
 - •(e) addressing the local government for any other purpose.
- 9.1.4 Councillors must remain seated and silent while a vote is being taken except when calling for a division.
- 9.1.5 Councillors will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the meeting.
- 9.1.6 Councillors will, during a meeting, address:
 - •(a) other councillors by their respective titles, "Mayor", "Councillor" or "Chairperson" and
 - •(b) Employees by designating them with their respective official or departmental title or full name (e.g. Mr Smith).
- 9.1.7 Councillors will confine their remarks to the matter then under consideration.
- 9.1.8 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 9.1.9 When the Chairperson speaks during the process of a debate, the Councillor then speaking

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or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

The following processes <u>must be</u> followed for dealing with unsuitable meeting conduct and suspected inappropriate conduct in a meeting of council.

<u>Unsuitable meeting conduct</u> is handled by council in the council meeting. It is unsuitable meeting conduct when a councillor <u>Councillor</u>, in a council meeting, contravenes the code of conduct or a council policy.

<u>Inappropriate conduct</u> is when a councillor<u>Councillor</u> contravenes a behavioural standard outlined in the code of conduct, or a policy, procedure or resolution of council, an order of the chairperson of a council meeting to leave and stay away, or when a councillor<u>Councillor</u> has received orders for unsuitable meeting conduct three times in one year.

- 9.2 Dealing with <u>uUnsuitable mMeeting eConduct</u> by a Councillor in a <u>mMeeting</u>

 The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:
- 9.2.1 The Chairperson must <u>reasonably believe that decide whether or not</u> unsuitable meeting conduct has been displayed by a Councillor <u>at a meeting</u>.
 - The conduct of a councillorCouncillor is unsuitable meeting conduct if the conduct:
 - a.-happens during a local government meeting; and
 - b. contravenes a behavioural standard as set out in the Code of Conduct for councillorsCouncillors.
 - The behavioural standards as outlined in the Councillor Code of Conduct are:
 - a. Carry out **responsibilities** conscientiously and in the best interests of the Council and the community;
 - b. Treat people in a reasonable, just, respectful and non-discriminatory way;
 - c. Ensure conduct does not reflect adversely on the reputation of Council.
- 9.2.2 If the Chairperson decides that unsuitable meeting conduct has occurred, the Chairperson must-may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 9.2.5.ie; (less serious nature and remedial action is taken immediately or is of a more serious nature in that the remedial action is not complied with) and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued.
- 9.2.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - a.(a) Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - b.(b) Apologising for their conduct;
 - c.(c) Withdrawing their comments.
- 9.2.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

- 9.2.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- 9.2.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 9.2.7 If the Councillor still continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decided a warning was not appropriate under 9.2.3s, the Chairperson may make one or more of the orders below:
 - a.(a) an order reprimanding the Councillor for the conduct
 - b.(b) an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 9.2.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an authorised officer.
- 9.2.9 The meeting must be adjourned whilst the Councillor is being removed.
- 9.2.109.2.9 Following the completion of the meeting, the Chairperson must ensure:
 - a.(a) details of any order issued is recorded in the minutes of the meeting
 - b.(b) if it is the third (3rd) or more order within a 12-month period made against a Councillor, or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Local GovernmentCouncil and treated as inappropriate conduct pursuant to the LGA.
 - e.(c) the Local Government's Chief Executive Officer is advised to ensure details of any order made must beis updated in the Local Government's Councillor Conduct Register pursuant to the LGA.
- 9.2.11 At the next meeting of the Local Government the Local Government is required to decide what penalty or penalties, as a result of 9.2.10(b) above, from the orders detailed in 9.3.3 (d), if any, to impose on the subject Councillor.
- 9.2.12 When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public.
- 9.2.13 The subject Councillor must be invited back into the place where the meeting is being held once a decision has been made.
- 9.2.14 The Local Government must ensure the meeting minutes reflect the resolution made.
- 9.2.15 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent (refer section 11.9 of the meeting procedures policy for the motion of dissent) for parts 9.2.1, 9.2.7 and 9.2.8 above.

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- 9.3 Dealing with suspected Inappropriate Conduct which has been referred to a Local Government by the Independent Assessor
- 9.3.1 Pursuant to <u>Chapter 5A</u>, <u>Division 5</u> <u>section 150AF of the of the LGA (Referral of conduct to local government)</u>, <u>after receiving</u> a referral <u>by from</u> the Independent Assessor of <u>an instance of suspected</u> inappropriate conduct, <u>or an instance of suspected inappropriate conduct may arise from circumstances under 9.2.9(b) of this Policythe Local Government must complete an investigation into the alleged conduct.</u>
- 9.3.2 In either case, the council must complete an investigation into the alleged conduct:
 - (a) consistent with any recommendations from the IA; and
 - (b) consistent with the council's investigation policy; or
 - (c) in another way decided by resolution of the council.
- 9.3.29.3.3 After the completion of the investigation, the Local Government council must decide in a Council meeting: whether or not the Councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the LGA.

whether or not the Councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the LGA.

- If the local government decides the councillor Councillor has engaged in inappropriate
 conduct what action the local government will take in accordance with section 150AH
 of the LGA and as outlined in 9.3.3(d) below.
- 9.3.39.3.4 When dealing with an instance of suspected inappropriate conduct which has been–referred to a Local Government by the Independent Assessor, the Local Governmentcouncil must:
 - a.(a) Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. However, Wwhere the matter may directly affect the health and safety of the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275-254J(3)(f) of the Local Government Regulation 2012 (the LGR) to discuss the allegation.
 - b. When deliberating on the issue the subject Councillor Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor Councillor, that Councillor Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in section 10 of this policy.
 - (b) The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor through the Chairperson to assist the other Councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.

- (c) Should the complainant be a Councillor, that Councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 10.2 of this policy. If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under section 10.2 of this policy. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- e.(d)The Local Governmentcouncil should must then debate the issue and decide whether the accused subject Councillor Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors, or another reason, the matter must be delegated consisted with section 257 of the LGA (Delegation of local government powers).
- (e) If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true. If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor.:
- d.(f) The council may order that no action be taken against the Councillor; or make one or more of the following:
 - order that no action be taken against the councillor <u>Councillor</u>; or make 1 or more of the following orders;
 - ##.1. aan order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
 - ##<u>|I.</u>an order reprimanding the Councillor for the conduct;
 - an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
 - V.IV. an order that the Councillor be excluded from a stated Local Government meeting;
 - ₩.v.an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, (for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee);
 - VII.VI. __an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct;
 - VIII. an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.
- 9.3.5 A Local Government may not make an order under section 9.3.4f (iii, iv, v or vi) above in relation to a person who is no longer a Councillor

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- 9.3.4 When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is true.
- 9.3.59.3.6 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made and the Chairperson must advise them of the details of the decision.
- <u>9.3.69.3.7</u> The <u>Local Government-chairperson</u> must ensure the meeting minutes reflect the resolution made.

10. Processes for Conflicts of Interest

10.1 Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors councillors must abide by the following procedures:

- 10.1.1 A <u>councillor Councillor</u> who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 10.1.2 A <u>councillorCouncillor</u> who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 10.1.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
 - a-(a) if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - b.(b) if it arises because of an application or for which a submission has been made, the matters the subject of the application or and submission;
 - <u>c.(c)</u> the name of any entity, other than the <u>councillor</u>Councillor, that has an interest in the matter;
 - d.(d) the nature of the councillor Councillor's relationship with the entity that has an interest in a mattermentioned in (c) above;
 - e.(e) details of the councillor Councillor's and any other entity's interest in the matter.
- 10.1.4 The <u>councillor Councillor</u> must then leave the place of the meeting, including any area set aside for the public and stay away while the matter is being discussed and voted on, unless the subject <u>councillor Councillor</u> has written notice from the Minister to participate in the matter.
- 10.1.5 Once the <u>councillor</u> has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

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10.2 Declarable Conflicts of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings, standing or advisory committee meetings, that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A <u>councillorCouncillor</u> may raise their personal interests in a matter at the meeting to canvas the- view of the other <u>councillorsCouncillors</u> prior to deciding to declare a conflict of interest. If the other <u>councillorsCouncillors</u> suspect the personal interest might be a conflict of interest, the <u>other councillorCouncillor</u> may disclose their suspicion and the processes under section 150EW of the LGA applies.

When dealing with a declarable conflict of interest, <u>councillors</u> must abide by the following procedures:

- 10.2.1 A <u>councillorCouncillor</u> who has notified the chief executive officer <u>in writing</u> of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 10.2.2 A <u>councillorCouncillor</u> who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 10.2.3 When notifying the meeting of a declarable conflict of interest, councillorsCouncillorsCouncillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
 - a.(a) the nature of the declarable conflict of interest;
 - b.(b) if it arises because of the councillor relationship with a related party:
 - i. the name of the related party to the councillor Councillor;
 - ii. the nature of the relationship of the related party to the councillor Councillor;
 - iii. the nature of the related party's interest in the matter;
 - e.(c) if it arises because of a gift or loan from another person to the councillor or a related party:
 - i. the name of the other person;
 - ii. the nature of the relationship of the other person to the councillor or related party;
 - iii. the nature of the other person's interest in the matter;
 - iv. the value of the gift or loan and the date the gift or loan was made.
- 10.2.4 After a councillor Councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 10.2.5 If the <u>councillor Councillor</u> chooses not to leave the meeting, the <u>councillor Councillor</u> may advise the other <u>councillors Councillors</u> of their reasons for seeking permission to participate in making the decision.

- 10.2.6 The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they-the Councillor should not participate in the decision and leave the place- of the meeting while the matter is decided by the non-conflictedeligible councillors. The non-conflictedeligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted-eligible councillors Councillors.
- 10.2.7 In deciding on whether a councillor Councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 10.2.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The-subject councillor must- not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which—the councillor has a declarable conflict of interest.
- 10.2.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other-eligible councillors Councillors should consider the circumstances of the matter including, but not limited to:
 - a.(a) how does the inclusion of the councillor Councillor in the deliberation affect the public trust;
 - b.(b) how close or remote is the councillor Councillor's relationship to the related party;
 - e.(c) if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - d.(d) will the benefit or detriment the subject councillor or their related party stands to receive from the decision, have major or minor impact on them;
 - e.(e) how does the benefit or detriment the subject councillor stands to receive, compare to others in the community;
 - f.(f) how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting;
 - g.(g) whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.2.10 If the non-conflicted eligible councillors Councillors cannot decide about whether the subject Councillors has the a declarable conflict of interest, of a councillor Councillor, they

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are taken to have decided that the <u>councillorCouncillor</u> must leave and stay away from the meeting while the <u>non-conflictedeligible</u> <u>councillorsCouncillors</u> discuss and vote on the matter.

- 10.2.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor spersonal interests and/or the nature of the matter being discussed. If the non-conflictedeligible councillors councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate—in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.2.12 In making the decision under 10.2.6 and 10.2.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.2.13 A <u>councillor Councillor</u> does not contravene the above procedures if the <u>councillor Councillor</u> participates in a decision under written approval from the Minister <u>as</u> prescribed under section 150EV of the LGA.
- 10.3 Reporting a suspected conflict of interest
- 10.3.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor councillor on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
 - The chairperson should ask the relevant <u>councillor Councillor</u> with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the <u>councillor Councillor</u> agrees they have a conflict of interest, the <u>councillor Councillor</u> must follow the relevant procedures above.
- 10.3.2 If the <u>councillorCouncillor</u> believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 10.3.3 The non-conflicted eligible councillors Councillors must then decide whether the councillor Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor Councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor Councillor has a conflict of interest, the councillor Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillor's participation.
- 10.3.4 If the councillors cannot reach a majority decision about the conflict of interest, or the subject Councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor has a declarable conflict of interest and must leave and stay away from the place where the meeting is being held while the eligible Councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

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10.4 Loss of quorum

- 10.4.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
 - a.(a) delegate the consideration and decision on the matter, pursuant to section 257 of the LGA, unless the matter cannot be delegated; or
 - b.(b) defer the matter to a later meeting
 - €.(c) not to decide the matter and take no further action in relation to the matter.
 - All <u>councillors</u> including the conflicted <u>councillors</u> may participate in deciding to delegate or defer a matter.
- 10.4.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 10.4.3 If the matter cannot be delegated under an Act, the council should may seek ministerial approval for the councillors with a conflict of interest to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.
- 10.5 Recording Pprescribed and Cdeclarable Ceonflicts of linterest
 - When a <u>councillor</u> informs a meeting that they or another <u>councillor</u> have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:
 - •(a) the name of any councillor Councillor and any other councillor Councillor who may have a prescribed or declarable conflict of interest;
 - (b) the particulars of the prescribed or declarable conflict of interest provided by the councillor;
 - <u>•(c)</u> the actions taken by a <u>councillorCouncillor</u> after informing the meeting that they have, or they reasonably suspect another <u>councillorCouncillor</u> has a prescribed or declarable conflict of interest;
 - •(d) any decision then made by the eligible councillors Councillors;
 - *(e) whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval;
 - •(f) the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision;
 - •(g) the name of each councillor councillor who voted on the matter and how each voted;
 - (h) If the councillor Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor Councillor spersonal interest by someone other than the councillor Councillor:7
 - <u>-i.</u> _the name of each <u>councillorCouncillor</u> who voted in relation to whether the <u>councillorCouncillor</u> has a declarable conflict of interest, and how each of the

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councillors Councillors voted;

(i) where a decision has been made under section 10.2.6 above – the minutes must include:

i. __the decision and reasons for the decision

≖ii.

__, and the name of each eligible councillor councillor who voted and how each eligible councillor councillor voted.

11. Monitoring and evaluation

Outline the process for monitoring and/or review of this procedure to ensure it remains fit for purpose.

Identify specific measures that will determine the successful implementation and effectiveness of the procedure.

12. Related documents

Local Government Act 2009

Ipswich City Council Investigations Policy

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13. Definitions

A			
Assessor or OIA (Office of	means the Independent Assessor appointed under section 150CV of		
the Independent	the LGA		
Assessor)	M		
Authorised person	Means a person who holds office under section 202 of the LGA		
Behavioural Standard	means a standard of behaviour for Councillors set out in the		
	Code of Conduct approved under section 150E of the LGA		
Chairperson	The person presiding at a meeting of the local government or		
	committee		
Chief Executive Officer or	The Chief Executive Officer of the local government		
CEO	A person who holds an appointment under section 194 of the Act.		
Committee	A committee of the local government appointed under section 264 of		
	the Local Government Regulation 2012		
Conflict of Interest	As outlined in Chapter 5B of the Local Government Act 2009		
Commet of interest	As outlined in Chapter 38 of the Local Government Act 2003		
Coursil	Inquish City Council		
Council	Ipswich City Council		
Councillor	Of a local government, includes the mayor		
Corrupt Conduct	As per the Crime and Corruption Act 2001, conduct of a person		
	regardless of whether the person holds or held an appointment that		
	fulfils each of the following elements:		
	(a) adversely affects, or could adversely affect, directly or indirectly,		
	the performance of functions or the exercise of powers of—		
	(i) a unit of public administration; or		
	(ii) a person holding an appointment; and		
	(b) results, or could result, directly or indirectly, in the		
	performance of functions or the exercise of powers mentioned in		
	paragraph (a) in a way that—		
	(i) is not honest or is not impartial; or		
	(ii) involves a breach of the trust placed in a person		
	holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired		
	(iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise		
	of powers of a person holding an appointment; and		
	(c) is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person;		
	and		
	(d) would, if proved, be—		
	(i) a criminal offence; or		
	(ii) a disciplinary breach providing reasonable		
	grounds for terminating the person's services, if the person is or		
0 11 0 11	were the holder of an appointment.		
Councillor Councillor	As required under section 150DX of the Act and is a record of all		
Conduct Register	written complaints about councillors Councillors and the outcome of		
	each		
	complaint, including any disciplinary or other action.		
Eligible Councillor/s	For a matter at a local government meeting, means a Councillor at		
	that meeting who does not have a prescribed or declarable conflict		
	of interest in the matter and who is a member of that meeting.		

Inappropriate conduct	As per section 150K of the Local Government Act 2009
	(1) The conduct of a councillor Councillor is inappropriate
	conduct if the conduct contravenes—
	(a) a behavioural standard; or
	(b) a policy, procedure or resolution of the local government.
	(2) Also, the conduct of a councillor Councillor is inappropriate conduct if—
	(a) the conduct contravenes an order of the chairperson of a local
	government meeting for the councillor councillor to leave and stay away
	from the place at which the meeting is being held; or
	(b) it is part of a course of conduct at local government meetings
	leading to orders for the councillor Councillor's unsuitable meeting
	conduct being made on 3 occasions within a period of 1 year.
	(3) For subsection (2)(b), the conduct that led to the orders being
	made, taken together, is the inappropriate conduct.
	(4) However, inappropriate conduct does not include conduct that
	is—
	(a) unsuitable meeting conduct, to the extent the conduct is not
	conduct mentioned in subsection (2); or
	(b) misconduct; or
	(c) corrupt conduct
Investigation policy	Refers to the policy as required by section 150AE of the LGA
Local Government	In this policy meaning Ipswich City Council
Meeting	A local government <u>Council</u> meeting or a committee meeting
Misconduct	As per section 150L the Local Government Act 2009
	(1) The conduct of a <u>councillor</u> is misconduct if the
	conduct—
	(a) adversely affects, directly or indirectly, the honest and impartial
	performance of the councillor Councillor's functions, or the exercise of
	the councillor spowers; or
	(b) is or involves—
	(i) a breach of the trust placed in the councillor Councillor, either
	knowingly or recklessly; or
	(ii) a misuse of information or material acquired in, or in connection with, the performance of the councillor Councillor's
	functions, whether the misuse is for the benefit of the
	councillor or for the benefit, or to the detriment, of
	another person; or (c) contravenes any of the following—
	(c) contravenes any of the following— (i) an order of the local government or the conduct tribunal;
	(ii) the acceptable requests guidelines of the local government
	under section 170A;
	(iii) a policy of the local government about the reimbursement of
	expenses;
	(iv) section 150R, 170(2), 171(3) or 175G.
	(2) Also, the conduct of a councillor Councillor is misconduct if the
	conduct—
	(a) is part of a course of conduct leading to the local government
	deciding to take action under section 150AG to discipline the
	councillor Councillor for inappropriate conduct on 3 occasions within a
	period of 1 year; or
	(b) is of the same type stated in an order of the local government that
	if the councillor engages in the same type of conduct again, it
	will be dealt with as misconduct.
	(3) For subsection (2)(a), the conduct that led to the 3 occasions of
	disciplinary action, taken together, is the misconduct.

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Ordinary meeting	A meeting that the local government is required to hold pursuant to	
	section 257 of the Local Government Regulation 2012	
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	
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 orders	The rules adopted by council that regulate the meetings of the Ipswich City Council	
Unsuitable meeting conduct	As per section 150H of the Local Government Act 2009	
· ·	The conduct of a councillor Councillor is unsuitable meeting	
	conduct if the conduct—	
	(a) happens during a local government meeting; and	
	(b) contravenes a behavioural standard.	

14. Policy Owner

The Executive Services Branch of the Coordination and Performance Department is responsible for authoring and reviewing this policy.

Version Control

<u>Version</u>	Reason	Endorsed/Approved by	<u>Date</u>
2.0	Adopted by Council	Council Ordinary Meeting	26 November 2020
2.1	Updated to align with Qld State Government Model Meeting Procedures revised November 2022	Governance and Transparency Committee	
3.0	Adopted by Council	Council Ordinary Meeting	



Meeting Conduct Policy











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1. Statement

Section 150G of the *Local Government Act 2009* requires that a local government must make procedures for the conduct of meetings of a local government and its committees outlining how the chairperson of a local government meeting may deal with a Councillor's unsuitable meeting conduct and how the suspected inappropriate conduct of a Councillor, referred to the local government by the assessor, must be dealt with at a local government meeting as well as the processes for dealing with and recording conflicts of interest.

2. Purpose and Principles

This procedure outlines the processes that must be followed for instances of unsuitable meeting conduct and suspected inappropriate conduct by Councillors of Ipswich City Council in a local government meeting including committee meetings. It also ensures that if a Councillor has a conflict of interest in a matter, the local government deals with and records the matter in an accountable and transparent way that meets community expectations.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

• A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

Local Government Regulation 2012

Ipswich City Council Meeting Procedures Policy

Ipswich City Council Investigations Policy

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This policy applies to all Councillors including the Mayor of Ipswich City Council as well as the Chief Executive Officer.

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7. Roles and Responsibilities

Councillors are required to participate in meetings in accordance with this Policy and adhere to the processes outlined in this Policy.

The Chief Executive Officer is responsible for maintaining the Councillor Conduct Register

The Meetings Coordination Team are responsible for recording proceedings at Council Meetings.

8. Key Stakeholders

This policy applies to all Councillors, the Chief Executive Officer and the Meetings Coordination Team.

9. Processes for meeting conduct

9.1 Conduct during meetings

- 9.1.1 Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behaviour set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 9.1.2 After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chairperson.
- 9.1.3 Unless exempted by the Chairperson, members shall address the Chairperson while:
 - (a) moving any motion or amendment;
 - (b) seconding any motion or amendment;
 - (c) taking part in any discussion;
 - (d) replying to any question; or
 - (e) addressing the local government for any other purpose.
- 9.1.4 Councillors must remain seated and silent while a vote is being taken except when calling for a division.
- 9.1.5 Councillors will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the meeting.
- 9.1.6 Councillors will, during a meeting, address:
 - (a) other Councillors by their respective titles, "Mayor", "Councillor" or "Chairperson" and
 - (b) Employees by designating them with their respective official or departmental title or full name (e.g. Mr Smith).
- 9.1.7 Councillors will confine their remarks to the matter then under consideration.
- 9.1.8 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 9.1.9 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

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9.2 Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 9.2.1 The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- 9.2.2 If the Chairperson decides that unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 9.2.5.
- 9.2.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - (a) Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - (b) Apologising for their conduct;
 - (c) Withdrawing their comments.
- 9.2.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 9.2.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- 9.2.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 9.2.7 If the Councillor continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decided a warning was not appropriate under 9.2.3, the Chairperson may make one or more of the orders below:
 - (a) an order reprimanding the Councillor for the conduct
 - (b) an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 9.2.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.
- 9.2.9 Following the completion of the meeting, the Chairperson must ensure:
 - (a) details of any order issued is recorded in the minutes of the meeting
 - (b) if it is the third (3rd) or more order within a 12-month period made against a Councillor, or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Council and treated as inappropriate conduct.
 - (c) the Local Government's Chief Executive Officer is advised to ensure details of any order made is updated in the Local Government's Councillor Conduct Register

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pursuant to the LGA.

- 9.3 Dealing with suspected Inappropriate Conduct which has been referred to a Local Government by the Independent Assessor
- 9.3.1 Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to local government), a referral from the Independent Assessor of inappropriate conduct, or an instance of suspected inappropriate conduct may arise from circumstances under 9.2.9(b) of this Policy.
- 9.3.2 In either case, the council must complete an investigation into the alleged conduct:
 - (a) consistent with any recommendations from the IA; and
 - (b) consistent with the council's investigation policy; or
 - (c) in another way decided by resolution of the council.
- 9.3.3 After the completion of the investigation, the council must decide in a Council meeting whether or not the Councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the LGA.
- 9.3.4 When dealing with an instance of suspected inappropriate conduct which has been referred by the Independent Assessor, the council must:
 - (a) Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J(3)(f) of the Local Government Regulation 2012 (the LGR) to discuss the allegation.
 - (b) The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor through the Chairperson to assist the other Councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.
 - (c) Should the complainant be a Councillor, that Councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 10.2 of this policy. If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under section 10.2 of this policy. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

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- (d) The council must debate the issue and decide whether the subject Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors, or another reason, the matter must be delegated consisted with section 257 of the LGA (Delegation of local government powers).
- (e) If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.
- (f) The council may order that no action be taken against the Councillor; or make one or more of the following:
 - I. an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
 - an order reprimanding the Councillor for the conduct;
 - III. an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
 - IV. an order that the Councillor be excluded from a stated Local Government meeting;
 - v. an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, (for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee);
 - VI. an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct;
 - VII. an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.
- 9.3.5 A Local Government may not make an order under section 9.3.4f (iii, iv, v or vi) above in relation to a person who is no longer a Councillor
- 9.3.6 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made and the Chairperson must advise them of the details of the decision.
- 9.3.7 The chairperson must ensure the meeting minutes reflect the resolution made.

10. Processes for Conflicts of Interest

10.1 Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

10.1.1 A Councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.

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- 10.1.2 A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 10.1.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
 - (a) if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - (b) if it arises because of an application for which a submission has been made, the matters the subject of the application and submission;
 - (c) the name of any entity, other than the Councillor, that has an interest in the matter;
 - (d) the nature of the Councillor's relationship with the entity mentioned in (c) above;
 - (e) details of the Councillor's and any other entity's interest in the matter.
- 10.1.4 The Councillor must then leave the place of the meeting, including any area set aside for the public and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.
- 10.1.5 Once the Councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

10.2 Declarable Conflicts of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings, standing or advisory committee meetings, that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the other Councillor may disclose their suspicion and the processes under section 150EW of the LGA applies.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

- 10.2.1 A Councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 10.2.2 A Councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 10.2.3 When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

- (a) the nature of the declarable conflict of interest;
- (b) if it arises because of the Councillor's relationship with a related party:
 - the name of the related party to the Councillor;
 - ii. the nature of the relationship of the related party to the Councillor;
 - iii. the nature of the related party's interest in the matter;
- (c) if it arises because of a gift or loan from another person to the Councillor or a related party:
 - the name of the other person;
 - the nature of the relationship of the other person to the Councillor or related party;
 - iii. the nature of the other person's interest in the matter;
 - iv. the value of the gift or loan and the date the gift or loan was made.
- 10.2.4 After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 10.2.5 If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision.
- 10.2.6 The other eligible Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the Councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible Councillors. The eligible Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the eligible Councillors.
- 10.2.7 In deciding on whether a Councillor may participate in a decision about a matter in which the Councillor has a declarable conflict of interest, only Councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 10.2.8 The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
- 10.2.9 When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible Councillors should consider the circumstances of the matter including, but not limited to:
 - (a) how does the inclusion of the Councillor in the deliberation affect the public trust;

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- (b) how close or remote is the Councillor's relationship to the related party;
- (c) if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
- (d) will the benefit or detriment the subject Councillor or their related party stands to receive from the decision, have major or minor impact on them;
- (e) how does the benefit or detriment the subject Councillor stands to receive, compare to others in the community;
- (f) how does this compare with similar matters that council has decided and have other Councillors with the same or similar interests decided to leave the meeting;
- (g) whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.2.10 If the eligible Councillors cannot decide whether the subject Councillors has a declarable conflict of interest, Councillor they are taken to have decided that the Councillor must leave and stay away from the meeting while the eligible Councillors discuss and vote on the matter.
- 10.2.11 A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the eligible Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.2.12 In making the decision under 10.2.6 and 10.2.9, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.2.13 A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister as prescribed under section 150EV of the LGA.
- 10.3 Reporting a suspected conflict of interest
- 10.3.1 If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
 - The chairperson should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above.
- 10.3.2 If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 10.3.3 The eligible Councillors must then decide whether the Councillor has a prescribed conflict

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of interest, a declarable conflict of interest or that the Councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillor's participation.

10.3.4 If the Councillors cannot reach a majority decision about the conflict of interest, or the subject Councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the Councillor has a declarable conflict of interest and must leave and stay away from the place where the meeting is being held while the eligible Councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

10.4 Loss of quorum

- 10.4.1 In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
 - (a) delegate the consideration and decision on the matter, pursuant to section 257 of the LGA, unless the matter cannot be delegated; or
 - (b) defer the matter to a later meeting
 - (c) not to decide the matter and take no further action in relation to the matter.
 - All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.
- 10.4.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 10.4.3 If the matter cannot be delegated under an Act, the council may seek ministerial approval for the Councillors with a conflict of interest to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

10.5 Recording Prescribed and Declarable Conflicts of Interest

When a Councillor informs a meeting that they or another Councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- (a) the name of any Councillor and any other Councillor who may have a prescribed or declarable conflict of interest;
- (b) the particulars of the prescribed or declarable conflict of interest provided by the Councillor;
- (c) the actions taken by a Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a prescribed or declarable conflict of interest;
- (d) any decision then made by the eligible Councillors;
- (e) whether the Councillor with a prescribed or declarable conflict of interest participated

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in or was present for the decision under ministerial approval;

- (f) the council's decision on what actions the Councillor with a declarable conflict of interest must take and the reasons for the decision;
- (g) the name of each Councillor who voted on the matter and how each voted;
- (h) If the Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a Councillor's personal interest by someone other than the Councillor:
 - i. the name of each Councillor who voted in relation to whether the Councillor has a declarable conflict of interest, and how each of the Councillors voted;
- (i) where a decision has been made under section 10.2.6 above the minutes must include:
 - i. the decision and reasons for the decision
 - ii. the name of each eligible Councillor who voted and how each eligible Councillor voted.

11. Monitoring and evaluation

Outline the process for monitoring and/or review of this procedure to ensure it remains fit for purpose.

Identify specific measures that will determine the successful implementation and effectiveness of the procedure.

12. Related documents

Local Government Act 2009

Ipswich City Council Investigations Policy

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13. Definitions

Assessor or OIA (Office of	means the Independent Assessor appointed under section 150CV of	
the Independent	the LGA	
Assessor)		
Authorised person	Means a person who holds office under section 202 of the LGA	
Behavioural Standard	means a standard of behaviour for Councillors set out in the	
	Code of Conduct approved under section 150E of the LGA	
Chairperson	The person presiding at a meeting of the local government or	
	committee	
Chief Executive Officer or	The Chief Executive Officer of the local government	
CEO	A person who holds an appointment under section 194 of the Act.	
Committee	A committee of the local government appointed under section 264 of	
	the Local Government Regulation 2012	
Conflict of Interest	As outlined in Chapter 5B of the Local Government Act 2009	
Council	Ipswich City Council	
Councillor	Of a local government, includes the mayor	
Corrupt Conduct	As per the Crime and Corruption Act 2001, conduct of a person	
	regardless of whether the person holds or held an appointment that	
	fulfils each of the following elements:	
	(a) adversely affects, or could adversely affect, directly or indirectly,	
	the performance of functions or the exercise of powers of—	
	(i) a unit of public administration; or	
	(ii) a person holding an appointment; and	
	(b) results, or could result, directly or indirectly, in the	
	performance of functions or the exercise of powers mentioned in	
	paragraph (a) in a way that—	
	(i) is not honest or is not impartial; or	
	(ii) involves a breach of the trust placed in a person	
	holding an appointment, either knowingly or recklessly; or	
	(iii) involves a misuse of information or material acquired	
	in or in connection with the performance of functions or the exercise	
	of powers of a person holding an appointment; and	
	(c) is engaged in for the purpose of providing a benefit to the	
	person or another person or causing a detriment to another person;	
	and	
	(d) would, if proved, be—	
	(i) a criminal offence; or	
	(ii) a disciplinary breach providing reasonable	
	grounds for terminating the person's services, if the person is or	
	were the holder of an appointment.	
Councillor Conduct Register	As required under section 150DX of the Act and is a record of all	
	written complaints about Councillors and the outcome of each	
	complaint, including any disciplinary or other action.	
Eligible Councillor/s	For a matter at a local government meeting, means a Councillor at	
	that meeting who does not have a prescribed or declarable conflict	
	of interest in the matter and who is a member of that meeting.	

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(b) it is part of a course of conduct at local government meetin leading to orders for the Councillor's unsuitable meeting conduct be	ing
made on 3 occasions within a period of 1 year. (3) For subsection (2)(b), the conduct that led to the orders being	
made, taken together, is the inappropriate conduct. (4) However, inappropriate conduct does not include conduct t	hat
is— (a) unsuitable meeting conduct, to the extent the conduct is no conduct mentioned in subsection (2); or (b) misconduct; or	t
(c) corrupt conduct	
Investigation policy Refers to the policy as required by section 150AE of the LGA	
Local Government In this policy meaning Ipswich City Council	
Meeting A local government Council meeting or a committee meeting	
Misconduct As per section 150L the Local Government Act 2009	
(1) The conduct of a Councillor is misconduct if the conduct—	artial
(a) adversely affects, directly or indirectly, the honest and imp performance of the Councillor's functions, or the exercise of the	artiai
Councillor's powers; or	
(b) is or involves—	
(i) a breach of the trust placed in the Councillor, either knowin	alv or
recklessly; or	Siy Oi
(ii) a misuse of information or material acquired in, or in	
connection with, the performance of the Councillor's functions,	
whether the misuse is for the benefit of the Councillor or for the	
benefit, or to the detriment, of another person; or	
(c) contravenes any of the following—	
(i) an order of the local government or the conduct tribunal;	
(ii) the acceptable requests guidelines of the local government	
under section 170A;	
(iii) a policy of the local government about the reimbursement of	of
expenses;	
(iv) section 150R, 170(2), 171(3) or 175G.	
(2) Also, the conduct of a Councillor is misconduct if the conduct	
(a) is part of a course of conduct leading to the local government	
deciding to take action under section 150AG to discipline the Council	llor for
inappropriate conduct on 3 occasions within a period of 1 year; or	
(b) is of the same type stated in an order of the local government	
if the Councillor engages in the same type of conduct again, it will be with as misconduct.	e dealt
(3) For subsection (2)(a), the conduct that led to the 3 occasions of	
disciplinary action, taken together, is the misconduct.	
Ordinary meeting A meeting that the local government is required to hold pursuant to	
section 257 of the Local Government Regulation 2012	
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	
breach of the local government's standing orders	

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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 orders	The rules adopted by council that regulate the meetings of the Ipswich		
	City Council		
Unsuitable meeting conduct	t As per section 150H of the Local Government Act 2009		
	The conduct of a Councillor is <i>unsuitable meeting conduct</i> if the		
	conduct—		
	(a) happens during a local government meeting; and		
	(b) contravenes a behavioural standard.		

14. Policy Owner

The Executive Services Branch of the Coordination and Performance Department is responsible for authoring and reviewing this policy.

Version Control

Version	Reason	Endorsed/Approved by	Date
2.0	Adopted by Council	Council Ordinary Meeting	26 November 2020
2.1	Updated to align with Qld State	Governance and Transparency	
	Government Model Meeting Procedures	Committee	
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3.0	Adopted by Council	Council Ordinary Meeting	



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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. Corporate Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

A Trusted and Leading Organisation

4. Regulatory Authority

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

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. 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.

7. Roles and Responsibilities

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

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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.

8. Meeting Procedures

- 8.1 These Meeting Procedures provide rules for the conduct of:
 - Local government meetings;
 - Local government standing committee meetings; and
 - Local government advisory committee meetings.
- 8.2 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.
- 8.3 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.

9. Procedures for Meetings of Council

9.1. Presiding Officer

- 9.1.1 The Mayor will preside at a meeting of Council.
- 9.1.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 9.1.3 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.
- 9.1.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 9.1.5 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.

9.2. Times of Meeting

- 9.2.1 The local government may, by resolution, fix the days and times for its ordinary meetings.
- 9.2.2 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.
- 9.2.3 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.

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9.3. Notice and Agendas for meetings

- 9.3.1 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 (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.
- 9.3.2 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.
- 9.3.3 Business must be in accordance with the adopted Terms of Reference for each Committee.

9.4. Order of Business

- 9.4.1 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.
- 9.4.2 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.
- 9.4.3 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
 - Presentation of petitions
 - Presentations and deputations
 - Public Participation
 - Matters of Public Interest
 - Declaration of Interests
 - Confirmation of Minutes
 - Mayoral Minute
 - Business Outstanding including conduct matters and matters lying on the table to be

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dealt with

- Reception and consideration of committee reports
- Chief Executive Officer's Report
- Officers Reports
- Notices of Motion
- Questions on notice
- 9.4.4 Unless otherwise altered, the order of business for a standing committee meeting shall be as follows:
 - Opening of meeting
 - Welcome to country or acknowledgement of country
 - 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
- 9.4.5 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.
- 9.4.6 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.

9.5. Special Meetings

- 9.5.1 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
 - 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 9.5.2 below.
- 9.5.2 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.

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- 9.5.3 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.
- 9.5.4 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.

9.6. Attendance at committee meetings

- 9.6.1 Any Councillor of the local government may attend a meeting of a committee and may address the committee in accordance with section 9.4.6 of this policy.
- 9.6.2 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.

9.7. Leave of absence from meetings

- 9.7.1 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.
- 9.7.2 Leave is granted at the discretion of the Council.
- 9.7.3 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.
- 9.7.4 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.
- 9.7.5 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.
- 9.7.6 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.

9.8. Absence from meetings

9.8.1 A request by a Councillor for a leave of absence for not attending a meeting will be recorded in the minutes.

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9.8.2 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.

9.9. Mayoral minute

- 9.9.1 The Mayor may direct the attention of Council to a matter or subject by a minute signed by the Mayor, with prior notice in writing, in accordance with Section 10.1 of this Policy, on any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
- 9.9.2 A motion comprising the Mayoral Minute may be put by the Mayor without being seconded.
- 9.9.3 If the motion comprising the Mayoral Minute is passed, the Mayoral Minute becomes a resolution of the local government.
- 9.9.4 Amendments or variations to Mayoral Minutes, including foreshadowed motions or amendments, that are not inconsistent with the terms of the minute, are permitted.

9.10. Petitions

- 9.10.1 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.
- 9.10.2 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.
- 9.10.3 Council will respond to the Principal Petitioner in relation to all petitions.

9.11. Matters of Public Interest

- 9.11.1 Matters of Public Interest may be raised by any Councillor where notice is provided to the Chairperson and CEO 1 (one) full business day prior to meeting commencement and the CEO shall forthwith advise all Councillors of such notice.
- 9.11.2 An outline of the matter proposed to be heard must be submitted in writing and will be included in the minutes of the meeting.
- 9.11.3 Only 1 (one) item is permitted per councillor on any meeting date with a maximum speaking time of 5 minutes.
- 9.11.4 Where more than one matter has been proposed for discussion on any meeting date, the Chairperson shall determine the order and number allowed to be heard.

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- 9.11.5 A matter may be disallowed if it is deemed not of genuine public interest.
- 9.11.6 The only motion which may be moved is that the matter be noted; or noted and referred to a committee, or officer for consideration and a report back to the Council.

9.12. Deputations

- 9.12.1 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.
- 9.12.2 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.
- 9.12.3 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.
- 9.12.4 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.
- 9.12.5 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 9.12.6 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.
- 9.12.7 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

9.13. Repealing or amending resolutions

- 9.13.1 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.
- 9.13.2 A resolution can only be rescinded or repealed if it has not been acted upon.
- 9.13.3 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.
 - ii. A notice of intention submitted by an officer with approval of the CEO in a report for consideration by the council.
- 9.13.4 Notice of the rescission motion must be given to Councillors at least 5 days before the meeting it will be considered.

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- 9.13.5 Where a rescission motion is received in accordance with 9.13.3 above, the original resolution shall be placed in abeyance.
- 9.13.6 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.

9.14. Statement of Reasons

9.14.1 In accordance with section 254H 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.

9.15. Adjournments

9.15.1 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 room.

10. Motions

10.1. Notice of matter for consideration at a Council meeting or committee meeting

10.1.1 Any Councillor proposing a matter be considered at a Council meeting or committee meeting, must give notice in writing to the Chief Executive Officer at least five (5) business days before the relevant meeting.

10.1.2 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.

10.2. Motion to be moved and seconded

- 10.2.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 10.2.2 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.
- 10.2.3 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.
- 10.2.4 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 10.2.5 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.

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10.2.6 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.

10.3. Absence of Mover of Motion

- 10.3.1 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.

10.4. Amendment of Motion

- 10.4.1 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.
- 10.4.2 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.
- 10.4.3 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 10.4.4 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.
- 10.4.5 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.
- 10.4.6 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.
- 10.4.7 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.
- 10.4.8 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.

10.5. Foreshadowed motions and amendments

- 10.5.1 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.
- 10.5.2 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.
- 10.5.3 Where an 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.

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- 10.5.4 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.
- 10.5.5 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.
- 10.5.6 Foreshadowed motions and foreshadowed amendments are required to be moved and seconded before debate can commence.

10.6. Withdrawal of Motion

- 10.6.1 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.
- 10.6.2 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.
- 10.6.3 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.
- 10.6.4 If the majority of Councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.

10.7. Speaking to Motions and Amendments

- 10.7.1 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.
- 10.7.2 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 10.7.3 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.
- 10.7.4 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.

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- 10.7.5 Once the right of reply has been exercised on a motion, the debate on the motion is closed.
- 10.7.6 Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.
- 10.7.7 Each speaker shall be restricted to not more than five (5) minutes unless permission from the meeting to extend this time has been granted.
- 10.7.8 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

10.8. Method of taking vote

- 10.8.1 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.
- 10.8.2 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.
- 10.8.3 Councillors must vote by a show of hands.

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- 10.8.4 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.
- 10.8.5 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.
- 10.8.6 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.
- 10.8.7 The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 10.8.8 All motions and details of their outcome (ie whether they were lost or carried) must be recorded in the minutes.
- 10.8.9 If a motion is carried unanimously, this must be recorded in the minutes accordingly.
- 10.8.10 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 10.8.11 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.
- 10.8.12 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 10.8.5 of this Meetings</u>

 Procedure Policy.

11. Procedural motions

11.1. Process for procedural motions

- 11.1.1 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 Chairperson's decision;
 - that this report/document be tabled;
 - suspension of meeting procedures;
 - that the meeting stand adjourned.

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11.2. That the motion be put

- 11.2.1 A procedural motion, "that the motion be put", may be moved in order to bring on the finalisation of a motion.
- 11.2.2 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.
- 11.2.3 Where such a procedural motion is carried, the Chairperson must immediately put the motion, or amendment to that motion under consideration.
- 11.2.4 Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.

11.3. That the motion items be voted on separately

11.3.1 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.

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

11.4.1 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.

11.5. That the meeting proceed to the next item

11.5.1 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.

11.6. That the matter lie on the table

- 11.6.1 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.
- 11.6.2 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.
- 11.6.3 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.
- 11.6.4 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.

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11.7. That the matter be taken from the table

- 11.7.1 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.
- 11.7.2 Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

11.8. Points of Order

- 11.8.1 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.
- 11.8.2 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.
- 11.8.3 A point of order cannot be used as a means of contradicting a statement made by a Councillor speaking about a matter.
- 11.8.4 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.
- 11.8.5 Upon a point of order arising during the process of a debate, a member may speak to a point of order.
- 11.8.6 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.

11.9. Motion of dissent

- 11.9.1 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.
- 11.9.2 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.
- 11.9.3 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.
- 11.9.4 Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

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11.10. That the report/document be tabled

- 11.10.1 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.
- 11.10.2 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.

11.11. Suspension of Meeting Procedures

- 11.11.1 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.
- 11.11.2 A procedural motion to suspend a rule shall specify the reason and duration of such a suspension.
- 11.11.3 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.

11.12. That the meeting be adjourned/resumed

- 11.12.1 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.
- 11.12.2 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.

11.13. Closed meetings

- 11.13.1 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).
- 11.13.2 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.
- 11.13.3 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 11.13.4 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 **must** include an overview of what is to be discussed while the meeting is closed.

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- 11.13.5 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.
- 11.13.6 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.
- 11.13.7 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 the room where the meeting is being held until a procedural motion "that the Council meeting be re-opened to the public" is passed.
- 11.13.8 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.

11.14. Questions

- 11.14.1 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.
- 11.14.2 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.
- 11.14.3 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.
- 11.14.4 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 by the relevant Councillor or Chief Executive Officer.
- 11.14.5 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.
- 11.14.6 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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12. Maintenance of Good Order

12.1. Business of objectionable nature

12.1.1 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.

12.2. Disorder

12.2.1 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.

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

12.3.1 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.

13. Public attendance at meetings

13.1. Attendance of public and media at meetings

- 13.1.1 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.
- 13.1.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 13.1.3 The Chairperson may direct any persons improperly present to withdraw immediately.
- 13.1.4 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.
- 13.1.5 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.
- 13.1.6 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.
- 13.1.7 If a person contravenes clause 13.1.6 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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13.1.8 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.

13.2. Public participation at meetings

- 13.2.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 13.2.2 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.
- 13.2.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 13.2.4 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.
- 13.2.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 13.2.6 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.

14. 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.

15. 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.	
Standing Committee	A committee of the local government appointed under section	
	264 of the Local Government Regulation 2012	

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Term	Definition
Condolences	An expression of sympathy, especially on the occasion of a
	death
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 10.5 of this meeting procedure during debate on
	the first amendment
Foreshadowed motion	Means a motion foreshadowed by a Councillor under clause
	10.5 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 8.3 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 Local Government Regulation
	2012
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
B	orders or meeting procedures
Presentations	Presenting a topic to an audience, a
	demonstration/introduction or speech that is meant to inform
Due se de una la Martina	or persuade
Procedural Motion	A set of motions that can be employed in specific ways to
Dogulation	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
Tributes	A ctatement/act or gift honouring company or compathing
indutes	A statement/act or gift honouring someone or something, intended to show gratitude
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

16. Policy Owner

The General Manager, Coordination and Performance is the Policy owner. The Meetings Coordination Manager is responsible for authoring and reviewing this policy



Meeting Procedures Policy











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IPSWICH CITY COUNCIL | Meetings Procedure Policy

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. Corporate Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

A Trusted and Leading Organisation

4. Regulatory Authority

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

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. 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.

7. Roles and Responsibilities

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

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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.

8. Meeting Procedures

- 8.1 These Meeting Procedures provide rules for the conduct of:
 - Local government meetings;
 - Local government standing committee meetings; and
 - Local government advisory committee meetings.
- 8.2 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.
- 8.3 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.

9. Procedures for Meetings of Council

9.1. Presiding Officer

- 9.1.1 The Mayor will preside at a meeting of Council.
- 9.1.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 9.1.3 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.
- 9.1.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 9.1.5 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.

9.2. Times of Meeting

- 9.2.1 The local government may, by resolution, fix the days and times for its ordinary meetings.
- 9.2.2 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.
- 9.2.3 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.

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9.3. Notice and Agendas for meetings

- 9.3.1 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 (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.
- 9.3.2 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.
- 9.3.3 Business must be in accordance with the adopted Terms of Reference for each Committee.

9.4. Order of Business

- 9.4.1 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.
- 9.4.2 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.
- 9.4.3 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
 - Presentation of petitions
 - Presentations and deputations
 - Public Participation
 - Matters of Public Interest
 - Declaration of Interests
 - Confirmation of Minutes
 - Mayoral Minute

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- 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
- 9.4.4 Unless otherwise altered, the order of business for a standing committee meeting shall be as follows:
 - Opening of meeting
 - Welcome to country or acknowledgement of country
 - 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
- 9.4.5 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.
- 9.4.6 The procedure of a <u>committee_meeting</u> for dealing with business must be in accordance with procedural directions given to the <u>committee_meeting</u> by resolution of Council or if there is no procedural direction governing a particular matter, the Chairperson's decision.
- 9.5. Special Meetings
- 9.5.1 The Chief Executive Officer must call a special meeting of the local government if—
 - •(a) the special meeting is required by a resolution of the local government; or
 - •(b) the Chief Executive Officer considers a matter should be brought before the Council for discussion; or
 - •(c) a written request for the special meeting is given to the Chief Executive Officer in accordance with subsection 9.5.2 below.
- 9.5.2 A written request for a special meeting of the local government must—
 - •(a) be signed by the Mayor or three or more Councillors; and
 - •(b) specify the purpose of the special meeting; and

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- •(c) propose a date and time for the holding of the special meeting.
- 9.5.3 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.
- 9.5.4 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.

9.6. Attendance at committee meetings

- 9.6.1 Any Councillor of the local government may attend an <u>ordinary or committee</u> meeting of a <u>committee</u> and may address the <u>committee meeting</u> in accordance with section 9.4.6 of this policy.
- 9.6.2 A Councillor must attend an <u>ordinary or committee</u> meeting of committee or Council in person unless the councillor is permitted to take part in the meeting by teleconference in accordance with section 254K of the LGReg
- , 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. (as per model)
- 9.7. Leave of absence from meetings
- 9.7.1 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.
- 9.7.2 Leave is granted at the discretion of the Council.
- 9.7.3 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.
- 9.7.4 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. (included in procedure)
- 9.7.5 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.
- 9.7.4 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.

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- 9.7.<u>56</u> 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.
- 9.8. Absence from meetings
- 9.8.1 A request by a Councillor for a leave of absence for not attending a meeting will be recorded in the minutes.
- 9.8.2 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.

9.9.9.8. Mayoral minute

- 9.89.1 The Mayor may direct the attention of Council to a matter or subject by a minute signed by the Mayor, with prior notice in writing, in accordance with Section 10.1 of this Policy, on any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
- 9.89.2 A motion comprising the Mayoral Minute may be put by the Mayor without being seconded.
- 9.89.3 If the motion comprising the Mayoral Minute is passed, the Mayoral Minute becomes a resolution of the local government.
- 9.89.4 Amendments or variations to Mayoral Minutes, including foreshadowed motions or amendments, that are not inconsistent with the terms of the minute, are permitted.

9.10.9.9. Petitions

- 9.910.1 Any petition presented to a meeting of Council shall:
 - (a) be in relation to a specific local government matter (ie. a matter of which Ipswich City Council has the power to act) within the City of Ipswich;
 - (b) be in legible writing/print or an e-petition and contain a minimum of ten (10) names;
 - •(c) 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);
 - •(d) include the postcode of all petitioners, and
 - •(e) for printed petitions, have the details of the specific request/matter appear on each page of the petition.
- 9.910.2 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:
 - (a) -be received; or
 - (b) be received and referred to a committee or officer for consideration and a report back to the Council; or
 - (c) not be received because it is deemed invalid.
- 9.910.3 Council will respond to the Principal Petitioner in relation to all petitions.

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9.11.9.10. Matters of Public Interest

- 9.1<u>0</u>1.1 Matters of Public Interest may be raised by any Councillor where notice is provided to the Chairperson and CEO <u>1 (one) check for timeframe</u> full business day prior to meeting commencement and the CEO shall forthwith advise all Councillors of such notice.
- 9.1<u>0</u>1.2 An outline of the matter proposed to be heard must be submitted in writing and will be included in the minutes of the meeting.
- 9.104.3 Only 1 (one) item is permitted per councillor on any meeting date with a maximum speaking time of 5 minutes.
- 9.104.4 Where more than one matter has been proposed for discussion on any meeting date, the Chairperson shall determine the order and number allowed to be heard.
- 9.101.5 A matter may be disallowed if it is deemed not of genuine public interest.
- 9.1<u>0</u>1.6 The only motion which may be moved is that the matter be noted; or noted and referred to a committee, or officer for consideration and a report back to the Council.

9.12.9.11. Deputations

- 9.112.1 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.
- 9.112.2 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.
- 9.112.3 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.
- 9.112.4 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.
- 9.1<u>1</u>2.5 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 9.1₂.6 The Chairperson may terminate an address by a person in a deputation at any time where:
 - •(a) the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
 - •(b) the time period allowed for a deputation has expired, or
 - •(c) the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 9.112.7 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

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9.13.9.12. Repealing or amending resolutions

- 9.123.1 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.
- 9.123.2 A resolution can only be rescinded or repealed if it has not been acted upon.
- 9.123.3 Motions to repeal or amend a resolution of Council are to be made by:
 - i-(a) 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.
 - ii.(b) A notice of intention submitted by an officer with approval of the CEO in a report for consideration by the council.
- 9.123.4 Notice of the rescission motion must be given to Councillors at least 5 days before the meeting it will be considered.
- 9.1<u>2</u>3.5 Where a rescission motion is received in accordance with 9.13.3 above, the original resolution shall be placed in abeyance.
- 9.123.6 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.

9.14.9.13. Statement of Reasons

9.134.1 In accordance with section 254H 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.

9.15.9.14. Adjournments

9.1<u>45</u>.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 room.

10. Motions

- 10.1. Notice of matter for consideration at a Council meeting or committee meeting
- 10.1.1 Any Councillor proposing a matter be considered at a Council meeting or committee meeting, must give notice in writing to the Chief Executive Officer at least five (5) business days before the relevant meeting.
- 10.1.2 Notice of motions must:
 - (a) be framed as succinctly as possible;
 - •(b) not include argument or discussion or excessive background material;
 - •(c) be relevant to the good order of the business of the Council.

10.2. Motion to be moved and seconded

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

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- 10.2.2 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.
- 10.2.3 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.
- 10.2.4 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 10.2.5 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.
- 10.2.6 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.

10.3. Absence of Mover of Motion

- 10.3.1 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:
 - (a) moved by another Councillor at the meeting; or
 - (b) deferred to the next appropriate committee or ordinary meeting.

10.4. Amendment of Motion

- 10.4.1 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.
- 10.4.2 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.
- 10.4.3 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 10.4.4 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.
- 10.4.5 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.
- 10.4.6 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.
- 10.4.7 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.
- 10.4.8 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.

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10.5. Foreshadowed motions and amendments

- 10.5.1 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.
- 10.5.2 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.
- 10.5.3 Where an 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.
- 10.5.4 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.
- 10.5.5 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.
- 10.5.6 Foreshadowed motions and foreshadowed amendments are required to be moved and seconded before debate can commence.

10.6. Withdrawal of Motion

- 10.6.1 If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:
 - •(a) before the motion is voted on; or
 - •(b) before an amendment to the motion is moved and seconded.
- 10.6.2 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.
- 10.6.3 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.
- 10.6.4 If the majority of Councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.

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10.7. Speaking to Motions and Amendments

- 10.7.1 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.
- 10.7.2 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 10.7.3 The order of speakers will be:
 - •(a) the Councillor moving the motion;
 - •(b) Councillors alternatively against and for the motion;
 - •(c) once alternative speakers are exhausted, as determined by the Chairperson;
 - •(d) the mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment; and
 - •(e) the mover of an amendment motion will have no right of reply.
- 10.7.4 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.
- 10.7.5 Once the right of reply has been exercised on a motion, the debate on the motion is closed.
- 10.7.6 Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.
- 10.7.7 Each speaker shall be restricted to not more than five (5) minutes unless permission from the meeting to extend this time has been granted.
- 10.7.8 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

10.8. Method of taking vote

- 10.8.1 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.
- 10.8.2 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.
- 10.8.3 Councillors must vote by a show of hands.

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- 10.8.4 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.
- 10.8.5 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.
- 10.8.6 In accordance with the *Local Government Regulation 2012*, if a Councillor present fails to vote (abstains), 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. Councillors may provide a reason for abstention for recording in the minutes.
- 10.8.7 The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 10.8.8 All motions and details of their outcome (ie whether they were lost or carried) must be recorded in the minutes.
- 10.8.9 If a motion is carried unanimously, this must be recorded in the minutes accordingly.
- 10.8.10 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 10.8.11 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.
- 10.8.12 To avoid any doubt or where there is any conflict about the recording of the minutes of Council meetings, all voting must be recorded in accordance with 10.8.5 of this *Meetings*Procedure Policy.

11. Procedural motions

- 11.1. Process for procedural motions
- 11.1.1 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:
 - •(a) that the question/motion be now put;
 - •(b) that the motion items be voted on separately;
 - •(c) that the motion or amendment now before the meeting be adjourned;
 - (d) that the meeting proceed to the next item of business;
 - •(e) that the motion/question lie on the table;
 - •(f) that the motion/question be taken from the table;
 - (g) a point of order;
 - •(h) a motion of dissent against the Chairperson's decision;
 - •(i) that this report/document be tabled;
 - •(i) suspension of meeting procedures;
 - (c)(k) that the meeting stand adjourned.

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11.2. That the motion be put

- 11.2.1 A procedural motion, "that the motion be put", may be moved in order to bring on the finalisation of a motion.
- 11.2.2 A Councillor may move that a motion or an amendment be now put:
 - •(a) 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
 - •(b) if at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
- 11.2.3 Where such a procedural motion is carried, the Chairperson must immediately put the motion, or amendment to that motion under consideration.
- 11.2.4 Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.

11.3. That the motion items be voted on separately

11.3.1 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.

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

11.4.1 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.

11.5. That the meeting proceed to the next item

11.5.1 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.

11.6. That the matter lie on the table

- 11.6.1 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.
- 11.6.2 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.
- 11.6.3 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.
- 11.6.4 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.

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11.7. That the matter be taken from the table

- 11.7.1 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.
- 11.7.2 Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

11.8. Points of Order

- 11.8.1 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.
- 11.8.2 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that:
 - •(a) another Councillor has failed to comply with these meeting procedures;
 - •(b) 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;
 - •(c) another Councillor's conduct at the meeting may constitute inappropriate conduct, misconduct or corrupt conduct.
- 11.8.3 A point of order cannot be used as a means of contradicting a statement made by a Councillor speaking about a matter.
- 11.8.4 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.
- 11.8.5 Upon a point of order arising during the process of a debate, a member may speak to a point of order.
- 11.8.6 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.

11.9. Motion of dissent

- 11.9.1 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.
- 11.9.2 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.
- 11.9.3 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.
- 11.9.4 Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

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11.10. That the report/document be tabled

- 11.10.1 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.
- 11.10.2 The only motion which will be moved following tabling is that:
 - •(a) the report/document be received and referred to a committee or an employee for consideration and report back to the meeting; or
 - •(b) the report/document not be received.

11.11. Suspension of Meeting Procedures

- 11.11.1 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.
- 11.11.2 A procedural motion to suspend a rule shall specify the reason and duration of such a suspension.
- 11.11.3 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.

11.12. That the meeting be adjourned/resumed

- 11.12.1 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.
- 11.12.2 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.

11.13. Closed meetings

- 11.13.1 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).
- 11.13.2 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 while in the closed meeting.
- 11.13.3 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 11.13.4 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 <u>and why the meeting should be closed</u> while the <u>meeting is closedmatter is considered</u>.

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- 11.13.5 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.
- 11.13.6 Council meetings and standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 11.3.7 The meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must:
 - (a) Delegate the matter unless the matter cannot be delegated
 - (b) Decide by resolution to defer the matter to a later meeting
 - (c) Decide by resolution to take no further action on the matter.
- <u>11.3.8</u> 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.
- 11.13.79 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.
- 11.13.810 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.

11.14. Questions

- 11.14.1 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.
- 11.14.2 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.
- 11.14.3 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.
- 11.14.4 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 by the relevant Councillor or Chief Executive Officer.
- 11.14.5 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.

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11.14.6 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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12. Maintenance of Good Order

12.1. Business of objectionable nature

12.1.1 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.

12.2. Disorder

12.2.1 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.

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

12.3.1 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.

13. Public attendance at meetings

13.1. Attendance of public and media at meetings

- 13.1.1 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.
- 13.1.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 13.1.3 The Chairperson may direct any persons improperly present to withdraw immediately.
- 13.1.4 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.
- 13.1.5 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.
- 13.1.6 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.
- 13.1.7 If a person contravenes clause 13.1.6 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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13.1.8 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.

13.2. Public participation at meetings

- 13.2.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 13.2.2 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.
- 13.2.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 13.2.4 For any matter arising from such an address, Council may take the following actions:
 - (a) that the matter be received; or
 - (b) that the matter be received and referred to a committee or officer for consideration and a report back to Council; or
 - (c) that the matter be noted and no further action taken.
 - 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.
- 13.2.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 13.2.6 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.
- 13.2.7 The applicant and/or their representative's full name and a summary of the responses to matters raised (if required) at the meeting will be recorded in the meeting minutes.

14. 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.

15. 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

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Term	Definition
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.
Standing Committee	A committee of the local government appointed under section
	264 of the Local Government Regulation 2012
Condolences	An expression of sympathy, especially on the occasion of a
	death
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 10.5 of this meeting procedure during debate on
	the first amendment
Foreshadowed motion	Means a motion foreshadowed by a Councillor under clause
	10.5 of the meeting procedure during debate on an original
L P P P.	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 8.3 of the Meetings Administration pProcedures.
Meeting	A local government meeting or a committee meeting
Ordinary meeting	A meeting that the local government is required to hold
Oramary meeting	pursuant to section 257 of the Local Government Regulation
	2012
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
Presentations	Presenting (demonstration/introduction or speech) a topic_to
	an audience, a demonstration/introduction or speech that is
	meant to inform or persuade.
	Presentation or receipt of an award, acknowledgement or
	<u>certificate.</u>
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	Ipswich City Council
procedures	
Tributes	A statement/act or gift honouring someone or something,
	intended to show gratitude

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Term	Definition
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

16. Related Documents

Meetings Administration Procedure

16.17. Policy Owner

The General Manager, Coordination and Performance is the Policy owner. The Meetings Coordination Manager is responsible for authoring and reviewing this policy.

Version Control

Version	Reason	Endorsed/Approved by	Date
10.0	Adopted by Council	Council Ordinary Meeting	21 April 2022



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. Corporate Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

• A Trusted and Leading Organisation

4. Regulatory Authority

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

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. 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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7. 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.

8. Meeting Procedures

- 8.1 These Meeting Procedures provide rules for the conduct of:
 - Local government meetings;
 - Local government standing committee meetings; and
 - Local government advisory committee meetings.
- 8.2 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.
- 8.3 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.

9. Procedures for Meetings of Council

9.1. Presiding Officer

- 9.1.1 The Mayor will preside at a meeting of Council.
- 9.1.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 9.1.3 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.
- 9.1.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 9.1.5 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.

9.2. Times of Meeting

- 9.2.1 The local government may, by resolution, fix the days and times for its ordinary meetings.
- 9.2.2 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.

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9.2.3 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.

9.3. Notice and Agendas for meetings

- 9.3.1 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 (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.
- 9.3.2 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.
- 9.3.3 Business must be in accordance with the adopted Terms of Reference for each Committee.

9.4. Order of Business

- 9.4.1 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.
- 9.4.2 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.
- 9.4.3 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
 - Presentation of petitions
 - Presentations and deputations
 - Public Participation
 - Matters of Public Interest

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- 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
- 9.4.4 Unless otherwise altered, the order of business for a standing committee meeting shall be as follows:
 - Opening of meeting
 - Welcome to country or acknowledgement of country
 - 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
- 9.4.5 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.
- 9.4.6 The procedure of a meeting for dealing with business must be in accordance with procedural directions given to the meeting by resolution of Council or if there is no procedural direction governing a particular matter, the Chairperson's decision.

9.5. Special Meetings

- 9.5.1 The Chief Executive Officer must call a special meeting of the local government if—
 - (a) the special meeting is required by a resolution of the local government; or
 - (b) the Chief Executive Officer considers a matter should be brought before the Council for discussion; or
 - (c) a written request for the special meeting is given to the Chief Executive Officer in accordance with subsection 9.5.2 below.

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- 9.5.2 A written request for a special meeting of the local government must—
 - (a) be signed by the Mayor or three or more Councillors; and
 - (b) specify the purpose of the special meeting; and
 - (c) propose a date and time for the holding of the special meeting.
- 9.5.3 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.
- 9.5.4 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.

9.6. Attendance at meetings

- 9.6.1 Any Councillor of the local government may attend an ordinary or committee meeting and may address the meeting in accordance with section 9.4.6 of this policy.
- 9.6.2 A Councillor must attend an ordinary or committee meeting in person unless the councillor is permitted to take part in the meeting by teleconference in accordance with section 254K of the LGReg

9.7. Leave of absence from meetings

- 9.7.1 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.
- 9.7.2 Leave is granted at the discretion of the Council.
- 9.7.3 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.
- 9.7.4 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.
- 9.7.5 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.

9.8. Mayoral minute

9.8.1 The Mayor may direct the attention of Council to a matter or subject by a minute signed by the Mayor, with prior notice in writing, in accordance with Section 10.1 of this Policy, on any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.

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- 9.8.2 A motion comprising the Mayoral Minute may be put by the Mayor without being seconded.
- 9.8.3 If the motion comprising the Mayoral Minute is passed, the Mayoral Minute becomes a resolution of the local government.
- 9.8.4 Amendments or variations to Mayoral Minutes, including foreshadowed motions or amendments, that are not inconsistent with the terms of the minute, are permitted.

9.9. Petitions

- 9.9.1 Any petition presented to a meeting of Council shall:
 - (a) be in relation to a specific local government matter (ie. a matter of which Ipswich City Council has the power to act) within the City of Ipswich;
 - (b) be in legible writing/print or an e-petition and contain a minimum of ten (10) names;
 - (c) 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);
 - (d) include the postcode of all petitioners, and
 - (e) have the details of the specific request/matter appear on each page of the petition.
- 9.9.2 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:
 - (a) be received; or
 - (b) be received and referred to a committee or officer for consideration and a report back to the Council; or
 - (c) not be received because it is deemed invalid.
- 9.9.3 Council will respond to the Principal Petitioner in relation to all petitions.

9.10. Matters of Public Interest

- 9.10.1 Matters of Public Interest may be raised by any Councillor where notice is provided to the Chairperson and CEO check for timeframe full business day prior to meeting commencement and the CEO shall forthwith advise all Councillors of such notice.
- 9.10.2 An outline of the matter proposed to be heard must be submitted in writing and will be included in the minutes of the meeting.
- 9.10.3 Only 1 (one) item is permitted per councillor on any meeting date with a maximum speaking time of 5 minutes.
- 9.10.4 Where more than one matter has been proposed for discussion on any meeting date, the Chairperson shall determine the order and number allowed to be heard.
- 9.10.5 A matter may be disallowed if it is deemed not of genuine public interest.
- 9.10.6 The only motion which may be moved is that the matter be noted; or noted and referred to a committee, or officer for consideration and a report back to the Council.

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9.11. Deputations

- 9.11.1 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.
- 9.11.2 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.
- 9.11.3 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.
- 9.11.4 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.
- 9.11.5 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 9.11.6 The Chairperson may terminate an address by a person in a deputation at any time where:
 - (a) the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
 - (b) the time period allowed for a deputation has expired, or
 - (c) the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 9.11.7 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

9.12. Repealing or amending resolutions

- 9.12.1 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.
- 9.12.2 A resolution can only be rescinded or repealed if it has not been acted upon.
- 9.12.3 Motions to repeal or amend a resolution of Council are to be made by:
 - (a) 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.
 - (b) A notice of intention submitted by an officer with approval of the CEO in a report for consideration by the council.
- 9.12.4 Notice of the rescission motion must be given to Councillors at least 5 days before the meeting it will be considered.
- 9.12.5 Where a rescission motion is received in accordance with 9.13.3 above, the original resolution shall be placed in abeyance.

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9.12.6 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.

9.13. Statement of Reasons

9.13.1 In accordance with section 254H 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.

9.14. Adjournments

9.14.1 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 room.

10. Motions

10.1. Notice of matter for consideration at a Council meeting or committee meeting

10.1.1 Any Councillor proposing a matter be considered at a Council meeting or committee meeting, must give notice in writing to the Chief Executive Officer at least five (5) business days before the relevant meeting.

10.1.2 Notice of motions must:

- (a) be framed as succinctly as possible;
- (b) not include argument or discussion or excessive background material;
- (c) be relevant to the good order of the business of the Council.

10.2. Motion to be moved and seconded

- 10.2.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 10.2.2 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.
- 10.2.3 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.
- 10.2.4 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 10.2.5 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.
- 10.2.6 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.

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10.3. Absence of Mover of Motion

- 10.3.1 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:
 - (a) moved by another Councillor at the meeting; or
 - (b) deferred to the next appropriate committee or ordinary meeting.

10.4. Amendment of Motion

- 10.4.1 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.
- 10.4.2 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.
- 10.4.3 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 10.4.4 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.
- 10.4.5 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.
- 10.4.6 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.
- 10.4.7 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.
- 10.4.8 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.

10.5. Foreshadowed motions and amendments

- 10.5.1 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.
- 10.5.2 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.
- 10.5.3 Where an 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.
- 10.5.4 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.

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- 10.5.5 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.
- 10.5.6 Foreshadowed motions and foreshadowed amendments are required to be moved and seconded before debate can commence.

10.6. Withdrawal of Motion

- 10.6.1 If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:
 - (a) before the motion is voted on; or
 - (b) before an amendment to the motion is moved and seconded.
- 10.6.2 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.
- 10.6.3 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.
- 10.6.4 If the majority of Councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.

10.7. Speaking to Motions and Amendments

- 10.7.1 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.
- 10.7.2 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 10.7.3 The order of speakers will be:
 - (a) the Councillor moving the motion;
 - (b) Councillors alternatively against and for the motion;
 - (c) once alternative speakers are exhausted, as determined by the Chairperson;
 - (d) the mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment; and
 - (e) the mover of an amendment motion will have no right of reply.
- 10.7.4 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.
- 10.7.5 Once the right of reply has been exercised on a motion, the debate on the motion is closed.
- 10.7.6 Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.

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- 10.7.7 Each speaker shall be restricted to not more than five (5) minutes unless permission from the meeting to extend this time has been granted.
- 10.7.8 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

10.8. Method of taking vote

- 10.8.1 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.
- 10.8.2 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.
- 10.8.3 Councillors must vote by a show of hands.
- 10.8.4 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.
- 10.8.5 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.
- 10.8.6 In accordance with the *Local Government Regulation 2012*, if a Councillor present fails to vote (abstains), 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. Councillors may provide a reason for abstention for recording in the minutes.
- 10.8.7 The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 10.8.8 All motions and details of their outcome (ie whether they were lost or carried) must be recorded in the minutes.
- 10.8.9 If a motion is carried unanimously, this must be recorded in the minutes accordingly.
- 10.8.10 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 10.8.11 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.
- 10.8.12 To avoid any doubt or where there is any conflict about the recording of the minutes of Council meetings, all voting must be recorded in accordance with 10.8.5 of this *Meetings*Procedure Policy.

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11. Procedural motions

11.1. Process for procedural motions

- 11.1.1 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:
 - (a) that the question/motion be now put;
 - (b) that the motion items be voted on separately;
 - (c) that the motion or amendment now before the meeting be adjourned;
 - (d) that the meeting proceed to the next item of business;
 - (e) that the motion/question lie on the table;
 - (f) that the motion/question be taken from the table;
 - (g) a point of order;
 - (h) a motion of dissent against the Chairperson's decision;
 - (i) that this report/document be tabled;
 - (j) suspension of meeting procedures;
 - (k) that the meeting stand adjourned.

11.2. That the motion be put

- 11.2.1 A procedural motion, "that the motion be put", may be moved in order to bring on the finalisation of a motion.
- 11.2.2 A Councillor may move that a motion or an amendment be now put:
 - (a) 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
 - (b) if at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
- 11.2.3 Where such a procedural motion is carried, the Chairperson must immediately put the motion, or amendment to that motion under consideration.
- 11.2.4 Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.

11.3. That the motion items be voted on separately

- 11.3.1 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.
- 11.4. That the debate on the motion or amendment be adjourned
- 11.4.1 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.
- 11.5. That the meeting proceed to the next item
- 11.5.1 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

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of the motion may be considered again by Council on the giving of notice in accordance with the meeting procedures.

11.6. That the matter lie on the table

- 11.6.1 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.
- 11.6.2 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.
- 11.6.3 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.
- 11.6.4 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.

11.7. That the matter be taken from the table

- 11.7.1 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.
- 11.7.2 Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

11.8. Points of Order

- 11.8.1 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.
- 11.8.2 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that:
 - (a) another Councillor has failed to comply with these meeting procedures;
 - (b) 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;
 - (c) another Councillor's conduct at the meeting may constitute inappropriate conduct, misconduct or corrupt conduct.
- 11.8.3 A point of order cannot be used as a means of contradicting a statement made by a Councillor speaking about a matter.
- 11.8.4 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.

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- 11.8.5 Upon a point of order arising during the process of a debate, a member may speak to a point of order.
- 11.8.6 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.

11.9. Motion of dissent

- 11.9.1 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.
- 11.9.2 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.
- 11.9.3 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.
- 11.9.4 Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

11.10. That the report/document be tabled

- 11.10.1 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.
- 11.10.2 The only motion which will be moved following tabling is that:
 - (a) the report/document be received and referred to a committee or an employee for consideration and report back to the meeting; or
 - (b) the report/document not be received.

11.11. Suspension of Meeting Procedures

- 11.11.1 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.
- 11.11.2 A procedural motion to suspend a rule shall specify the reason and duration of such a suspension.
- 11.11.3 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.

11.12. That the meeting be adjourned/resumed

11.12.1 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.

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11.12.2 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.

11.13. Closed meetings

- 11.13.1 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).
- 11.13.2 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 while in the closed meeting.
- 11.13.3 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 11.13.4 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 and why the meeting should be closed while the matter is considered.
- 11.13.5 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.
- 11.13.6 Council meetings and standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 11.3.7 The meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must:
 - (a) Delegate the matter unless the matter cannot be delegated
 - (b) Decide by resolution to defer the matter to a later meeting
 - (c) Decide by resolution to take no further action on the matter.
- 11.3.8 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.
- 11.13.9 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 the room where the meeting is being held until a procedural motion "that the Council meeting be re-opened to the public" is passed.
- 11.13.10 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.

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11.14. Questions

- 11.14.1 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.
- 11.14.2 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.
- 11.14.3 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.
- 11.14.4 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 by the relevant Councillor or Chief Executive Officer.
- 11.14.5 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.
- 11.14.6 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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12. Maintenance of Good Order

12.1. Business of objectionable nature

12.1.1 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.

12.2. Disorder

12.2.1 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.

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

12.3.1 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.

13. Public attendance at meetings

13.1. Attendance of public and media at meetings

- 13.1.1 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.
- 13.1.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 13.1.3 The Chairperson may direct any persons improperly present to withdraw immediately.
- 13.1.4 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.
- 13.1.5 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.
- 13.1.6 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.
- 13.1.7 If a person contravenes clause 13.1.6 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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13.1.8 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.

13.2. Public participation at meetings

- 13.2.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 13.2.2 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.
- 13.2.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 13.2.4 For any matter arising from such an address, Council may take the following actions:
 - (a) that the matter be received; or
 - (b) that the matter be received and referred to a committee or officer for consideration and a report back to Council; or
 - (c) that the matter be noted and no further action taken.
- 13.2.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 13.2.6 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.
- 13.2.7 The applicant and/or their representative's full name and a summary of the responses to matters raised (if required) at the meeting will be recorded in the meeting minutes.

14. 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.

15. 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
Condolences	An expression of sympathy, especially on the occasion of a
	death
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 10.5 of this meeting procedure during debate on
	the first amendment
Foreshadowed motion	Means a motion foreshadowed by a Councillor under clause
	10.5 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 8.3 of the Meetings Administration Procedure.
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 Local Government Regulation
	2012
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
Presentations	Presenting (demonstration/introduction or speech) a topic to
	an audience that is meant to inform or persuade.
	Presentation or receipt of an award, acknowledgement or
	certificate.
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	Ipswich City Council
procedures	
Tributes	A statement/act or gift honouring someone or something,
	intended to show gratitude
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

16. Related Documents

Meetings Administration Procedure

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17. Policy Owner

The General Manager, Coordination and Performance is the Policy owner. The Meetings Coordination Manager is responsible for authoring and reviewing this policy.

Version Control

Version	Reason	Endorsed/Approved by	Date
10.0	Adopted by Council	Council Ordinary Meeting	21 April 2022



Public Participation at Ordinary Council Meetings Policy











Version Control and Objective ID	Version No: 2	Objective ID: A8242489
Adopted at Council Ordinary Meeting on	10 December 2019	
Date of Review	10 December 2023	

1. Statement

This policy applies to residents and ratepayers of the City of Ipswich and aims to provide a welcoming, respectful and safe environment to present directly to Councillors, in a public forum, their views and issues on council strategic and policy issues that are important to them.

2. **Purpose and Principles**

The purpose of this policy is to provide an overview of the ways in which community members can raise issues of local government strategy and policy with Council at its meetings and the process for making a formal application.

3. **Strategic Plan Links**

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme/s:

- Safe, Inclusive and Creative
- A Trusted and Leading Organisation

Regulatory Authority 4.

Local Government Act 2009

Local Government Regulation 2012

Meetings Procedures Policy

Human Rights Commitment 5.

Ipswich City Council (Council) has considered the human rights protected under the Human Rights Act 2019 (Qld) (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

Public Participation only applies to Ordinary meetings of Council. Public Participation will not be conducted at Council's Standing Committees or Special meetings.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

7. Roles and Responsibilities

The Chief Executive Officer, Mayor, Committee Manager and their teams are responsible for the performance of this policy.

8. Key Stakeholders

The following will be consulted during the review process:

- Chief Executive Officer
- Mayor
- Committee Manager

9. Objective

As part of Council's ongoing commitment to transparency and community engagement, a Public Participation session will be available at each Ordinary meeting of Council (dates and times are available on Council's website www.ipswich.qld.gov.au).

The purpose of this is to allow members of the community to raise issues relating to council's strategies and policies. Specifically, matters raised must relate to council's strategies, functions, policies, budget and/or resources allocated towards achievement of one or more strategies defined in the *Advance Ipswich* community plan, or querying whether there are different/new strategies that should be pursued by the council.

This is not a forum to raise detailed council operational or site-specific concerns. Council provides members of the *public* with many avenues through which to engage with Council. These include, but are not limited to:

- Face to face contact through the Customer Service Centres;
- Phone calls through the Customer Call Centre and After Hours services;
- Email to Council's corporate email address council@ipswich.qld.gov.au
- Letters;
- Council's website www.ipswich.qld.gov.au
- Online services;
- Social media;
- Membership to community reference groups;
- Individual meetings arranged with the Mayor, Councillors, Chief Executive Officer or Council officers.

Public Participation at Ordinary Council Meetings is not intended to replace these existing engagement mechanisms which are a very effective way of interacting with Council.

Residents and ratepayers who make application to participate in Ordinary Council Meetings should be aware that the protection of Parliamentary privilege does not extend to local government. Any statements or discussion made during any Meeting of Council including any documents produced or submitted are subject to relevant laws including (but not limited to) the Privacy Act 2009 and the Defamation Act 2005.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

10. Guidelines

Public Participation will be conducted in accordance with the following guidelines:

- 1. All statements (and associated background information) to be read at a meeting must be:
 - submitted in writing using the relevant application form available on Council's website and from Council customer service locations;
 - 1.2 received by 4.30pm, three (3) business days prior to the Ordinary meeting.

 Applications can be lodged via email to councilmeetings@ipswich.qld.gov.au
 post to PO Box 191, Ipswich Qld 4305 or delivered in person to the Customer Service Counter located on the ground floor, 1 Nicholas Street, Ipswich. If posting, the applicant needs to allow sufficient time for their application to be received by Council, before the stipulated close off time.

NOTE: Hand delivered applications will only be accepted at the Customer Service Counter located at 1 Nicholas Street, Ipswich office to ensure that the documents are received by the close off time.

- 2. A maximum of two matters may be raised per person at each meeting.
- 3. A total of 15 minutes will be allocated at each Ordinary meeting for members of our community to raise issues or make suggestions to Council. The matter does not need to be on the agenda for that meeting. Should the 15 minute time limit be reached the chairperson may:
 - 3.1 grant an extension of time of not greater than a further five (5) minutes; or
 - 3.2 refer the remaining matters to be heard at the following Ordinary meeting.
- 4. The Chairperson will determine when a sufficient response to an enquiry has been provided and may finalise an address where:
 - 4.1 the time period allowed has expired;
 - 4.2 a person uses insulting or offensive language or is derogatory towards Councillors or staff members; or
 - 4.3 a person other than the appointed speaker interjects or attempts to address the Council.
 - 4.4 in the opinion of the Chairperson, the matter has reached a conclusion or is exhausted.
- 5. Public Participation at Ordinary Council Meetings is not a forum for debate or making allegations or derogatory remarks about Councillors or Council staff and is not to be used as a substitute for the formal complaint processes that Council has in place.
- 6. Matters may only be submitted by Ipswich residents and ratepayers aged 18 years and over. As part of the application process, Council may ask for evidence of identity.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

- 7. Any matter presented or position taken (if related to a matter on the agenda) along with any associated background information must be clear and unambiguous and not contain argument on the subject.
- 8. Where a person is speaking for or against a matter before council, a strict time limit of 2 minutes will apply and no extension will be granted.
- 9. Where a person is speaking for or against a matter before council, preference will be given to applicants that are speaking to the opposing side of the position of another applicant.
- 10. No more than two (2) applicants may speak in any given meeting for or against the same matter.
- 11. Applicants that have spoken to a matter before council previously will not be permitted to speak again on the same or similar matter unless significant new information has come to the fore. The Chairperson, in consultation with the Chief Executive Officer will determine if the new information is relevant and warrants an additional hearing.
- 12. The Chairperson, in consultation with the Chief Executive Officer, may disallow a matter to be raised which:
 - 12.1. is outside the duties, functions and powers of Council;
 - 12.2 is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - 12.3 deals with a subject matter already answered (at the same or any earlier meeting);
 - 12.4 relates to personnel matters;
 - 12.5 relates to a development application that is currently being considered by council;
 - 12.6 relates to a personal matter that is not applicable to the broader community;
 - 12.7 relates to contractual matters that are commercial in confidence;
 - 12.8 relates to legal advice or matters currently before a Court for resolution;
 - 12.9 relates to matters currently subject to an independent investigation, administrative action complaint or appeal process;
 - 12.10 relates to a matter that due to resources and research implications will be better dealt with through the Right to Information processes;
 - 12.11 relates to the personal affairs or actions of Councillors or Council staff;
 - 12.12 is aimed or intended to embarrass Councillors or Council staff;
 - 12.13 relates to any other matter which Council considers would prejudice Council or any person.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

- 13. Advice will be provided to the applicant prior to the meeting on whether the matter proposed to be raised meets the requirements of these guidelines. That determination is to be made by the meeting Chairperson.
- 14. The applicant (or their proxy) must be present at the meeting to raise the matter or speak for or against an item on the agenda in person and shall follow the direction of the Chairperson.
- 15. The Chairperson will call each person to come forward and state their name, raise their issue or read their statement. Each person will be allocated 2 minutes. Any questions are to be directed through the Chairperson.
- 16. A summary of the matter raised or position taken by the applicant along with any submitted background material and the name of the person speaking will be recorded in the minutes of the meeting.
- 17. No debate or discussion is permitted on any matter raised or statement read.
- 18. The Public Participation session will be live streamed and video recorded along with the rest of the Ordinary Meeting.
- 19. A summary of the responses to matters raised (if required) at the meeting will be recorded in the meeting minutes.

11. Monitoring and Evaluation

The effectiveness of this policy will be demonstrated by broad community participation in the Public Participation at Ordinary Council Meetings session with community members using this platform to be involved in the growth of a Council that thrives on diversity of ideas.

Council is committed to talking with and listening to our community. This platform provides Council with another mechanism to identify issues of importance to the city.

12. Definitions

Ordinary Meeting of Council: This meeting is also referred to as "full council" meaning that

all Councillors, including the Mayor, constitute the

membership. It is at this meeting that formal adoption of all

reports is undertaken.

Special Meeting of Council: A special meeting of Council may be called to consider a

specific item which requires an immediate decision, prior to

the next round of Council meetings.

Committee Meetings: Committee meetings support the Ordinary Meeting of Council

process by considering matters that relate to specific portfolios eg Environment, Governance and Growth and Infrastructure. These meetings provide recommendations for

adoption at the Ordinary Meeting of Council.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

13. Related Documents

Public Participation Application Form

14. Policy Owner

The General Manager (Coordination and Performance) is the policy owner. The Meetings Coordination Manager is responsible for authoring and reviewing this policy.

Version control

Version	Reason	Endorsed/Approved by	Date
1.1	Updated section 1.1.2 and the application form with the correct Customer Service Counter street address.	General Manager, Coordination and Performance	16/08/2022



Public Participation at Ordinary Council Meetings Policy











Version Control and Objective ID	Version No: 2 <u>.2</u>	Objective ID: A8242489
Adopted at Council Ordinary Meeting on	10 December 2019	
Date of Review	10 December 2023	

1. Statement

This policy applies to residents and ratepayers of the City of Ipswich and aims to provide a welcoming, respectful and safe environment to present directly to Councillors, in a public forum, their views and issues on Ipswich City Council (council) strategic and policy issues that are important to them.

Purpose and Principles

The purpose of this policy is to provide an overview of the ways in which community members can raise issues of local government strategy and policy with Council at its meetings and the process for making a formal application.

Strategic Plan Links 3.

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme/s:

- Safe, Inclusive and Creative
- A Trusted and Leading Organisation

4. **Regulatory Authority**

Local Government Act 2009

Local Government Regulation 2012

Meetings Procedures Policy

5. **Human Rights Commitment**

Ipswich City Council (Council) has considered the human rights protected under the Human Rights Act 2019 (Qld) (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

Public Participation only applies to Ordinary meetings of Council Meetings. Public Participation will not be conducted at Council's Standing Committees or Special meetings.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

7. Roles and Responsibilities

The Chief Executive Officer, Mayor, Committee Manager, Executive Services and their teams are responsible for the performance of this policy.

8. Key Stakeholders

The following will be consulted during the review process:

- Chief Executive Officer
- Mayor
- Committee-Manager, Executive Services

9. Objective

As part of Council's ongoing commitment to transparency and community engagement, a Public Participation session will be available at each Ordinary meeting of Council Meeting (dates and times are available on Council's website www.ipswich.qld.gov.au).

The purpose of this is to allow members of the community to raise issues relating to council's strategies and policies. Specifically, matters raised must relate to council's strategies, functions, policies, budget and/or resources allocated towards achievement of one or more strategies defined in the IFuture corporate Advance Ipswich community plan, or querying whether there are different/new strategies that should be pursued by the council.

This is not a forum to raise detailed council operational or site-specific concerns. Council provides members of the *public* with many avenues through which to engage with Council. These include, but are not limited to:

- fFace to face contact through the Customer Service Centres;
- pPhone calls through the Customer Call Centre and After Hours services;
- <u>e</u>Email to Council's corporate email address <u>council@ipswich.qld.gov.au</u>
- <u>l</u>etters;
- Council's websites <u>www.ipswich.qld.gov.au;</u>
- OOnline services;
- <u>sS</u>ocial media;
- mMembership to community reference groups; and
- Hindividual meetings arranged with the Mayor, Councillors, Chief Executive Officer or c€ouncil officers.

Public Participation at Ordinary Council Meetings is not intended to replace these existing engagement mechanisms which are a very effective way of interacting with Council.

Residents and ratepayers who make <u>an</u> application to participate in Ordinary Council Meetings should be aware that the protection of Parliamentary privilege does not extend to local government. Any statements or discussion made during any <u>m</u>Meeting of Council including any documents produced or submitted are subject to relevant laws including (but not limited to) the *Privacy Act 2009* and the *Defamation Act 2005*.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

10. Guidelines

Public Participation will be conducted in accordance with the following guidelines:

- 10.1- All statements (and associated background information) to be read at a meeting must be:
 - 10.1.1 submitted in writing using the relevant application form available on Council's website and from Council customer service locations;
 - 10.1.2 received by 4.30pm, <u>seventhree</u> (37) business days prior to the Ordinary <u>Council Mmeetings.</u> Applications can be lodged via email to <u>councilmeetings@ipswich.qld.gov.au or</u> post to PO Box 191, Ipswich Qld 4305 or delivered in person to the Customer Service Counter located on the ground floor, 1 Nicholas Street, Ipswich. If posting, the applicant needs to allow sufficient time for their application to be received by Council, before the stipulated close off time.
- NOTE: Hand delivered applications will only be accepted at the Customer Service Counter located at 1 Nicholas Street, Ipswich office to ensure that the documents are received by the close off time.
- 10.2- A maximum of two matters may be raised per person at each meeting.
- <u>10.</u>3- A total of 15 minutes will be allocated at each Ordinary <u>Council M</u>meeting for members of our community to raise issues or make suggestions to Council. The matter does not need to be on the agenda for that meeting. Should the 15 minute time limit be reached the <u>c</u>Chairperson may:
 - 10.3.1 grant an extension of time of not greater than a further five (5) minutes; or
 - 10.3.2 refer the remaining matters to be heard at the following Ordinary meeting.
- <u>10.44.</u> The Chairperson will determine when a sufficient response to an enquiry has been provided and may finalise an address where:
 - 10.4.1 the time period allowed has expired;
 - 10.4.2 a person uses insulting or offensive language or is derogatory towards Councillors or staff members; or
 - 10.4.3 a person other than the appointed speaker interjects or attempts to address the Council; or-
 - <u>10.</u>4.4 in the opinion of the Chairperson, the matter has reached a conclusion or is exhausted.
- <u>10.</u>5- Public Participation at Ordinary Council Meetings is not a forum for debate or making allegations or derogatory remarks about Councillors or Council staff and is not to be used as a substitute for the formal complaint processes that Council has in place.
- 10.6. Matters may only be submitted by Ipswich residents and ratepayers aged 18 years and over. As part of the application process, Council may ask for evidence of identity.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

- 10.7. Any matter presented or position taken (if related to a matter on the agenda) along with any associated background information must be clear and unambiguous and not contain argument on the subject.
- <u>10.</u>8- Where a person is speaking for or against a matter before council, a strict time limit of 2 minutes will apply and no extension will be granted.
- <u>10.</u>9- Where a person is speaking for or against a matter before council, preference will be given to applicants that are speaking to the opposing side of the position of another applicant.
- 10.10. No more than two (2) applicants may speak in any given meeting for or against the same matter.
- 10.11. Applicants that have spoken to a matter before council previously will not be permitted to speak again on the same or similar matter unless significant new information has come to the fore. The Chairperson, in consultation with the Chief Executive Officer will determine if the new information is relevant and warrants an additional hearing.
- <u>10.</u>12- The Chairperson, in consultation with the Chief Executive Officer, may disallow a matter to be raised which:
 - 10.12.1. is outside the duties, functions and powers of Council;
 - 10.12.2 is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - 10.12.3 deals with a subject matter already answered (at the same or any earlier meeting);
 - 10.12.4 relates to personnel matters;

 - 10.12.6 relates to a personal matter that is not applicable to the broader community;
 - <u>10.</u>12.7 relates to contractual matters that are commercial in confidence;
 - <u>10.</u>12.8 relates to legal advice or matters currently before a Court for resolution;
 - 10.12.9 relates to matters currently subject to an independent investigation, administrative action complaint or appeal process;
 - 10.12.10 relates to a matter that due to resources and research implications will be better dealt with through the Right to Information processes;
 - 10.12.11 relates to the personal affairs or actions of Councillors or Council staff;
 - 10.12.12 is aimed or intended to embarrass Councillors or Council staff; or
 - 10.12.13 relates to any other matter which Council considers would prejudice Council or any person.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

- 10.13. Advice will be provided to the applicant prior to the meeting on whether the matter proposed to be raised meets the requirements of these guidelines.

 That determination is to be made by the meeting Chairperson.
- 10.14. The applicant (or their proxy) must be present at the meeting to raise the matter or speak for or against an item on the agenda in person and shall follow the direction of the Chairperson.
- 10.15. The Chairperson will call each person to come forward and state their name, raise their issue or read their statement. Each person will be allocated two (2) minutes. Any questions are to be directed through the Chairperson.
- 10.16. A summary of the matter raised or position taken by the applicant along with any submitted background material and the name of the person speaking will be recorded in the minutes of the meeting.
- 10.17. No debate or discussion is permitted on any matter raised or statement read.
- 10.18. The Public Participation session will be live streamed and video recorded along with the rest of the Ordinary Council Meeting. -The applicant and/or their representative's image and the details of their statement, including any personal information that is disclosed during their statement, will be recorded and archived on Council's YouTube channel for public viewing.
- 10.19. The applicant and/or their representative's full name and aA summary of the responses to matters raised (if required) at the meeting will be recorded in the meeting minutes.
- 10.20 For any matter arising from an address, Council may take the following actions:
 - a. that the matter be received; or
 - b. that the matter be received and referred to a committee or officer for consideration and a report; or
 - c. that the matter be noted and no further action taken.

11. Monitoring and Evaluation

The effectiveness of this policy will be demonstrated by <u>effective</u>broad community participation in the Public Participation at Ordinary Council Meetings session with community members using this platform to be involved in the growth of a Council that thrives on diversity of ideas.

Council is committed to talking with and listening to our community. This platform provides Council with another mechanism to identify issues of importance to the city.

12. Definitions

Ordinary Meeting of Council Meeting: This meeting is also referred to as "full council" meaning that all Councillors, including the Mayor, constitute the membership. It is at this meeting that formal adoption of all reports is undertaken.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

Special Council Meeting of Council: A special meeting of Council may be called to consider

a specific item which requires an immediate decision, prior to

the next round of Council meetings.

Committee Meetings: Committee meetings support the Ordinary Meeting of Council

<u>Meeting</u> process by considering matters that relate to specific portfolios eg Environment, Governance and Growth and <u>Infrastructure</u>. These meetings provide recommendations for

adoption at the Ordinary Meeting of Council Meeting.

13. Related Documents

Public Participation Application Form

14. Policy Owner

The General Manager (Coordination and Performance) is the policy owner. The Manager, <u>Executive Serviceseetings Coordination Manager</u> is responsible for authoring and reviewing this policy.

Version control

Version	Reason	Endorsed/Approved by	Date
<u>2</u> 1.1	Minor update to Updated section 1.1.2 and the application form with the correct Customer Service Counter street address made administratively.	General Manager, Coordination and Performance	16/08/2022
2.2	Minor update to sections 10.1, 10.18-20 and application form made administratively.		



Public Participation at Ordinary Council Meetings Policy











Version Control and Objective ID	Version No: 2.2	Objective ID:
Adopted at Council Ordinary Meeting on	10 December 2019	
Date of Review	10 December 2023	

1. Statement

This policy applies to residents and ratepayers of the City of Ipswich and aims to provide a welcoming, respectful and safe environment to present directly to Councillors, in a public forum, their views and issues on Ipswich City Council (council) strategic and policy issues that are important to them.

2. Purpose and Principles

The purpose of this policy is to provide an overview of the ways in which community members can raise issues of local government strategy and policy with Council at its meetings and the process for making a formal application.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme/s:

- Safe, Inclusive and Creative
- A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

Local Government Regulation 2012

Meetings Procedures Policy

5. Human Rights Commitment

Ipswich City Council has considered the human rights protected under the *Human Rights Act* 2019 (Qld) (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

Public Participation only applies to Ordinary Council Meetings. Public Participation will not be conducted at Council's Standing Committees or Special meetings.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

7. Roles and Responsibilities

The Chief Executive Officer, Mayor, Manager, Executive Services and their teams are responsible for the performance of this policy.

8. Key Stakeholders

The following will be consulted during the review process:

- Chief Executive Officer
- Mayor
- Manager, Executive Services

9. Objective

As part of Council's ongoing commitment to transparency and community engagement, a Public Participation session will be available at each Ordinary Council Meeting (dates and times are available on Council's website www.ipswich.qld.gov.au).

The purpose of this is to allow members of the community to raise issues relating to council's strategies and policies. Specifically, matters raised must relate to council's strategies, functions, policies, budget and/or resources allocated towards achievement of one or more strategies defined in the iFuture corporate plan, or querying whether there are different/new strategies that should be pursued by the council.

This is not a forum to raise detailed council operational or site-specific concerns. Council provides members of the public with many avenues through which to engage with Council. These include, but are not limited to:

- face to face contact through the Customer Service Centres;
- phone calls through the Customer Call Centre and After Hours services;
- email to Council's corporate email address council@ipswich.qld.gov.au
- letters;
- Council's websites;
- online services;
- social media;
- membership to community reference groups; and
- individual meetings arranged with the Mayor, Councillors, Chief Executive Officer or council officers.

Public Participation at Ordinary Council Meetings is not intended to replace these existing engagement mechanisms which are a very effective way of interacting with Council.

Residents and ratepayers who make an application to participate in Ordinary Council Meetings should be aware that the protection of Parliamentary privilege does not extend to local government. Any statements or discussion made during any meeting of Council including any documents produced or submitted are subject to relevant laws including (but not limited to) the *Privacy Act 2009* and the *Defamation Act 2005*.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

10. Guidelines

Public Participation will be conducted in accordance with the following guidelines:

- 10.1 All statements (and associated background information) to be read at a meeting must be:
 - 10.1.1 submitted in writing using the relevant application form available on Council's website and from council customer service locations;
 - 10.1.2 received by 4.30pm, seven (7) business days prior to the Ordinary Council Meeting. Applications can be lodged via email to councilmeetings@ipswich.qld.gov.au or post to PO Box 191, Ipswich Qld 4305 or delivered in person to the Customer Service Counter located on the ground floor, 1 Nicholas Street, Ipswich. If posting, the applicant needs to allow sufficient time for their application to be received by Council, before the stipulated close off time.

NOTE: Hand delivered applications will only be accepted at the Customer Service Counter located at 1 Nicholas Street, Ipswich office to ensure that the documents are received by the close off time.

- 10.2 No more than three (3) speakers shall be permitted to speak at one meeting.
- 10.3 A total of 15 minutes will be allocated at each Ordinary Council Meeting for the public participation session. The matter does not need to be on the agenda for that meeting. Should the 15 minute time limit be reached the Chairperson may:
 - 10.3.1 grant an extension of time of not greater than a further five (5) minutes; or
 - 10.3.2 refer the remaining matters to be heard at the following Ordinary meeting.
- 10.4 The right of any individual to address the local government during this session shall be at the absolute discretion of the Chairperson. The Chairperson will determine when a sufficient response to an enquiry has been provided and may finalise an address where:
 - 10.4.1 the time period allowed has expired;
 - 10.4.2 a person uses insulting or offensive language or is derogatory towards Councillors or staff members;
 - 10.4.3 a person other than the appointed speaker interjects or attempts to address the Council; or
 - 10.4.4 in the opinion of the Chairperson, the matter has reached a conclusion or is exhausted.
- 10.5 Public Participation at Ordinary Council Meetings is not a forum for debate or making allegations or derogatory remarks about Councillors or Council staff and is not to be used as a substitute for the formal complaint processes that Council has in place.
- 10.6 Matters may only be submitted by Ipswich residents and ratepayers aged 18 years and over. As part of the application process, Council may ask for evidence of identity.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

- 10.7 Any matter presented or position taken (if related to a matter on the agenda) along with any associated background information must be clear and unambiguous and not contain argument on the subject.
- 10.8 Where a person is speaking for or against a matter before council, a strict time limit of two (2) minutes will apply and no extension will be granted.
- 10.9 Where a person is speaking for or against a matter before council, preference will be given to applicants that are speaking to the opposing side of the position of another applicant.
- 10.10 No more than two (2) applicants may speak in any given meeting for or against the same matter.
- 10.11 Applicants that have spoken to a matter before council previously will not be permitted to speak again on the same or similar matter unless significant new information has come to the fore. The Chairperson, in consultation with the Chief Executive Officer will determine if the new information is relevant and warrants an additional hearing.
- 10.12 The Chairperson, in consultation with the Chief Executive Officer, may disallow a matter to be raised which:
 - 10.12.1 is outside the duties, functions and powers of Council;
 - 10.12.2 is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - 10.12.3 deals with a subject matter already answered (at the same or any earlier meeting);
 - 10.12.4 relates to personnel matters;
 - 10.12.5 relates to a development application that is currently being considered by Council;
 - 10.12.6 relates to a personal matter that is not applicable to the broader community;
 - 10.12.7 relates to contractual matters that are commercial in confidence;
 - 10.12.8 relates to legal advice or matters currently before a Court for resolution;
 - 10.12.9 relates to matters currently subject to an independent investigation, administrative action complaint or appeal process;
 - 10.12.10 relates to a matter that due to resources and research implications will be better dealt with through the Right to Information processes;
 - 10.12.11 relates to the personal affairs or actions of Councillors or Council staff;
 - 10.12.12 is aimed or intended to embarrass Councillors or Council staff; or
 - 10.12.13 relates to any other matter which Council considers would prejudice Council or any person.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

- 10.13 Advice will be provided to the applicant prior to the meeting on whether the matter proposed to be raised meets the requirements of these guidelines.

 That determination is to be made by the meeting Chairperson.
- 10.14 The applicant (or their proxy) must be present at the meeting to raise the matter or speak for or against an item on the agenda in person and shall follow the direction of the Chairperson.
- 10.15 The Chairperson will call each person to come forward and state their name, raise their issue or read their statement. Each person will be allocated two (2) minutes. Any questions are to be directed through the Chairperson.
- 10.16 A summary of the matter raised or position taken by the applicant along with any submitted background material and the name of the person speaking will be recorded in the minutes of the meeting.
- 10.17 No debate or discussion is permitted on any matter raised or statement read.
- 10.18 The Public Participation session will be live streamed and video recorded along with the rest of the Ordinary Council Meeting. The applicant and/or their representative's image and the details of their statement, including any personal information that is disclosed during their statement, will be recorded and archived on Council's YouTube channel for public viewing.
- 10.19 The applicant and/or their representative's full name and a summary of the responses to matters raised (if required) at the meeting will be recorded in the meeting minutes.
- 10.20 For any matter arising from an address, Council may take the following actions:
 - a. that the matter be received and dealt with immediately; or
 - b. that the matter be received and referred to a committee or officer for consideration and a report; or
 - c. that the matter be noted and no further action taken.

11. Monitoring and Evaluation

The effectiveness of this policy will be demonstrated by effective community participation in the Public Participation at Ordinary Council Meetings session with community members using this platform to be involved in the growth of a Council that thrives on diversity of ideas.

Council is committed to talking with and listening to our community. This platform provides Council with another mechanism to identify issues of importance to the city.

12. Definitions

Ordinary Council Meeting:

This meeting is also referred to as "full council" meaning that all Councillors, including the Mayor, constitute the membership. It is at this meeting that formal adoption of all reports is undertaken.

IPSWICH CITY COUNCIL | Public Participation at Ordinary Council Meetings Policy

Special Council Meeting: A special meeting of Council may be called to consider a

specific item which requires an immediate decision, prior to

the next round of Council meetings.

Committee Meetings: Committee meetings support the Ordinary Council Meeting

process by considering matters that relate to specific portfolios. These meetings provide recommendations for

adoption at the Ordinary Council Meeting.

13. Related Documents

Public Participation Application Form

14. Policy Owner

The General Manager (Coordination and Performance) is the policy owner. The Manager, Executive Services is responsible for authoring and reviewing this policy.

Version control

Version	Reason	Endorsed/Approved by	Date
2.1	Minor update to section 1.1.2 and the application form with the correct Customer Service Counter street address made administratively.	General Manager, Coordination and Performance	16/08/2022
2.2	Revisions to submission details (section 10.1) and other updates to align with the new Model Standing Orders.	Governance & Transparency Committee	



IPSWICH CITY COUNCIL

Public Participation at Ordinary Council Meetings Guidelines and Application Form

As part of Ipswich City Council's ongoing commitment to accountability and community engagement, a Public Participation session will be available at each Ordinary meeting of Council. Public Participation is not intended to replace the existing engagement mechanisms that Council has in place.

Eligibility

Matters raised may only be submitted by Ipswich residents and/or ratepayers aged 18 years and over. A submitter may be asked to provide evidence of identity as part of the application process.

How to submit a Matter

- Complete the application form on the reverse side of this document and submit no later than 4.30 pm three business days
 prior to the meeting. Council meeting dates can be found on Council's website.
- Application forms may be submitted in person at the Customer Service Counter located on the ground floor, 1 Nicholas Street, Ipswich, via post to PO Box 191, Ipswich Qld 4305 or by email to <u>councilmeetings@ipswich.qld.gov.au</u>. Applications will be assessed against the requirements of the Public Participation at Council Ordinary Meetings Policy and this guideline. Applicants will be advised prior to the meeting whether the application meets the criteria and if so, arrangements will be made for the applicant or their representative to attend the Council meeting.

Can my matter be disallowed?

A matter may be disallowed if it:

- is outside the duties, functions and powers of Council;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already answered (at the same or any earlier meeting);
- relates to personnel matters;
- relates to a personal matter that is not applicable to the broader community;
- relates to contractual matters that are commercial in confidence;
- relates to legal advice or matters currently before a Court for resolution;
- relates to matters currently subject to an independent investigation, administrative action complaint or appeal process;
- relates to a matter that due to resources and research implications will be better dealt with through the Right to Information processes;
- relates to the personal affairs or actions of Councillors or Council staff;
- is aimed or intended to embarrass Councillors or Council staff;
- relates to any other matter which Council considers would prejudice Council or any person.

What will happen at the meeting?

- During the Public Participation session, the meeting Chairperson will ask you (or your representative) to come forward, state your name and read your submitted statement and background information. A maximum of two minutes is allocated per matter. Matters/statements must be directed through the Chairperson. You may request the Chief Executive Officer to read your statement on your behalf.
- No debate or discussion is permitted on any question or answer.
- Public Participation may be finalised where the allocated time period has expired; the questioner uses insulting or offensive language or is derogatory towards Councillors or staff members; or a person other than the questioner interjects or attempts to address the Council.

Privacy notice

- Council's Ordinary meetings are live streamed and video recorded with the recording being archived on Council's YouTube channel for later public viewing. By submitting an application, the applicant and/or their representative is consenting to their image and the details of their statement being broadcast to the public and any personal information that is disclosed during their statement will also be broadcast as part of the Council meeting.
- The applicant and/or their representative's full name and the question/s asked will appear in the meeting minutes.

PO BOX 191, Ipswich QLD 4305

(07) 3810 6666

council@ipswich.qld.gov.au

Ipswich.qld.gov.au

APPLICANT DETAILS			
Name			
Organisation (if applicable)			
Address			
Phone			
Email			
Preferred meeting date			
Are you a resident or ratepayer of land lpswich Local Government Area?	d within the City of	Yes No	
Will you be in attendance at the meet (if NO please complete the speaker's in		Yes No	
SPEAKER'S DETAILS			
Name			
Organisation (if applicable)			
Address			
Phone			
Email			
NATURE OF ENGAGEMENT WI	TH COUNCIL (choose	se 1 option)	
Addressing Council on a general n	natter (not a specific ite	em on the agenda)	
Addressing Council on a specific item on the agenda	Item Number	Subject	For the recommendation Against the recommendation
FULL DETAILS OF ADDRESS TO	COUNCIL		
Question 1			
Associated background material (maximum 300 words)			
Question 2			
Associated background material (maxir	mum 300 words)		

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PO BOX 191, Ipswich QLD 4305

(07) 3810 6666

council@ipswich.qld.gov.au

Ipswich.qld.gov.au



IPSWICH CITY COUNCIL

Public Participation Application Form

As part of council's ongoing commitment to transparency and community engagement, public participation is available at each Ordinary Meeting of Ipswich City Council in accordance with the <u>Public Participation at Ordinary Council Meetings Policy</u>. This is to allow members of the community an avenue to raise matters relating to council's strategies, functions and policies and matters that are currently on the agenda of the council meeting.

Applications are to be received no later than seven (7) business days prior to the Council Ordinary Meeting. Completed application forms can be sent via email to councilmeetings@ipswich.qld.gov.au or post to PO Box 191, Ipswich, Qld, 4305. Council Ordinary Meeting dates can be found on the Ipswich City Council website.

Privacy notice

- Council's Ordinary Meetings are live streamed and video recorded with the recording being archived on Council's YouTube channel for later public viewing. By submitting an application, the applicant and/or their representative is consenting to their image and the details of their statement being broadcast to the public and any personal information that is disclosed during their statement will also be broadcast as part of the Council meeting.
- The applicant and/or their representative's full name and a summary of the matters raised at the meeting will be recorded in the meeting minutes.

YOUR SUBMISSION*						
The matter on which I v	The matter on which I wish to speak is as follows (maximum 300 words):					
Note: If more space is r	equired attach separately t	to this submis	ssion			
	equired, attach separately information information in the supporting information in the supporting information in the supportion in the supporting information in the support in the suppo			F format.		
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Attachments and				F format.		
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ACKN	NOWLEDGEMENT/CONSENT/PRIVACY			
	I acknowledge that I have read and understand the Ipswich City Council <u>Public Participation at Ordinary Council Meetings Policy</u> .*			
City Co	Consent Statement: I hereby consent to the information submitted on this form to be shared with Councillors and Ipswich City Council employees. I acknowledge that this submission does not constitute a complaint or request for service and that Councillors will not be able to respond directly to all submissions.			
	I have read and consent to council contacting me as required*			
your p	y Statement: By completing and submitting this form, it is acknowledged that you have given us your consent to manage ersonal information in the manner described in Ipswich City Council's full Privacy Statement, Personal Information Digest is condensed Privacy Statement. View council's <u>Privacy Statement and Personal Information Digest.</u>			
	Yes, I have read and agree to the privacy statement*			

Ipswich City Council is collecting your personal information for the purpose of fulfilling its functions, responsibilities and activities. Please see council's <u>Privacy Statement</u> and <u>Personal Information Digest</u> for further information about how we manage personal information, to whom personal information could be disclosed and the laws that authorise or require the collection of personal information by the council. Generally, we do not disclose your personal informatiod could be disclosed of council unless we are required by law to do so or you have presonal information by fish form and returning it to council, we will consider that you have given us your consent to manage your personal information in the manner described in council's <u>Privacy Statement</u>, Information Digest and this collection notice.

Last reviewed December 2022

^{*}denotes mandatory field

Doc ID No: A8508707

ITEM: 5

SUBJECT: DISPOSAL OF INTEREST IN LAND FOR EASEMENT PURPOSES OVER PART OF 1

HAIG STREET, BRASSALL

AUTHOR: PROPERTY OFFICER

DATE: 5 DECEMBER 2022

EXECUTIVE SUMMARY

This is a report concerning the disposal of an interest in land to grant a new easement for a sewerage purpose in favour of Urban Utilities. This easement will connect to the existing Urban Utilities sewerage treatment plant that is currently being upgraded located at 13 Haig Street, Brassall, described as Lot 1 on RP115168.

RECOMMENDATION/S

- A. That Council resolve pursuant to section 236(2) of the Local Government Regulation 2012 (the Regulation) that the exemption referred to in section 236(1)(c)(iv) of the Regulation applies for the disposal of the easement interest of part of 1 Haig Street, Brassall, described as Lot 4 on RP8227 ("the Land"), by way of a new easement arrangement for sewerage purposes between Council and Urban Utilities.
- B. That pursuant to s257 (1) (b) of the *Local Government Act 2009* Council resolve to delegate the power to the Chief Executive Officer to be authorised to negotiate and finalise the terms of the proposed easement as detailed in Recommendation A of this report and to do any other acts necessary to implement Council's decision.

RELATED PARTIES

Central SEQ Distributor-Retailer Authority trading as Urban Utilities (UU)

There is no declaration of conflicts of interest

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

Central SEQ Distributor-Retailer Authority trading as Urban Utilities (UU) own freehold land located at 13 Haig Street, Brassall, described as Lot 1 on RP115168. The land contains the

sewerage treatment plant for the greater Brassall area and is currently land-locked by Council freehold land located at 15 Haig Street, Brassall, described as Lot 1 on RP146565.

UU have planned to upgrade the sewerage treatment plant as the plant has suffered a major failure after recent flooding. The upgrade will be inclusive of new underground pipework for the disposal of the treated effluent.

A new easement for sewerage purpose will be required over part of Council owned freehold land located at 1 Haig Street, Brassall, described as part of Lot 4 on RP8227. The new easement will be for the installation of new infrastructure to dispose of the treated effluent.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:

Local Government Act 2009

Local Government Regulation 2012

Acquisition of Land Act 1967

Property Law Act 1974

Land Title Act 1994

RISK MANAGEMENT IMPLICATIONS

The sewerage easements will ensure the proper disposal of the treated effluent.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACT	S
OTHER DECISION	
(a) What is the	Creation of a new assement for public infractructure
(a) What is the Act/Decision being made?	Creation of a new easement for public infrastructure
(b) What human rights are affected?	No human rights are affected by this decision to support the disposal of an interest in land for an easement for sewerage purposes under the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009. The decision by Council to grant the easement means that UU can install new infrastructure and for the pipeworks to dispose of treated effluent. Central SEQ Distributor-Retailer Authority are a trading as Urban Utilities does not have human rights as it is not an individual; this decision will not affect human rights.
(c) How are the human rights limited?	Not applicable
(d) Is there a good reason for limiting the relevant rights?	Not applicable

Is the limitation fair	
and reasonable?	
(e) Conclusion	The decision is consistent with human rights.

FINANCIAL/RESOURCE IMPLICATIONS

All costs associated with the creation of the new easement will be at the expense of UU.

COMMUNITY AND OTHER CONSULTATION

Internal consultation has occurred with members of the Open Space and Facilities Team, Road Corridor Management Team and Property Services Team. UU contractors were also consulted to discuss the location and requirements of the easement.

The proposed area of the easement has been supported by stakeholders involved in the project internally and externally. The location of the sewerage easement has been agreed to in principle and the associated construction will occur once an Access and Works Deed has been signed. The finalised cadastral survey will be prepared once associated construction works are completed as the underground conditions cannot be specifically determined until the construction is fully completed. UU will be responsible for providing a survey plan for the easements when the construction works have been finalised.

CONCLUSION

It is recommended that Council support the disposal of an interest in land for a new easement for sewerage purpose, located at 1 Haig Street, Brassall, for nil consideration, with all construction works undertaken to comply with applicable Council standards.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

Judi Howard

PROPERTY OFFICER

I concur with the recommendations contained in this report.

Alicia Rieck

ACTING PROPERTY SERVICES MANAGER

I concur with the recommendations contained in this report.

Anthony Dunleavy

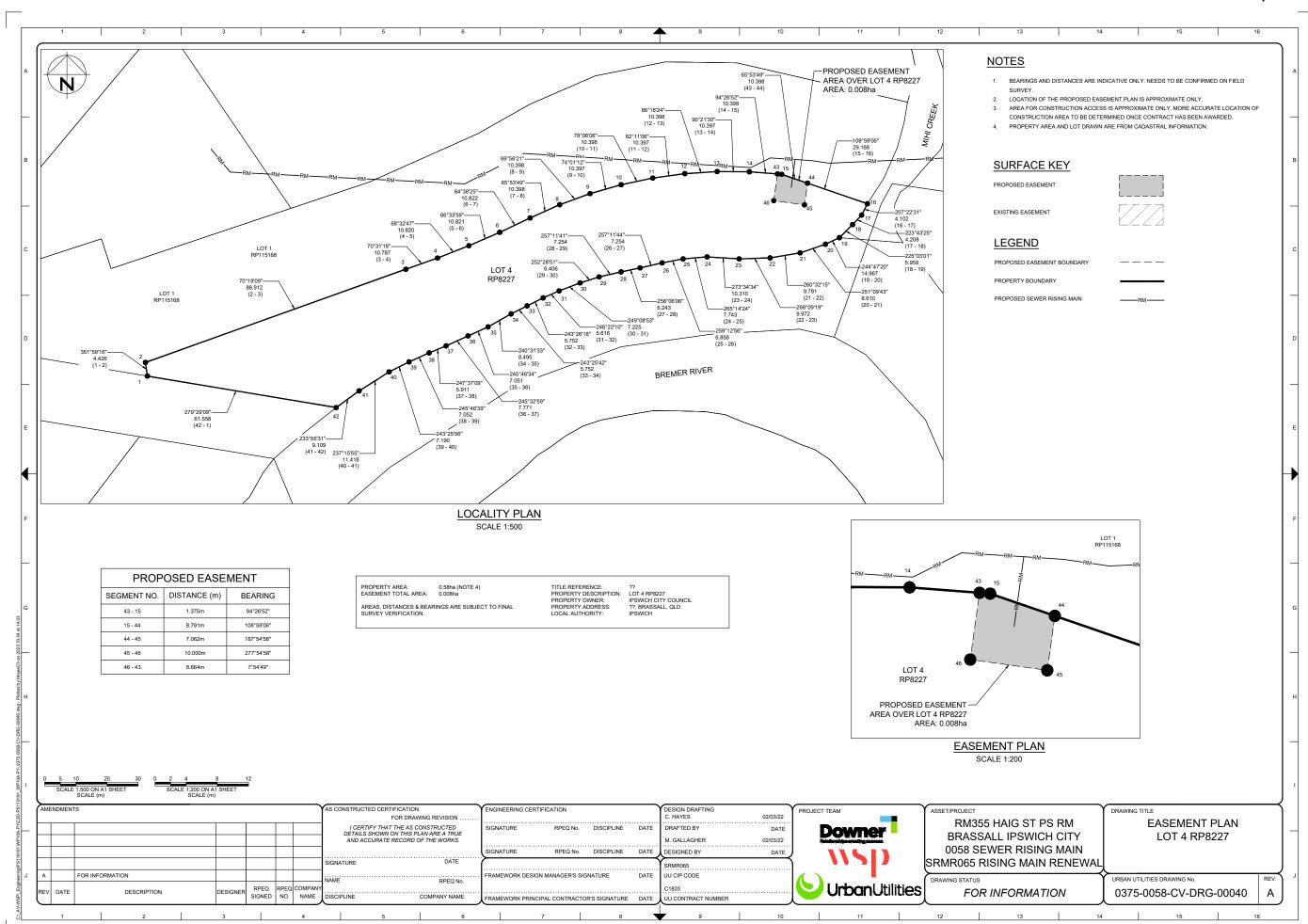
MANAGER, LEGAL AND GOVERNANCE (GENERAL COUNSEL)

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER CORPORATE SERVICES

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INTERNAL CURRENT TITLE SEARCH QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 08/12/2022 08:49 Title Reference: 12893209

Date Created: 19/04/1955

Previous Title: 10739238

REGISTERED OWNER

Dealing No: 701808287 13/02/1997

IPSWICH CITY COUNCIL

ESTATE AND LAND

Estate in Fee Simple

LOT 4 REGISTERED PLAN 8227 Local Government: IPSWICH

For depth restrictions refer to Plan RP 8227

EASEMENTS, ENCUMBRANCES AND INTERESTS

 Rights and interests reserved to the Crown by Deed of Grant No. 19553214 (ALLOT 1)

ADMINISTRATIVE ADVICES

Dealing Type Lodgement Date Status Location
713392114 HERITGE SITE 04/08/2010 15:32 CUR EL-GEN -00
QUEENSLAND HERITAGE ACT 1992
UNREGISTERED DEALINGS - NIL

** End of Current Title Search **

Doc ID No: A8385818

ITEM: 6

SUBJECT: PROCUREMENT: RATES MODELLING SOFTWARE (EASYREV) MAINTENANCE AND

SUPPORT AGREEMENT - EXTENSION TO CONTRACT 12472

AUTHOR: PROCUREMENT OFFICER (OPERATIONAL)

DATE: 15 DECEMBER 2022

EXECUTIVE SUMMARY

This is a report seeking Council Resolution by Ipswich City Council (Council) to undertake a direct engagement with Harbour Software Pty Ltd (Harbour Software). It is proposed, to extend the current contract by a further three (3) years on a 1+1+1 arrangement, for the continuation of the Rates Modelling Software (EasyRev) maintenance and support. It is intended that this software is replaced under the iVolve Project during the upcoming implementation process. The current software has been used by the Treasury Department since 2016 and is a key tool to provide the capture, analysis and calculation of rating scenarios. The current contract expires on 30 April 2023.

RECOMMENDATION

- A. That pursuant to Section 235(b) of the Local Government Regulation 2012 (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical and disadvantageous to invite quotes for the provision of the Rates Modelling Software (EasyRev) maintenance and support.
- B. That Council enter into a contractual arrangement (Council file reference number 12472) with Harbour Software Pty Ltd, at an approximate purchase price of \$24,000.00 (excluding GST) over the entire term, being an initial term of one (1) year, with options for extension at the discretion of Council (as purchaser), of an additional two (2) X one (1) year terms.

RELATED PARTIES

Ipswich City Council

Harbour Software Pty Ltd

There was no declaration of conflicts of interest

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Purpose:

The purpose of this report is to make a recommendation to continue with the EasyRev maintenance and support agreement, currently supplied by Harbour Software Pty Ltd to ensure the capture of data, for the analysis and calculation of rating scenarios.

Background:

In 2016 the market was approached via a three (3) quote process to engage a suitable supplier to provide a Rates Modelling Software package that would enable the Treasury Department to capture, analyse and calculate rates for Ipswich Residents. The evaluation panel for this process deemed Harbour Software as the preferred supplier and a two (2) year contract, with two (2) x one (1) year extensions was entered into by Council.

A further one (1) year extension was granted by the Manager, Procurement whilst discussions between the Treasury Department and the ICT Branch took place to approach the market again to ensure Council has in place an appropriate rates modelling software package that aligns with best practice. These discussions have led to a decision that this software will be incorporated into the iVolve project, however that process is likely to take some time as Council work to finalise the iVolve project roll out schedule.

The term recommended in this report is to ensure there is a 12 month overlap with supplies should a new supplier be appointed once the iVolve outcome is complete, ensuring business continuity, compliance and transfer of data.

Harbour Software Pty Ltd are currently operating in a manner sufficient to Council's needs.

The total cost for a further 3-year extension on a 1+1+1 basis is approximately \$24,000.00 (ex GST). This figure is based on past annual spend of approximately \$8,000.00 (ex GST).

Ipswich City Council wish to continue the relationship with Harbour Software Pty Ltd, by extending the current contract 12472 whilst the iVolve commitment is undertaken to ensure an ongoing service is provided through that time.

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

The continuation of the provision of this software is necessary for the Treasury section to carry out the function of calculating rating scenarios for the Ipswich ratepayers.

Under the Local Government Act, Council is able to pass a rating resolution only once per year, and as such faces a significant financial risk if the calculations informing this resolution are not correct.

The risk of not approving the recommendation would see Council reverting to a manual/self-developed calculation of rates alone, which does not provide external validation or surety of the calculations. At present, the internal model is used as secondary validation of the EasyRev model outputs.

To assist in mitigating the risk of errors, Treasury ensures a cross-over of at least one annual rating cycle (Feb-June) when swapping between rates modelling software packages. At this time, it is therefore likely to be necessary, to extend the contract with Harbour Software by one (1) year at a minimum, however for business continuity, while the iVolve program of work is implemented the additional optional 1+1 years will alleviate the risks already described.

It should be noted that a risk with the ongoing use of this software solution is that although operational, it is a relatively old software package. The level of support available and the minor patches and upgrades that have and are planned to continue to be implemented are likely to allow the product to continue to be usable but may not deliver the best available solution. This risk has been considered by ICT as secondary to the imperative of integrating all future software replacements into the iVolve program.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACT	HUMAN RIGHTS IMPACTS				
OTHER DECISION					
(a) What is the Act/Decision being made?	That Council extend the current contract 12472 with Harbour Software Pty Ltd for a further one (1) year term, with two (2) x one (1) year extension options for the provision of the Rates Modelling Software (EasyRev) maintenance and support agreement.				
(b) What human rights are affected?	No human rights are affected as it is a company				
(c) How are the human rights limited?	Not applicable				
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable				
(e) Conclusion	The decision is consistent with human rights.				

FINANCIAL/RESOURCE IMPLICATIONS

There are no resourcing or budgeting implications. The operational costs associated with the proposed Contract have been allocated within the Corporate Services, Finance Branch's operational budget.

COMMUNITY AND OTHER CONSULTATION

The Procurement Branch has consulted with the Treasury Department and ICT Branch who support the recommendations of this report.

CONCLUSION

In order for this service to continue, it is recommended Council resolve to extend the current contract with Harbour Software Pty Ltd for a further one (1) year term, plus two (2) x one (1) year extension options for cover until April 2025.

Nicky Weldon

PROCUREMENT OFFICER (OPERATIONAL)

I concur with the recommendations contained in this report.

Jacquie Whitham

ICT CATEGORY MANAGER

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Jeffrey Keech

CHIEF FINANCIAL OFFICER

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER CORPORATE SERVICES

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Doc ID No: A8456725

ITEM: 7

SUBJECT: PROCUREMENT: SUPPLY OF UNBOUND PAVEMENT MATERIAL FOR

MAINTENANCE OF COUNCIL'S UNSEALED ROADS

AUTHOR: CATEGORY SPECIALIST

DATE: 15 NOVEMBER 2022

EXECUTIVE SUMMARY

This is a report concerning an increase in the approximate value for the Procurement of Supply of Unbound Pavement Material for Maintenance of Council's Unsealed Roads.

RECOMMENDATION

- A. That Council vary the contractual arrangement with CW & EJ Russell for an additional approximate purchase price of \$3,000,000 excluding GST over the entire term of up to three (3) years, being an initial term of one (1) year, with options for extension at the discretion of Council (as purchaser), for an additional two (2) x one (1) year terms.
- B. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take "contractual action" pursuant to section 238 of the Regulation, in order to implement Council's decision.

RELATED PARTIES

- Ipswich City Council; and
- CW & EJ Russell

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

On 28 July 2022, Council adopted the recommendations as detailed within item 2 of the Governance & Transparency Committee for the provision of unbound pavement material for the maintenance of Councils' unsealed roads as outlined below:

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 2

PROCUREMENT: SUPPLY OF UNBOUND PAVEMENT MATERIAL FOR MAINTENANCE OF COUNCIL'S UNSEALED ROADS That pursuant to Section 235(b) of the Local Government Regulation 2012 (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical and disadvantageous to invite quotes for the provision of Unbound Pavement Material for maintenance of Council's unsealed roads.

That Council enter into a contractual arrangement with CW & EJ Russell for three (3) years for a value up to one million dollars GST exclusive (\$1,000,000).

Recommendation part B detailed that Council enter into a contractual arrangement with CW & EJ Russell for three (3) years for a value up to one million dollars GST exclusive (\$1,000,000).

This report is to seek approval to increase the approximate value of the contract by \$3,000,000 for an approximate total of \$4,000,000 over an entire term of up to three years, being an initial term of one year with options for extension at the discretion of Council for an additional two x one year terms.

The estimated value of \$4,000,000 excluding GST incorporates the supply and demand by Ipswich City Council for business-as-usual maintenance activities and flood recovery works required under Stream 1 of Council's Flood Recovery Coordination Program.

LEGAL/POLICY BASIS

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

POLICY IMPLICATIONS

The matter of this report is consistent with the Procurement Policy. No other policies have been identified that would be impacted.

RISK MANAGEMENT IMPLICATIONS

Contract 19214 Supply of Unbound Pavement Material for Maintenance of Council's Gravel Roads was executed on 21 October 2022 by Ipswich City Council's Chief Executive Officer.

The Chief Executive Officer exercised their delegation in accordance with the recommendations adopted by Council 28 July 2022. The contract was executed under the condition that the contract was approved to a maximum expenditure of \$1,000,000 excluding GST. Based on spend data this would see the expenditure being encroached by March 2023, therefore an additional report is required to secure adoption of the necessary additional estimated spend for the term of the contract of \$4,000,000 excluding GST.

FINANCIAL/RESOURCE IMPLICATIONS

Financial and resource implications have been considered in making the recommendation. Financial provisions and budget are ongoing for the maintenance of Council's unsealed roads

and CW & EJ Russell continue to maintain pricing that is favourable to Council and the community.

Funding is covered by Council for its business-as-usual maintenance activities. Funding for flood recovery works for repairing works to unsealed roads is covered by Queensland Reconstruction Authority (QRA).

The following table details the estimated spend over the term of the contract. Riparian works required by the QRA for unsealed roads is scheduled to be completed by November 2023.

	TONNAGE	VALUE	%
BAU	144,000	\$2,880,000	72%
FLOOD	56,000	\$1,120,000	28%
TOTAL		\$4,000,000	100%

COMMUNITY AND OTHER CONSULTATION

Consultation was undertaken with internal stakeholders who have an invested interest in the outcome of the recommendation. All parties consulted are in favour of the recommendation.

CONCLUSION

The adoption of the recommendations within this report is required to allow continued provision of unbound pavement material from CW & EJ Russell for maintenance of Councils' unsealed roads under executed contractual arrangement.

HUMAN RIGHTS IMPLICATIONS

HOWAIT MIGHTS IIVII LICA	HOWAN MOTTS INFLICATIONS			
HUMAN RIGHTS IMPACTS	S			
OTHER DECISION				
(a) What is the Act/Decision being made?	That Council an increase in the approximate value of the contract for the Procurement of Supply of Unbound Pavement Material for Maintenance of Council's Unsealed Roads			
(b) What human rights are affected?	The decision to enter into a contract will not affect human rights. The entitles that Council proposes to engage is a companies/corporation and the subject matter of the contract will not affect human rights.			
(c) How are the human rights limited?	Not applicable			
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable			
(e) Conclusion	The decision is consistent with human rights.			

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

- 1. Extract of Council Minutes 28 July 2022 for Item 2 of Governance and Transparency Committee J
- 2. 19214 Supply & Demand Forecast v1.1 🗓 🖺

David Niebling

CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Wayne Bichel

BUILDING CONSTRUCTION AND MAINTENANCE CATEGORY MANAGER

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Graeme Martin

MANAGER, CAPITAL PROGRAM DELIVERY

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EXTRACT

MINUTES OF COUNCIL ORDINARY MEETING

28 JULY 2022

<u>Held in the Council Chambers, Administration Building</u>
<u>1 Nicholas Street, Ipswich</u>

The meeting commenced at 9.02 am

15.2 GOVERNANCE AND TRANSPARENCY COMMITTEE Moved by Deputy Mayor Jacob Madsen: Seconded by Councillor Russell Milligan:

That Council adopt the recommendations of the Governance and Transparency Committee No. 2022(06) of 14 July 2022 with the exception of Item 8 which will be dealt with at Item 16.7.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Harding Nil

Madsen Ireland Tully Doyle Fechner Kunzelmann Milligan Jonic

The motion was put and carried.

This block motion adopts all items of the Governance and Transparency Committee No. 2022(06) of 14 July 2022 with the exception of Item 8, as listed below, as resolutions of Council:

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 1

CONFIRMATION OF MINUTES OF THE GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2022(05) OF 16 JUNE That the Minutes of the Governance and Transparency Committee held on 16 June 2022 be confirmed.

MINUTES OF COUNCIL ORDINARY MEETING

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A.

28 JULY 2022

2022

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 2

PROCUREMENT: SUPPLY OF UNBOUND PAVEMENT MATERIAL FOR MAINTENANCE OF COUNCIL'S UNSEALED ROADS

- That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical and disadvantageous to invite quotes for the provision of Unbound Pavement Material for maintenance of Council's unsealed roads.
- That Council enter into a contractual arrangement with CW & EJ Russell for three (3) years for a value up to one million dollars GST exclusive (\$1,000,000).

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 3

PROCUREMENT: KIOCLOUD ANNUAL SUBSCRIPTION

- That pursuant to Section 235(b) of the Local Government Regulation 2012 (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical and disadvantageous to invite quotes OR tenders for the provision of KioCloud annual subscription and support of the kiosk management software.
- B. That Council enter into a contractual arrangement (Council file reference number 16407) with Aquion Pty Ltd, at an approximate purchase price of \$45,000.00 excluding GST over the entire term, being a term of one (1) year, with option for extension at the discretion of Council (as purchaser), of an additional one (1) year term.

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 4

RENEWAL OF LEASE OVER 205 BRISBANE STREET, IPSWICH FROM MAEA INVESTMENTS PTY LTD

- A. That Council exercise its option to renew the leasehold interest in the land at 205 Brisbane Street, Ipswich, described as Lot 10 on SP292794, for carparking purposes.
- B. That Council enter a lease with MAEA Investments Pty Ltd ACN 619 800 789 (the Lessor), on the following terms:
 - (i) at an annual rent of \$31,214.90 excluding GST payable by Council, from the commencement date of the lease on 1 July 2022; and

MINUTES OF COUNCIL ORDINARY MEETING

A.

Seqwater.

28 JULY 2022

(ii) for a further term of five (5) years, with no options for extension.

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 5

ACQUISITION OF EXTINGUISHED EASEMENT -EASEMENT B ON RP202017 OVER 15 NELSON ST, BUNDAMBA

- 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 2 ("The Land"), described as Easement B on RP202017 in Lot 5 on SP198444 located at 15 Nelson Street, Bundamba, by way of Agreement with
- B. In the first instance the method of acquisition will be by agreement with Seqwater pursuant to the *Property Law Act 1974*, and the *Land Title Act 1994*.
- C. The Council be kept informed as to the progress and outcome of Easement B.

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 6

DISPOSAL OF COUNCIL FREEHOLD LAND - ACCESS RESTRICTION STRIP LOCATED AT LOT 717 HOOD STREET, KARALEE

- A. That Council declare part of the Access Restriction Strip located at Lot 717 Hood Street, Karalee, described as Lot 717 on RP123085 surplus to Council requirements and available for disposal for road purposes.
- B. That Council resolve pursuant to section 236(2) of the Local Government Regulation 2012 (the Regulation) that the exception referred to in section 236(1)(b)(i) of the Regulation applies to the disposal of part of the Access Restriction Strip located at Lot 717 Hood Street, Karalee, described as Lot 717 on RP123085, to the State of Queensland (represented by the Department of Resources)('DoR').
- C. That Council resolve under section 257(1)(b) of the Local Government Act 2009 to delegate the power to the Chief Executive Officer, to be authorised to negotiate and finalise the terms of the disposal of the Access Restriction Strip described in recommendation B for road purposes.

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 7

DISPOSAL OF COUNCIL FREEHOLD LAND - ACCESS RESTRICTION STRIP A. That Council declare the Access Restriction Strips located at 6001 De Graaf Street and Lot 105 Unnamed Road, Bellbird Park, described as Lot 119 on SP284850 and Lot 105 on SP276503, surplus to Council requirements and available for disposal for road purposes.

Page 3 of 5

MINUTES OF COUNCIL ORDINARY MEETING

28 JULY 2022

LOCATED AT 6001 DE GRAAF STREET AND PART OF LOT 105 UNNAMED ROAD, BELLBIRD PARK

- B. That Council resolve pursuant to section 236(2) of the Local Government Regulation 2012 (the Regulation) that the exception referred to in section 236(1)(b)(i) of the Regulation apply to the disposal of the Access Restriction Strip located at 6001 De Graaf Street and Lot 105 Unnamed Road, Bellbird Park, described as Lot 119 on SP284850 and Lot 105 on SP276503, to the State of Queensland (represented by the Department of Resources (DoR)).
- C. That Council resolve under section 257(1)(b) of the Local Government Act 2009 to delegate the power to the Chief Executive Officer, to be authorised to negotiate and finalise the terms of disposal of the Access Restriction Strip described in Recommendation B for road purposes.

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 8 DISPOSAL OF PART OF COUNCIL FREEHOLD LAND LOCATED AT 7006 PANORAMA DRIVE, SPRINGFIELD

Item 8 was not resolved by Council as this item was re-submitted as an Officer's Report at Item 16.7 to include additional property information.

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 9

DISPOSAL OF COUNCIL FREEHOLD LAND - ACCESS RESTRICTION STRIP LOCATED AT LOT 3 MT CROSBY ROAD, CHUWAR

- A. That Council declare the Access Restriction Strip located at Lot 3 Mt Crosby Road, Chuwar, described as Lot 3 on SP118671, surplus to Council's requirement and available for disposal for road purposes.
- B. That Council resolve pursuant to section 236(2) of the Local Government Regulation 2012 (the Regulation) that the exception referred to in section 236(1)(b)(i) of the Regulation apply to the disposal of the Access Restriction Strip located at Lot 3 Mt Crosby Road, Chuwar, described as Lot 3 on SP118671, to the State of Queensland (represented by the Department of Resources ('DoR')).
- C. That Council resolve under section 257(1)(b) of the Local Government Act 2009 to delegate the power to the Chief Executive Officer, to be authorised to negotiate and finalise the terms of disposal of the Access Restriction Strip described in recommendation A & B for road purpose.

Page 4 of 5

MINUTES OF COUNCIL ORDINARY MEETING

28 JULY 2022

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 10

That the Queensland Audit Office 2022 Interim Audit Report, as detailed in Attachment 1, be received and the contents noted.

QUEENSLAND AUDIT OFFICE 2022 INTERIM AUDIT REPORT

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Harding Nil

Madsen Ireland Tully Doyle Fechner Kunzelmann Milligan Jonic

The motion was put and carried.

MEETING CLOSED The meeting closed at 11.33 am.

VEAD	MONITH	DATE	TONNAGE	TONNAGE	1	VALUE		IE EL 00D	MONTH	YEAR
YEAR	MONTH	RATE	BAU	FLOOD		BAU	VAL	JE FLOOD	ESTIMATE	ESTIMATE
Year 1	Oct-22	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	\$ 1,920,000
	Nov-22	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	Dec-22	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	Jan-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	Feb-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	Mar-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	Apr-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	May-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	Jun-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	Jul-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	Aug-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	Sep-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
Year 2	Oct-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	\$ 1,120,000
	Nov-23	\$20.00	4,000	4,000	\$	80,000	\$	80,000	\$ 160,000	
	Dec-23	\$20.00	4,000		\$	80,000			\$ 80,000	
	Jan-24	\$20.00	4,000		\$	80,000			\$ 80,000	
	Feb-24	\$20.00	4,000		\$	80,000			\$ 80,000	
	Mar-24	\$20.00	4,000		\$	80,000			\$ 80,000	
	Apr-24	\$20.00	4,000		\$	80,000			\$ 80,000	
	May-24	\$20.00	4,000		\$	80,000			\$ 80,000	
	Jun-24	\$20.00	4,000		\$	80,000			\$ 80,000	
	Jul-24	\$20.00	4,000		\$	80,000			\$ 80,000	
	Aug-24	\$20.00	4,000		\$	80,000			\$ 80,000	
	Sep-24	\$20.00	4,000		\$	80,000			\$ 80,000	
Year 3	Oct-24	\$20.00	4,000		\$	80,000			\$ 80,000	\$ 960,000
	Nov-24	\$20.00	4,000		\$	80,000			\$ 80,000	
	Dec-24	\$20.00	4,000		\$	80,000			\$ 80,000	
	Jan-25	\$20.00	4,000		\$	80,000			\$ 80,000	
	Feb-25	\$20.00	4,000		\$	80,000			\$ 80,000	
	Mar-25	\$20.00	4,000		\$	80,000			\$ 80,000	
	Apr-25	\$20.00	4,000		\$	80,000			\$ 80,000	
	May-25	\$20.00	4,000		\$	80,000			\$ 80,000	
	Jun-25	\$20.00	4,000		\$	80,000			\$ 80,000]
	Jul-25	\$20.00	4,000		\$	80,000			\$ 80,000]
	Aug-25	\$20.00	4,000		\$	80,000			\$ 80,000]
	Sep-25	\$20.00	4,000		\$	80,000			\$ 80,000	
TOT	TAL ESTIM	ATE	144,000	56,000	2,	,880,000	\$1,1	20,000.00		\$ 4,000,000

	TONNAGE	VALUE	%
BAU	144,000	\$2,880,000	72%
FLOOD	56,000	\$1,120,000	28%
TOTAL		\$4,000,000	

Doc ID No: A8583067

ITEM: 8

SUBJECT: PROCUREMENT: CUSTOMER EXPERIENCE MATURITY ASSESSMENT

AUTHOR: CATEGORY SPECIALIST

DATE: 12 JANUARY 2023

EXECUTIVE SUMMARY

This is a report concerning the procurement of a supplier to conduct annual maturity assessments of Council's Customer Experience Strategy over a three (3) year period from 2023 to 2025 without first inviting written quotes or tenders. Section 235(b) of the *Local Government Regulation 2012* allows a local government to enter into a medium or large sized contractual arrangement, if the local government resolves that the services provided are of a specialised nature.

RECOMMENDATION

- A. That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical to invite quotes for the provision of the annual Customer Experience Maturity Assessment.
- B. That Council enter into a contractual arrangement (Council file reference number 19806) with Ipsos Pty Ltd, at an approximate purchase price of \$70,000 excluding GST over the entire term, being an initial term of one (1) year with options for extension at the discretion of Council (as purchaser), of an additional two (2) X one (1) year terms.

RELATED PARTIES

Ipswich City Council

Ipsos Pty Ltd (ABN 69 079 539 196)

There are no conflicts of interest identified or declared in relation to the contents of this report.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Council has embarked on an exciting chapter with a re-focus on the way in which customer-centric services are delivered. Customer facing services, or front-line staff within the council play a critical role in building a positive image of Council and the city through a combination of customer services centres, libraries, contact centre, online and other council services.

In recognition of the central role that customer service functions play in the community, Council is undergoing a range of organisation change initiatives aimed at re-prioritising customer-centric functions, including the adoption of a Customer Experience (CX) Strategy.

Council actively commenced the development of a CX Strategy in March 2021 with the appointment of Ipsos Pty Ltd to work with Council in assessing the current state and then engaging with the organisation in a CX Benchmarking Maturity Assessment.

Benchmarking allowed Council to understand our current strengths and opportunities which informed the development of the CX Strategy. The CX Strategy was adopted by Council in October 2021, with the implementation commencing in July 2022.

In 2021 Councils benchmark CX maturity level was determined through the qualitative assessment to be 33% or 'Foundation Level'. 285 of our people took part in this assessment. Our goal is to have a maturity level of 'Leading', that is above 80%, in three years. In order to understanding if we are moving in this direction, we need to undertake annual maturity assessments over the three year term of the strategy.

As Ipsos Pty Ltd has been engaged in the initial stages of the CX benchmarking assessment and strategy, they have developed a specialised knowledge and it would be disadvantageous and impractical to invite quotes from other organisations to undertake the annual maturity assessments in 2023, 2024 and 2025.

- Ipsos Pty Ltd undertook the initial CX maturity benchmarking in 2021;
- The outcome of the CX maturity benchmarking was instrumental in the development of the CX framework and strategy;
- The annual CX maturity assessments will measure Councils maturity level against the CX framework and strategy;
- The continued engagement with Ipsos Pty Ltd will ensure consistency of data collection and reporting methods;
- Repeated maturity assessments should be consistently measured to provide accurate results;
- Ipsos Pty Ltd hold the historical data and will be able to compare the results with previous assessments to highlight successes, identify opportunities and focus areas.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

The matter of this report is consistent with the Procurement Policy. No other policies have been identified that would be impacted.

RISK MANAGEMENT IMPLICATIONS

There are no discernible risk management implications associated with approving the recommendations of this report.

FINANCIAL/RESOURCE IMPLICATIONS

An indicative quote of \$20,800.00 (ex GST) has been obtained from Ipsos Pty Ltd for the 2023 CX maturity assessment and appropriate budget has been allocated in the 2022/2023 financial year.

Should Council wish to extend the engagement beyond the first year and exercise the two (2) x one (1) year extension options, the estimated total cost of the full arrangement is \$70,000.00 excluding GST.

A dedicated team of resources is allocated within the Libraries and Customer Services Branch for the CX Strategy.

COMMUNITY AND OTHER CONSULTATION

The Libraries and Customer Services Branch was consulted during the development of this report. This report does not require community consultation.

CONCLUSION

A direct engagement with Ipsos Pty Ltd for the annual CX maturity assessments will ensure measurements are collated and compared consistently, providing an accurate evaluation of Councils progression throughout the CX strategy.

It is recommended council resolve that it is impractical and disadvantageous for quotes to be invited for the provision of annual CX maturity assessments and enter into a contractual arrangement direct with Ipsos Pty Ltd for a up to a three (3) year period.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS			
OTHER DECISION			
(a) What is the Act/Decision being made?	That Council resolve that it is impractical and disadvantageous for quotes to be invited for the provision of annual CX Maturity Assessments and enter into a contractual arrangement (Council reference 19806) with Ipsos Pty Ltd for a one (1) year term with two (2) x one (1) year extension options		

(b) What human rights are affected?	No human rights are affected by this decision. This is because both parties are corporate entities and only individuals have human rights.
(c) How are the human rights limited?	Not applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable
(e) Conclusion	The decision is consistent with human rights.

Shyanne Ward

CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Juliana Jarvis

GOODS AND SERVICES CATEGORY MANAGER

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Samantha Chandler

MANAGER, LIBRARIES AND CUSTOMER SERVICES

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER, COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

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

Doc ID No: A8588515

ITEM: 9

SUBJECT: PROCUREMENT: WASTE MANAGEMENT SOFTWARE SOLUTION CONTRACTS

12759 AND 14024

AUTHOR: CONTRACTS OFFICER ICT

DATE: 16 JANUARY 2023

EXECUTIVE SUMMARY

This a report seeking a resolution by Council to vary contract 14024 with existing supplier Mandalay Technologies Pty Ltd and contract 12759 with existing supplier 3 Logix Pty Ltd to add further extension options until 30 June 2026 to continue the uninterrupted provision of Council's core community waste collection service systems whilst awaiting an iVolve outcome to be determined. The contracts are for the provision of Council's transfer station operations system and waste collection vehicle operational system respectively.

This matter is required as officers seek Council resolution that the exception under section 235(a) of the *Local Government Regulation 2012* applies to the uninterrupted continuation of these key systems for the operational functionality required. The specialised nature of these systems provided means that the incumbent suppliers are the only suppliers reasonably available to continue the provision of these systems for the duration. Further, due to the identified iVolve relevance of the systems, it is more costly and disadvantageous to Council to go to tender until the iVolve impact is assessed and understood.

A resolution of Council is sought to vary the contractual arrangements with both suppliers to allow further optional extensions until 30 June 2026. This will increase the total value of the contract 14024 to approximately two hundred and fifty-five thousand dollars (\$255,000.00) excluding GST, and the total value of contract 12759 to approximately two million, one hundred and sixty thousand dollars (\$2,160,000.00) excluding GST for the full extended term of the contracts if all extension options are exercised.

RECOMMENDATION

- A. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that there is only one supplier who is reasonably available for the ongoing provision of the transfer stations operations system and related ancillary items provided by Mandalay Technologies Pty Ltd (Mandalay).
- B. That the contractual arrangement 14024 with Mandalay for the transfer stations operations system and related ancillary items be extended for a further optional period(s) until 30 June 2026 at an approximate value of \$77,281.00 + GST over the

additional term (increasing the approximated contract value to \$255,000.00 + GST over the entire extended term of the contract if all options are utilised).

- C. That Council enter into a Deed of Variation with Mandalay to appropriately amend the existing contractual arrangement.
- D. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that there is only one supplier who is reasonably available for the ongoing provision of the waste collection vehicle operations system and related ancillary items provided by 3 Logix Pty Ltd (3 Logix).
- E. That the contractual arrangement 12759 with 3 Logix for the waste collection vehicle operations system and related ancillary items for a further optional period(s) until 30 June 2026 at an approximate value of \$309,355.00 + GST over the additional term (increasing the approximated contract value to \$2,160,000.00 + GST over the entire extended term of the contract if all options are utilised).
- F. That Council enter into a Deed of Variation with 3 Logix to appropriately amend the existing contractual arrangement.
- G. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take "contractual action" pursuant to section 238 of the Regulation, in order to implement Council's decision.

RELATED PARTIES

3 Logix Pty Ltd

Mandalay Technologies Pty Ltd

Ipswich City Council

There are no conflicts of interest identified and declared in relation to the contents of this report.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Mandalay is a Brisbane-based SME software development company, specialising in weighbridge software and data management systems for the waste and resource recovery industry.

3 Logix is a Brisbane-based SME software development company, specialising in waste collection vehicle and fleet management systems for the waste and resource recovery industry.

In March 2019, Council tested the market in relation to waste management systems by open tender. On 28 October 2019, Council resolved to enter into contracts with Mandalay (contract 14024) and 3 Logix (contract 12759) which were awarded as separable portions as an output of the tender evaluation process. No contract values were included in the resolution made at that time.

Contract 14024 with Mandalay is for the provision of a transfer station operations system and is for an initial term of 3 years commencing 4 March 2020, with a further 2 x 1 year extension options and is for an approximate value of \$177,719.00 + GST.

Contract 12759 with 3 Logix is for the provision of a waste collection vehicle operational system and is for an initial term of 3 years commencing 12 March 2020, with a further 2 x 1 year extension options and is for an approximate value of \$1,850,645.00 + GST. The current contract extension options will result in both contracts ending in March 2025.

These waste systems have been identified as being iVolve-relevant, but not part of the core systems being addressed. This means that the iVolve project is expected to assess these systems in relation to the core systems being reviewed as part of the project. As such, it would be counterproductive, costly, and untimely to approach the market until the iVolve impact assessment and decision are completed in relation to these products.

This renders the incumbent suppliers the only suppliers reasonably available for the continued provision of the waste collection vehicle operational system and transfer station operations system currently in use by Council. It is prudent to allow until 30 June 2026 for the assessment of these waste systems in relation to the iVolve Project considerations to be conducted.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

The matter of this report is consistent with the Procurement Policy. No other policies have been identified that would be impacted.

RISK MANAGEMENT IMPLICATIONS

The risk to Council if the recommendation within this report is not approved is that Council will not be able continue receiving the provision of a waste collection vehicle operational system and a transfer station operations system for the management of Council's core community waste collection services.

The Mandalay transfer station operations system and waste collection vehicle operational system have not been scoped as part of the core systems being addressed by Council's iVolve Project. The risk of investing in this software at this time is medium and can be addressed in the integration business requirements for the iVolve project.

Application	iVolve Scope	iVolve Impact	Impact Treatment
	Alignment	Rating	

Mandalay		Medium– not likely	Medium	Not identified as being in the Core
•	Mandalay CS	to be part of core		system, or in the initial 5-year
•	Data Sync	systems		roadmap
•	Octopus Tentacle			
3Lo	ogix	Medium– not likely	Medium	Not identified as being in the Core
3L0	•	Medium– not likely to be part of core		Not identified as being in the Core system, or in the initial 5-year
3L0 •	WasteTrack	1		_

FINANCIAL/RESOURCE IMPLICATIONS

There are no new resourcing or budgeting implications, as the subscriptions, goods and services provided under contract with 3 Logix and Mandalay are budgeted as operational expenses by the Environment and Sustainability Branch. There are no additional financial implications.

The total value of the 14024 contractual arrangement with Mandalay will increase to approximately \$255,000.00 excluding GST over the entire term of the contract if all extension options are exercised.

The total value of the 12759 contractual arrangement with 3 Logix will increase to approximately \$2,160,000.00 excluding GST over the entire term of the contract if all extension options are exercised.

COMMUNITY AND OTHER CONSULTATION

The Procurement Branch has consulted with the Environment and Sustainability Branch and the ICT Branch who support the recommendations of this report. This report does not require community consultation.

CONCLUSION

In order for Council to receive continued critical provision of the waste collection vehicle operational system and transfer station operations system, it is recommended that Council provide the requested approval to vary the current contractual arrangements with 3 Logix and Mandalay to add further optional extensions until 30 June 2026 to allow for an iVolve outcome to be determined and actioned.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS		
OTHER DECISION		
	Human Rights Impact Assessment Checklist	

(a) What is the Act/Decision being made?	Recommendations A to F state that Council vary the existing contractual arrangements with Mandalay and 3 Logix to add optional extensions to 30 June 2026 for the continued provision of the transfer stations operations system and the waste collection vehicle operations system and their related ancillary items.
(b) What human rights are affected?	No human rights are affected by this decision as the contracts will be with a Company. Further, the subject matter of the contract will not impact on the human rights of any third parties.
(c) How are the human rights limited?	Not applicable.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable.
(e) Conclusion	The decision is consistent with human rights.

Amanda Cowen

CONTRACTS OFFICER ICT

I concur with the recommendations contained in this report.

Jacquie Whitham

ICT CATEGORY MANAGER

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Sylvia Swalling

CHIEF INFORMATION OFFICER

I concur with the recommendations contained in this report.

Kaye Cavanagh

MANAGER, ENVIRONMENT AND SUSTAINABILITY

I concur with the recommendations contained in this report.

Graeme Martin

ACTING GENERAL MANAGER, INFRASTRUCTURE AND ENVIRONMENT

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

Doc ID No: A8589872

ITEM: 10

SUBJECT: PROCUREMENT: DISC PROFILE SOLUTION

AUTHOR: CONTRACTS OFFICER

DATE: 16 JANUARY 2023

EXECUTIVE SUMMARY

This is a report concerning a contractual arrangement with INTEGRO Learning Company Pty Ltd (INTEGRO), to provide continued servicing of the DISC profile solution.

The Council is requested to consider and resolve that the exception set out in section 235(a) of the Local Government Regulation 2012 applies due to INTEGRO being the authorised Australian distributor of Wiley's Everything DiSC assessment tools. The value of the arrangement is estimated to be \$60,000 excluding GST per annum, for three (3) years to February 2026 up to the sum of \$200,000 excluding GST.

RECOMMENDATION

- A. That pursuant to Section 235(a) of the Local Government Regulation 2012 (Regulation), Council resolve that the exception applies as it is satisfied that INTEGRO is the only supplier reasonably available to provide the John Wiley & Sons Everything DiSC assessment tool through INTEGRO for the current DiSC system for the following reason:
 - 1. As the current DiSC profile system is under an arrangement between the John Wiley & Sons and INTEGRO which has established a sole supplier arrangement for the DiSC John Wiley & Sons Everything DiSc profile system.
- B. That Council enter into a contractual arrangement with INTEGRO for the provision of the DiSC profile system for a period of one (1) year with the option to extend for an additional two (2) years.

RELATED PARTIES

Supplier: INTEGRO Learning Company Pty Ltd (ABN 33 167 105 722)

There are no discernible conflicts of interest and none have been declared.

IFUTURE THEME

Safe, Inclusive and Creative

PURPOSE OF REPORT/BACKGROUND

In 2018 Ipswich City Council ('Council') entered into an arrangement with INTEGRO for the provision of the John Wiley & Sons 'Everything DiSC' profile solution for Leadership Development and Team Effectiveness Programs.

'Everything DiSC' is a personal development learning experience that measures an individual's preferences and tendencies based on the DiSC® model. Participants receive personalised insights that deepen their understanding of self and others, making workplace interactions more enjoyable and effective.

Whilst there are several DiSC tools available in the marketplace, each DiSC tool measures behaviours differently and outcomes cannot be adequately compared between tools. The Everything DiSC profile tool is the only profile that measures more than the basic four scales of D, I, S, and C, measuring a total of eight scales.

The Everything DiSC profiling solution is used extensively in Council's leadership development program (Inspiring Leaders), management capability program (Managing@ICC) and as a foundation for Team Effectiveness programs. To date Council have completed nearly 800 individual DiSC profiles and debriefs through our internally facilitated programs. The result has been more engaged and collaborative workforce that has sparked meaningful culture improvements and is reflected in improved Employee Experience Survey results. The continued use of the same DiSC tool is required to ensure consistency in individual assessments. If Council changes the DiSC measurement tool, all profiling that has been completed to date will need to be repeated using the new profiling tool.

Council will continue to use the Everything DiSC assessment as a key tool to support the development of leaders, individuals and teams throughout the organisation. The tool will continue to be used to create a deeper understanding of self (including stressors and motivators), a better understanding of others, and provide strategies to improve interactions with all styles.

INTEGRO Learning Company Pty Ltd is the authorised Australian distributor of John Wiley & Sons Everything DiSC program which is utilised by Council.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

The matter of this report is consistent with the Procurement Policy. No other policies have been identified that would be impacted.

RISK MANAGEMENT IMPLICATIONS

The risk to Council if the recommendations within this report are not approved is the existing arrangement and data output/reporting interfaces will not be able to be maintained/consistent.

The estimated total value of the full arrangement over a three (3) year period is \$200,000 (ex GST).

FINANCIAL/RESOURCE IMPLICATIONS

Budget has been confirmed for this engagement.

COMMUNITY AND OTHER CONSULTATION

The Procurement Branch has consulted with the Organisational Development Manager from the People and Culture Branch, who supports the recommendations of this report.

This report does not require Community consultation.

CONCLUSION

Due to the proprietary nature of the John Wiley & Sons with the DiSC profile solutions, this report recommends the engagement of INTEGRO Learning Company Pty Ltd to provide the ongoing DiSC profile solution for up to three (3) years to February 2026, for the estimated sum of two hundred thousand dollars (\$200,000) excl GST.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS				
OTHER DECISION				
(a) What is the Act/Decision being made?	That Council enter into a contractual arrangement that Council enter into a contract with INTEGRO for the provision of the DiSC profile system for a period of one (1) year with the option to extend for an additional two (2) years			
(b) What human rights are affected?	The decision to enter into a contract will not affect human rights. The entitles that Council proposes to engage is a companies/corporation and the subject matter of the contract will not affect human rights.			
(c) How are the human rights limited?	Not applicable			
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable			
(e) Conclusion	The decision is consistent with human rights.			

Tara Hamilton-Smith

CONTRACTS OFFICER

I concur with the recommendations contained in this report.

Shyanne Ward

ACTING GOODS AND SERVICES CATEGORY MANAGER

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Ross Muller

ORGANISATIONAL DEVELOPMENT MANAGER

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER CORPORATE SERVICES

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