IPSWICH CITY COUNCIL

AGENDA

of the

ECONOMIC DEVELOPMENT COMMITTEE

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

On Tuesday, 22 October 2019
At 8:30 am
<table>
<thead>
<tr>
<th>Members of the Economic Development Committee</th>
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</thead>
<tbody>
<tr>
<td>Interim Administrator Greg Chemello (Chairperson)</td>
</tr>
</tbody>
</table>
ECONOMIC DEVELOPMENT COMMITTEE AGENDA
8:30 am on Tuesday, 22 October 2019
Council Chambers

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<th>Item No.</th>
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<td>City of Ipswich Business Visit to Japan and Taiwan</td>
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<td>63</td>
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** Item includes confidential papers
1. PILOT FACADE IMPROVEMENT INCENTIVE PROGRAM

This is a report concerning the pilot of a Façade Improvement Incentive Program to activate new investment and revitalisation of key economic, community and activity precincts in Ipswich.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

A. That the pilot Façade Improvement Incentive Program within a defined area of the Ipswich Central precinct, be endorsed.

B. That an allocation of $100,000 for the pilot Façade Improvement Incentive Program to 30 June 2020, be endorsed.

C. That a dollar-for-dollar matched incentive rebate mechanism for private business and property owners up to a total $15,000 total council allocation per applicant, be endorsed.

D. That the Chief Executive Officer finalise the consultation, specifications, governance and acquittal processes of the pilot Façade Improvement Incentive Program.

E. That a review and report on the pilot be provided to a future meeting of the Economic Development Committee, prior to 30 June 2020, for possible expansion of the Façade Improvement Incentive Program.

2. CITY OF IPSWICH BUSINESS VISIT TO JAPAN AND TAIWAN

This is a report concerning the Ipswich City Council business visit to Japan and Taiwan by council representatives from 29 November to 1 December 2019.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

To endorse the proposed business visit program to Nerima and Tokyo in Japan, Nantou and Taipei in Taiwan as an extension to the previously endorsed visit to Nerima in order to maximise the economic benefits for Ipswich.
3. **PROPOSED AMENDMENT TO THE 2019-2020 REGISTER OF FEES AND CHARGES**

   This is a report concerning the proposed amendments to the 2019-2020 Register of Fees and Charges, specifically fees and charges related to Fire Station 101 activities.

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

That the 2019-2020 Register of Fees and Charges be amended, as detailed in Attachment 1, and adopted with effect from 1 November 2019.

4. **OUTCOME OF STATUTORY EXPRESSION OF INTEREST FOR PARTNERS OF FIRE STATION 101**

   This is a report concerning the outcome of Fire Station 101 market testing by expressions of interest for delivery, operation and management of an expanded portfolio of programs.

   At the Economic Development Committee held on 14 May 2019 the following was resolved:

   A. That Council (Interim Administrator of Ipswich City Council) resolve that it is satisfied that the calling of Expressions of Interest under section 228(5) of the *Local Government Regulation 2012*, as detailed in the report by the Project Manager (Fire Station 101) dated 1 May 2019, is in the public interest for the following reason:

      It will allow Council to identify potential contractors who are serious contenders for the provision of products and services that will improve or enhance knowledge and skills to build innovation capability without putting all contenders to the expense of preparing a full tender response in the initial stages.

   B. That Council (Interim Administrator of Ipswich City Council) resolve to invite Expressions of Interest under section 228(5) of the *Local Government Regulation 2012*, as detailed in the report by the Project Manager (Fire Station 101) dated 1 May 2019, for products and services that will improve or enhance knowledge and skills to build innovation capability.

   Consequently a Request for Expressions of Interest (EOI) was released on the 31 August 2019 for Fire Station 101 partners seeking proposals from organisations to deliver products and services to improve and enhance community knowledge and skills to build innovation capability.

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

That the report be received and the contents noted.
5. **NICHOLAS STREET REDEVELOPMENT TRADER MARKETING SUPPORT**

This is a report concerning proposed marketing support to be provided to traders / retailers located in the primary ‘impact zone’ of the Nicholas Street redevelopment precinct through council’s Economic Development Incentives Policy.

Retailers in the ‘impact zone’ are struggling with foot traffic due to the road closures and fencing surrounding Nicholas Street and its footpaths, with significant paving and landscaping work to commence in late October 2019 which won’t be completed until the end of December 2019. This is causing considerable stress to retailers.

(* Note the ‘impact zone’ is defined as Nicolas Street from Brisbane Street to Bremer Parade, and Union Place from Nicholas Street to Bell Street. Fourteen retailers are located in this ‘impact zone’.*)

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

That a one-off payment of $500 per retailer located in the ‘impact zone’, to be put towards marketing initiatives, as agreed to between each retailer and council as part of a strategic marketing plan (maximum budget $7000), be approved.

6. **IPSWICH CENTRAL PROGRAM REPORT NO. 16 TO 16 SEPTEMBER 2019**

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

**RECOMMENDATION**

That the report on the Ipswich Central Program Report No. 16 effective to 16 September 2019 be received and the contents noted.

7. **APPOINTMENT OF RETAIL LEASING AGENT, SUPPLEMENTAL INFORMATION - NICHOLAS ST IPSWICH CENTRAL PROJECT**

This is a report concerning the provision of supplemental information to support a prior decision of Council by resolution for the appointment of Ranbury Property Services Pty Ltd (“Ranbury”) as the retail leasing agent for the Nicholas St – Ipswich Central Project (“Project”).

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:
That the report concerning the Appointment of Retail Leasing Agent, Supplemental Information – Nicholas St Ipswich Central Project be received and the contents noted.

** Item includes confidential papers

and any other items as considered necessary.
ITEM: 1

SUBJECT: PILOT FACADE IMPROVEMENT INCENTIVE PROGRAM

AUTHOR: GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

DATE: 9 OCTOBER 2019

EXECUTIVE SUMMARY

This is a report concerning the pilot of a Façade Improvement Incentive Program to activate new investment and revitalisation of key economic, community and activity precincts in Ipswich.

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

A. That the pilot Façade Improvement Incentive Program within a defined area of the Ipswich Central precinct, be endorsed.

B. That an allocation of $100,000 for the pilot Façade Improvement Incentive Program to 30 June 2020, be endorsed.

C. That a dollar-for-dollar matched incentive rebate mechanism for private business and property owners up to a total $15,000 total council allocation per applicant, be endorsed.

D. That the Chief Executive Officer finalise the consultation, specifications, governance and acquittal processes of the pilot Façade Improvement Incentive Program.

E. That a review and report on the pilot be provided to a future meeting of the Economic Development Committee, prior to 30 June 2020, for possible expansion of the Façade Improvement Incentive Program.

RELATED PARTIES

There are no related party matters associated with this report.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity.
PURPOSE OF REPORT/BACKGROUND

Façade improvement schemes are an established practice of council’s to partner with private business and property owners in the rejuvenation of key precinct amenity and interest.

The appearance of the city’s businesses and overall streetscapes makes an impact on perception, sentiment, visitation, commerce and investment.

The pilot Façade Improvement Incentive Program is focused on a nucleus area of Ipswich Central which has arguably suffered the most direct and adverse effects of the protracted Nicholas Street Development.

Whilst the Nicholas Street Development is now very much progressing, council believes there is an opportunity to stimulate wider investment and improvement by private business and property owners around the development area.

The initial pilot is recommended to take in private commercial properties from the intersection of Brisbane Street, Burnett Street and Limestone Street in the west to Limestone Street and East Street in the east to East Street and Mansfield Place in the north.

Businesses and property owners on both sides of the boundary streets are eligible.

This pilot area takes in most of the highest trafficked and densely commercial accesses of the Ipswich Central precinct.

Business and property owners will be encouraged to develop improvement ideas that:
- enhance the presentation of a building or business
- contribute to amenity and a more interesting and exciting street experience
- make a creative or unique contribution to the streetscape
- adhere to a prescribed specification
LEGAL/POLICY BASIS

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

RISK MANAGEMENT IMPLICATIONS

Endorsing a cooperative investment program without complete specifications and guidelines puts council at risk of not fulfilling the intent of the project and increases the potential for the project to proceed with errors or unforeseen issues. This risk is being mitigated by initiating a small-scale pilot, researching and adopting established program guidelines, consultation with relevant stakeholders and a final assessment and approval by the CEO.

The risk of initiating a small-scale pilot is that it excludes neighbouring businesses and land owners who may have a relevant argument for inclusion and meet factors of eligibility only to be omitted because of a refined delineation. This risk is being mitigated by an upfront statement by council of its intention to expand the program if measures of demand and success can be demonstrated by the pilot before 30 June 2020.

There is a risk that the pilot program will be oversubscribed and improvements fail to be realised due to a total expenditure of budget. This may happen because of the number of applications or because of the size of applications. This risk is again being mitigated by an upfront statement by council of its intention to expand the program if measures of demand and success can be demonstrated by the pilot before 30 June 2020.

FINANCIAL/RESOURCE IMPLICATIONS

The pilot Façade Improvement Incentive Program is unbudgeted.

If endorsed, a cross-functional team led by Stakeholder Relations Manager (Coordination and Performance) and Project Manager Ipswich Central (Office of Economic Development) will prioritise the consultation, specifications, governance and acquittal processes of the pilot Façade Improvement Incentive Program.

They will also oversee the application, approval and reporting process.

COMMUNITY AND OTHER CONSULTATION

A recommendation of the Economic Development Community Reference Group held on 27 August 2019 for the stimulation of the Ipswich Central precinct is for council to implement a grants and incentives scheme to upgrade or develop CBD buildings.

The Growth Management Community Reference Group held 19 August 2019 raised concerns around the poorly kept shop fronts and what incentives council could implement to rejuvenate the Ipswich Central precinct.

A recommendation from the Ipswich Central Business Briefing held 10 September 2019 for the stimulation of the Ipswich Central precinct is for council to better support local businesses through an incentives scheme.
The Ipswich Chamber of Commerce and Industry was consulted and welcomed the proposal.

Council’s Executive Leadership Team have been consulted and support the pilot proposal.

Initial consultation with the following council’s on their programs has been undertaken: Sunshine Coast Regional Council, Hobart City Council, Rockhampton Regional Council, Mackay Regional Council, Adelaide City Council and Newcastle City Council.

**CONCLUSION**

Façade improvement schemes are an established practice of council’s to partner with private property owners in the rejuvenation of key precinct amenity and interest.

The endorsement of a pilot Façade Improvement Incentive Program will be a direct action of council in partnership with landowners and tenant businesses to stimulate investment and development on an area of Ipswich Central which has arguably suffered the most direct and adverse effects of the protracted Nicholas Street Development.

The pilot program’s demand and success will be actively measured to assess the potential for future enhancement and expansion.

Ben Pole
**GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT**

I concur with the recommendations contained in this report.

Sean Madigan
**GENERAL MANAGER - COORDINATION AND PERFORMANCE**

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

This is a report concerning the Ipswich City Council business visit to Japan and Taiwan by council representatives from 29 November to 1 December 2019.

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

To endorse the proposed business visit program to Nerima and Tokyo in Japan, Nantou and Taipei in Taiwan as an extension to the previously endorsed visit to Nerima in order to maximise the economic benefits for Ipswich.

RELATED PARTIES

- Nerima City, Japan
- Nantou County, Taiwan
- Hsinchu City, Taiwan
- Trade and Investment Queensland Offices in Japan and Taiwan
- Australian Trade Commission
- Ipswich Region Education Consortium

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

At the April 2019 Council meeting the report concerning an invitation by Nerima City to the City of Ipswich to attend the commemoration of the 25th anniversary of Sister City relations was endorsed.
Since then the Office of Economic Development has been developing business visit programs informed by consultation with relevant industry participants that is focused on fostering strategic trade and investment linkages to promote priority Ipswich industries including manufacturing, education, tourism and smart city solutions.

As a result, the proposed business visit program includes a two day visit to Nantou County, Hsinchu City and Taipei City, Taiwan.

City of Ipswich has a formal sister city relationship with Nantou County since 2016. In addition, Ipswich signed a region-to-region agreement with Hsinchu County, Taiwan on the 21st April 1994 with both signatories resigning again on 06 June 2015.

Trade and Investment Queensland Commissioner in Taiwan recommends leveraging on the relationships with both Hsinchu City and Nantou County will help maximise economic benefits through institutional partnerships focusing on education, knowledge sharing and smart city for Ipswich.

In Taipei City, Trade and Investment Queensland and the Australian Trade Commission have generated significant interest in education and smart city programs. Meetings with government and industry are being scheduled on these themes.

The close proximity of Nantou, Hsinchu and Taipei to Nerima and the interest shown by government and industry in both Taiwanese regions makes the extended business visit a more effective use of council resources than a single city program alone.

**LEGAL/POLICY BASIS**

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

**RISK MANAGEMENT IMPLICATIONS**

The proposed business program aligns with key deliverables as outlined in the Economic Development and Workforce plan, fostering high level strategic collaboration with major trading markets to raise awareness of Ipswich industry opportunities to access supply chains. The inclusion of business meetings will strengthen the reputation of Ipswich City Council as a proactive local government helping to advance economic priorities of the region that will be received positively to media and communities.

In addition, failure to appropriately recognise the 25th anniversary of Sister City relations would be detrimental to Ipswich’s reputation in maintaining international relations with its longstanding sister city, Nerima.

**FINANCIAL/RESOURCE IMPLICATIONS**

The visit program has been developed in collaboration with Nantou, Hsinchu, Nerima, Queensland Government and Australian Governments Trade and Investment Offices. The Office of Economic Development will be responsible for project management, including engagement of all relevant stakeholders in Queensland, Japan and Taiwan, business...
meeting coordination with Trade and Investment Queensland Japan and Taiwan and Austrade, Nantou, Hsinchu and Nerima sister city program coordination, briefing materials, logistics, budget, follow ups and recommended actions.

While Nerima City, Nantou County and Hsinchu Governments have offered some complementary services, including some internal transfers, meals, interpreter fees and accommodation (Nantou), Ipswich City Council is responsible to pay for all other expenses, including airfares, transfers (to and from airports) and accommodation.

Trade and Investment Queensland Japan and Taiwan will support in-market briefings, arrangements of all business meetings, as well as Trade Commissioners assistance to accompany the CEO of Ipswich City Council at relevant business meetings.

To ensure Ipswich City Council is well represented and maximises the value of this important mission, it is recommended that the CEO will be accompanied by the General Manager Community, Cultural and Economic Development.

The estimated cost of the additional visit to Taiwan, including Nantou County and Hsinchu City, will be approx. $3,500 for two delegates. This cost includes, airfare, accommodations and internal transfers, and will be funded from Office of Economic Developments International Relations budget.

COMMUNITY AND OTHER CONSULTATION

The Office of Economic Development undertook consultation with the following stakeholders.

- Austrade Japan
- Trade and Investment Commissioners (Taiwan and Japan)
- Ipswich State High School
- Ipswich City Council, Office of the Interim Administrator
- Nerima City Government (International and Domestic City Exchange)
- Nantou County Council

The business program reflected the advice received by relevant agencies. During consultation phase, Ipswich State High School expressed interest to participate, as business delegate to attend the Nerima Sister City Anniversary program, given its extensive engagement with Nerima Board of Education.

CONCLUSION

It is recommended that Council endorse the proposed business visit program to Japan and Taiwan to maximise the benefits for Ipswich industries aligning the approved visit to Nerima in commemoration of the 25th anniversaries of Sister City relations.
## ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

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<thead>
<tr>
<th></th>
<th>Description</th>
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<td>1</td>
<td>CEO of ICC Visit Program to Japan and Taiwan 2019</td>
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<tr>
<td>2</td>
<td>Nerima Approved Committee Report</td>
</tr>
</tbody>
</table>

Tamanna Monem  
**SENIOR INDUSTRY DEVELOPMENT OFFICER**

I concur with the recommendations contained in this report.

Paul Massingham  
**ECONOMIC DEVELOPMENT MANAGER**

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”
Official Visit to Japan and Taiwan

29 November to 2 December 2019 (Nerima & Tokyo)
3 December 6 December 2019 (Nantou & Taipei)

City of Ipswich logo

Mr David Farmer
Chief Executive Officer
&
Mr Ben Pole
General Manager of Community, Cultural & Economic Development
Ipswich City Council
Note:

1. Excluding Nerima 25th Anniversary activities, see attachment 1.

Allow travel dates:
- Travel from Brisbane to Tokyo on Thursday 28 November (minimum 12.30 hours)
- Travel from Tokyo to Taipei on Tuesday 3 December (minimum 4.30 hours)
- Travel from Taipei to Brisbane on Friday 6 December (minimum 11 hours)

Focus:

Japan:
- To attend the 25th Anniversary of Sister City Relationship between Ipswich and Nerima City, Tokyo, Japan
- To promote the City of Ipswich as a strategic trading partner for Japan
- To showcase Ipswich capabilities and encourage export and investment with businesses and Government in Japan

Taiwan:
- Reciprocate Sister City visit to Nantou County
- To promote the City of Ipswich as a strategic trading partner for Taiwan
- To showcase capabilities in food and agribusiness, waste to energy, smart city and education and training to large corporations willing to explore partnerships with Ipswich industries

<table>
<thead>
<tr>
<th>Time is bold indicates local time</th>
<th>Time in normal font indicates Ipswich time</th>
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<tbody>
<tr>
<td>Tokyo</td>
<td>1 hour behind Ipswich</td>
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<tr>
<td>Taipei</td>
<td>2 hour behind Ipswich</td>
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<thead>
<tr>
<th>Thursday 28 November (CEO &amp; GM)</th>
<th>Brisbane to Tokyo</th>
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<tbody>
<tr>
<td>AM</td>
<td>Check in at Brisbane International Airport</td>
</tr>
<tr>
<td>AM</td>
<td>Flight details: Qantas booking reference provided to delegates.</td>
</tr>
<tr>
<td>AM / PM</td>
<td>Arrive at Tokyo International</td>
</tr>
<tr>
<td>TOKYO Time</td>
<td>Travel from Airport to Hotel</td>
</tr>
<tr>
<td>Contact: ICC International relations</td>
<td></td>
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<tr>
<td>AM / PM</td>
<td>In transit</td>
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### Thursday 28 November – (CEO & GM)

**Overnight**

- **Hotel Name:** Hotel Cadenza Hikarigaoka
- **Hotel contact number:** +81 3-5372-4411
- **Booking number:** Provided to delegates

### Friday 29 November – CEO and GM

**AM**

- Administration time

**PM**

- Nerima Sister City 25th Anniversary Schedule
  - See attachment 1

### Saturday 30 November – CEO and GM

**AM / PM**

- See attachment 1

### Sunday 1 December – CEO and GM

**AM**

- See attachment 1

**AM / PM**

- See attachment 1

### Monday 2 December – CEO and GM

**AM**

- Breakfast – hotel

**AM**

- Depart hotel for Trade and Investment Queensland, Japan

  - **Address:**
    - 15F Shiroyama Trust Tower
    - 4-3-1 Toranomon Minato-Ku
    - Tokyo, 105-6015, Japan

  - **Travel time from hotel:**

  - **Contact:**
<table>
<thead>
<tr>
<th>AM / PM</th>
<th><strong>Arrive at TIQ Japan Office:</strong></th>
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<tbody>
<tr>
<td><strong>AM –</strong></td>
<td><strong>Market briefing by Queensland Trade and Investment Commissioner in Japan</strong></td>
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<tr>
<td></td>
<td><em>This includes CEO welcome by QG Trade Commissioner, covers market opportunity, protocols and run through business meeting program</em></td>
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<tr>
<th>AM / PM</th>
<th><strong>TIQ Japan Office suggested, and they will secure meetings with:</strong></th>
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<tbody>
<tr>
<td>2. <strong>Sumitomo Corporation</strong></td>
<td>Sumitomo Corporation Group, a $32.46 billion USD$ Japanese conglomerate, conducts business activities in a wide range of industries on a global scale, with its six business units and regional organizations all over the world working closely together. Sumitomo Corporation has long standing relationship with Queensland.</td>
</tr>
<tr>
<td></td>
<td><em>background briefing for each company, issues, projects</em></td>
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<td></td>
<td><em>explore opportunity for Ipswich City Council</em></td>
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<td></td>
<td><em>CEO and GM – discussion points</em></td>
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<td></td>
<td><em>Gifts – if required</em></td>
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<tr>
<th>AM /PM</th>
<th><strong>3. Softbank Group</strong></th>
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<td>Japanese innovative technology leader, worth US$76.7 billion, provided technology solutions. Softbank Technology has projects in Queensland, recipient of Advance Queensland fund and known to introduce the Pepper – world’s first humanoid robot in Queensland.</td>
</tr>
<tr>
<td></td>
<td><em>background briefing for each company, issues, projects</em></td>
</tr>
</tbody>
</table>
Monday 2 December – CEO and GM

- explore opportunity for Ipswich City Council
- CEO and GM – discussion points
- Gifts – if required

4. Market briefing with Australian Trade Commission (Austrade) and Trade and Investment Queensland Japan team

Lunch meeting

PM

TIQ Japan Office suggestion:

5. Site visit to Kashiwa-na-ha Smart City by Mitsui Fudosan

Smart city site visit

https://www.mitsuifudosan.co.jp/english/create/kashiwanoha/index.html

This has been developed by Mitsui Fudosan Realty, Japan’s largest developer and it is an example of multi-use site/region that undertakes energy management/efficiency. TIQ Japan office has been working with Mitsui Fudosan Realty on potential projects in QLD.

- background briefing for each company, issues, projects
- explore opportunity for Ipswich City Council
- CEO and GM – discussion points
- Gifts – if required

Dinner at hotel

Note:

a. These meetings will include travel between one to another meetings.
b. We will include all details as we progress travel arrangements and advice received from TIQ / Austrade offices
c. CEO meetings with Japanese large corporations will not include Ipswich Businesses, based on following:

- TIQ Commissioner in Japan advised that CEO of ICC meeting with Large Corporations require to be separated from Ipswich Business Delegates program
- Due to the conservative nature of Japanese large corporations, they like to meet with Local Government to discuss commercial in confidence matters, future investment, but will not open up with the presence of private businesses from our end.

- We can request to TIQ to arrange a few additional meetings for business delegates, but it will require service fee. TIQ and Austrade offices are driven by their priority industries, if our interest are outside their scope and require resources, it will incur cost for us to obtain the following:
  - Fee for their services
**Item 2 / Attachment 1.**

### Monday 2 December – CEO and GM

Tokyo

- *Business mission coordination will require from us*

### Tuesday 3 – Friday 6 December – CEO and GM

Tokyo, Japan to Taipei, Taiwan

**AM**

**Tuesday 3 December 2019**

**Depart hotel for Airport:**

**Flight details:** TBA

**Arrive:** Taipei

**Flight details:** TBA

**Arrive Taipei on 3 December**

a. Travel to Nantou (Nantou is 2 hours travel from Taipei) by High Speed Rail. *Note vehicle transfer required from nearest high speed rail station (Taichung) and has been arranged with Nantou County officials.*

b. TIQ Commissioner will accompany delegates to Nantou

c. Stay overnight at Nantou (accommodation provided by Nantou County)

2. **Wednesday 4 December 2019 (AM)**

a. Attend Nantou meetings (managed by Nantou)

b. High Speed Rail from Nantou to Taipei

3. **Wednesday 4 December 2019 (PM)**

a. **TIQ briefing** by Trade and Investment Queensland Commissioner

b. **Department of Foreign Affairs and Trade – Economic, export and investment briefing**

   Gary Cowan (TBC) Head of Post, 9 SongGao Rd, XinYi District, Taipei

c. **Commissioners of Taipei City Government and New Taipei City Government Education Bureau – two meetings**

   Discussion topics: *international education exchange between Ipswich and Taipei*

   - study tours, outbound mobility, bilingual programs, internships, offshore delivery

   *Gift - yes, small Australian indigenous product*

d. Overnight at Taipei (Hotel TBC)

4. **Thursday 5 December 2019**

a. **Smart City Office (Taiwan Government)**

   Chen Yu Lee, Secretary General

   *Discussion points: Taiwan tech companies using Ipswich as a test bed for their innovative smart city technologies*
<table>
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<tr>
<th>Tuesday 3 – Friday 6 December – CEO and GM</th>
<th>Tokyo, Japan to Taipei, Taiwan</th>
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**Gift** – yes, small Australian indigenous product

**b. MITac Information Technology Corp**

Chairman Su Liang

*To receive an update on projects with Redlands and Logan City Council and potentially expanding trials into Ipswich or initiating new ones.*

**Gift** – yes, see above

**c. ETIC ETouch**

CEO of ETIC

*Receive an overview on potential investment of their EFW plant in Australia. An opportunity to pitch Ipswich as the ideal location. They have already registered their Australian company – ETouch Australia.*

**Gift** – yes

d. Evening: Depart for airport via taxi/vehicle

e. Flight departure 11.55PM details provided to delegates by travel team.

**Note:** TIQ Office in Taiwan offered their assistance in setting up these activities in Taiwan.

**Contact:**
Mr Patrick Hafenstein
TIQ OFFICE TAIWAN
MARKET COVERAGE: Taiwan
Suite 2205, Floor 22 Xinyi District, 11012
333 Keelung Road, Section 1
TAIPEI 11022

Tel: +886 2 2723 0656
Mobile: +886 910 218 814
Email: Patrick.Hafenstein@tiq.qld.gov.au

- background briefing for each company, issues, projects
- explore opportunity for Ipswich City Council
- CEO and GM – discussion points
- Gifts – if required

**Note:** these meetings will include travel between one to another meetings. If travel not provided by meeting hosts delegates to use corporate card for taxi.

**Point of Contacts:**

- Business Visit Program discussion with TIQ, Austrade and Industry: Tamanna Monem, Senior Industry Development Officer, 0472 707 075
- Sister City Program discussion with Nerima City and Nantou County: Ben Hayward, Senior Project Officer, Mobile: +61 419 197 431
- ICC Travel
  (contact provided to delegates)
- Japan Contacts
  (contact provided to delegates)
- Taiwan Contacts
  (contact provided to delegates)
### Attachment 1: Schedule for Ipswich City delegation (provided by Nerima City)

**Date:** Nov.29 2019(Fri)～Dec.1 2019(Sun)

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
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<th>Schedule</th>
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<tbody>
<tr>
<td>Nov.</td>
<td>28</td>
<td>Thu</td>
<td>Arrive in Japan</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Fri</td>
<td>16:00 Courtesy call</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>17:15 Welcome reception</td>
</tr>
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<td></td>
<td></td>
<td>Evening</td>
<td>UAWS Jazz concert appreciation</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Sat</td>
<td>AM</td>
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<td></td>
<td>PM</td>
<td>lunch</td>
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<td></td>
<td>Nerima incineration plant visit</td>
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<td></td>
<td></td>
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<td>Nerima Furusato Museum visit</td>
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<tr>
<td>Dec.</td>
<td>1</td>
<td>Sun</td>
<td>AM</td>
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<td></td>
<td>2</td>
<td>Mon</td>
<td>PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evening</td>
<td>UAWS Farewell reception attend</td>
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</table>

2 Leaving for Ipswich city
20 March 2019

TO: ECONOMIC DEVELOPMENT MANAGER
FROM: SENIOR PROJECT OFFICER
RE: NERIMA 25TH ANNIVERSARY INVITATION TO CITY OF IPSWICH

INTRODUCTION

This is a report concerning an invitation by Nerima City to the City of Ipswich to attend the commemoration of the 25th anniversary of Sister City relations and represent Ipswich at the Urban Agriculture World Summit from 29 November and 1 December 2019.

RELATED PARTIES

Nerima City Government, Tokyo, Japan.

ADVANCE IPSWICH THEME LINKAGE

Strengthening our local economy and building prosperity.

PURPOSE OF REPORT/BACKGROUND

Nerima is a special ward in Tokyo, Japan. The ward refers to itself as Nerima City and has an estimated population of 721,858 with 323,296 households. Key industries of Nerima include agriculture, defence, tourism and animation.

The City of Ipswich has had a Sister City relationship with Nerima City since 1994, making Nerima Ipswich’s oldest standing Sister City and 2019 the 25th anniversary of the agreement. Both signatories have undertaken active initiatives during this time including:

- Nerima Gardens – Queens Park including the first permanent tea house in Queensland. Nerima have also gifted suitable items for this tea house.
- Nerima City community groups provided support during the 2011 Ipswich floods, holding a fundraiser with proceeds going directly to the Ipswich Flood Appeal. This initiative was co-ordinated by the Nerima City Office.
- Education exchanges (students and Nerima Board of Education annual visits).
- Book exchanges (Ipswich Library).
- Sporting exchanges (Western Pride).
- Regional promotional activities (tourism).
ECONOMIC DEVELOPMENT COMMITTEE
MEETING AGENDA

- Ipswich Festival and Christmas Wonderland support (cultural).

The next Nerima Board of Education delegation visit is scheduled for July 2019, coordinated by Education Queensland International and supported by Ipswich City Council.

The last Ipswich outbound delegation to visit Nerima City was 15 to 20 October 2014 to commemorate the 20 year Sister City anniversary.

The Mayor of Nerima City, Akio Maekawa, has written to the Interim Administrator inviting delegates from Ipswich to participate in a number of activities within Nerima from 29 November to 1 December 2019 (Attachment 1).

Nerima City officials have proposed a schedule of engagements including attendance at the Urban Agriculture World Summit.

The Office of Economic Development believes there are opportunities to develop the relationship further through active trade and investment discussions focused on priority Ipswich industries including agricultural production, manufacturing, defence supply chain, education, tourism and smart city solutions.

It is further recommended that invitations to participate in the delegation be extended to leaders from relevant industries, companies, associations and community groups. Participation would be managed through a qualified expression of interest process and all costs would be borne by the participants.

A complete activity schedule would be developed by the Office of Economic Development with Nerima City Government, Trade and Investment Queensland and Austrade.

RESOURCE IMPLICATIONS

The Office of Economic Development would be responsible for overall project management, liaison with all stakeholders, research, delegation briefings, logistics, budget, comprehensive follow up reporting and recommended actions in accordance with the Economic and Workforce Development Plan.

Nerima city officials have advised that internal transfers, meals and interpreter fees will be provided by their government. Ipswich City Council will be required to provide their own airfares, transfers (to and from airports) and accommodation. Nerima officials will assist with recommending appropriate accommodation.

It is recommended that two council representatives attend, being the Chief Executive Officer and an Economic Development Officer. Estimated expenses for this outbound delegation would be approximately $10,000.
RISK MANAGEMENT IMPLICATIONS

Failure to appropriately recognise the 25th anniversary of Sister City relations would put the relationship between the City of Ipswich and Nerima City at risk of failure and damage Ipswich’s reputation in international relations.

LEGAL/POLICY BASIS

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

COMMUNITY AND OTHER CONSULTATION

Consultation has been undertaken with

- Ipswich City Council, Office of the Interim Administrator
- Nerima City Government (International and Domestic City Exchange)
- Trade and Investment Queensland
- Australian Trade and Investment Commission (Austrade)

CONCLUSION

The Mayor of Nerima City has formally invited the City of Ipswich to join in commemoration of the 25th anniversary of Sister City relations and represent Ipswich at the Urban Agriculture World Summit.

The Office of Economic Development believes this is an excellent opportunity to strengthen relations with our longest serving Sister City actively develop trade and investment opportunities focused on priority Ipswich industries.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

| 1. | Invitation to Nerima in Commemoration of the 25th Anniversary of Friendship City Agreement |
| 2. | The Urban Agriculture World Summit |

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

A. That council accept the invitation from the Mayor of Nerima City to join in commemoration of the 25th anniversary of Sister City relations and represent Ipswich at the Urban Agriculture World Summit.

B. That the Office of Economic Development work with Nerima City Government, state and national trade agencies and Ipswich stakeholders to maximise the benefits of a delegation to Nerima City and the ongoing value of the Sister City agreement.
Comments added at Economic Development Committee of 9 April 2019

Rob Jones from the Interim Management Committee queried if there had ever been an analysis of what has been achieved in the 25 years of council’s sister city relations with Nerima City. The Economic Development Manager advised that a detailed economic analysis had not been done to date and that the 25 year anniversary provides the basis for such an analysis.

Ben Hayward
SENIOR PROJECT OFFICER

I concur with the recommendations contained in this report.

Paul Massingham
ECONOMIC DEVELOPMENT MANAGER

I concur with the recommendations contained in this report.

Ben Pole
CHIEF OPERATING OFFICER (ECONOMIC DEVELOPMENT AND MARKETING)

“Together, we proudly enhance the quality of life for our community”
ITEM: 3
SUBJECT: PROPOSED AMENDMENT TO THE 2019-2020 REGISTER OF FEES AND CHARGES
AUTHOR: SMART CITY PROJECT OFFICER
DATE: 1 OCTOBER 2019

EXECUTIVE SUMMARY

This is a report concerning the proposed amendments to the 2019-2020 Register of Fees and Charges, specifically fees and charges related to Fire Station 101 activities.

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

That the 2019-2020 Register of Fees and Charges be amended, as detailed in Attachment 1, and adopted with effect from 1 November 2019.

RELATED PARTIES

There are no related party matters associated with this report.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

Fire Station 101 provides local entrepreneurs with the space to start and room to grow. Since opening in March 2016, Fire Station 101 (FS101) has operated as a membership based startup incubator, co-working space and events facility. To date, FS101 has worked with over 200 member businesses, hosted more than 250 events and supported a community of over 1750 local entrepreneurs through workshops and mentoring.

Changing community, market factors and hub capability and capacity has lead the FS101 team to recognise a need to amend fees and charges for hub membership and venue hire. It has been determined that by amending these fees FS101 will be enabled to engage a more diverse business community in its membership service and deliver more partner lead workshops through venue hire. These amendments detailed in Attachment 1 will streamline operational process creating a more efficient business unit. Therefore the Office of Economic Development proposes that an amendment to the 2019-2020 Register of Fees and Charges is required as follows:
Section 3.1 Fire Station 101 Memberships
The proposed change is to simplify FS101 membership by merging part-time and full-time into one membership option. This amendment will improve operational efficiency and make membership a more financially viable solution to a broader community of entrepreneurs. In addition, members will now be able to add associates to their membership through a proposed associate access fee.

Section 3.2 Fire Station 101 Venue Hire
The proposed change is to adjust venue hire fees and charges to be consistent with industry rates and reflective of the venues unique nature.

Section 3.3 Fire Station 101 Facilitation Services
Event Facilitation and Mentoring is no longer a business as usual service offering to external customers. Therefore it is proposed that the fee be amended to a request for quote.

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

RISK MANAGEMENT IMPLICATIONS
Under the provisions of the Local Government Act 2009 s98, Local Governments are required to maintain a register of fees and charges available for inspection by the public. This ad-hoc review of the fees complements the annual review, which is undertaken along with adjustments and rolling reviews of fees. As part of the annual review, a risk register is reviewed and updated by Departments.

FINANCIAL/RESOURCE IMPLICATIONS
There are no resourcing or budget implications associated with this report.

COMMUNITY AND OTHER CONSULTATION
The proposed change to the fees and charges have come about from customer feedback, suggesting a simplified membership as described above. The feedback provided from Council’s customers has been accepted and the changes are a reflection of this feedback.

CONCLUSION
Adopting the proposed amendments to the 2019-2020 Register of Fees and Charges will enable Fire Station 101 to engage a more diverse business community in its membership service and deliver more partner lead workshops through venue hire.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS
1. Fire Station 101 Fees and Charges 2019-2020 Track Changes
2. Fire Station 101 Fees and Charges 2019-2020 Clean Skin
Brandon McIntosh  
SMART CITY PROJECT OFFICER  

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”
3. Fire Station 101 Innovation Hub

3.1 Fire Station 101 Memberships

Monthly membership is payable in advance and may be charged on a pro-rata basis for mid-month commencement. For full terms and conditions, refer to the membership agreement available from Fire Station 101.

<table>
<thead>
<tr>
<th>Day Pass</th>
<th>$22.00</th>
<th>Local Government Act s262(3)(c)</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Passes are valid for a single day for members on the drop-in plan</td>
<td></td>
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</tr>
<tr>
<td>Part Time Membership (Per Calendar Month)</td>
<td>$165.00</td>
<td>Local Government Act s262(3)(c)</td>
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<tr>
<td>Full Time Membership (Per Calendar Month)</td>
<td>$275.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
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<tr>
<td>Membership (Per Calendar Month)</td>
<td>$165.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Associate Access (Per Calendar Month)</td>
<td>$110.00</td>
<td>Local Government Act s262(3)(c)</td>
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<tr>
<td>An associate can be an employee, cofounder, intern, volunteer or contractor of a member.</td>
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</tr>
<tr>
<td>Access Card Replacement Fee</td>
<td>$45.00</td>
<td>Local Government Act s262(3)(c)</td>
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</tr>
<tr>
<td>Replacement fee is applicable for lost, damaged and non-returned Access Cards</td>
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</tbody>
</table>

3.2 Fire Station 101 Venue Hire

Meeting room hire is included in membership at no additional cost, subject to availability. Charges apply for all other users.

| Meeting Room – Monday to Sunday - Half day (up to 4 hours) | $110.00 | Local Government Act s262(3)(c) | # |
| Meeting Room – Monday to Sunday - Full day (up to 8 hours) | $220.00 | Local Government Act s262(3)(c) | # |
| Meeting Room – Weekends and Outside Standard Business Hours - Additional hours (per hour) | $55.00 | Local Government Act s262(3)(c) | # |
| Minimum charge 2 hours |
| Function Room / Event Space – Monday to Sunday - Half day (up to 4.5 hours) | $275.00 | Local Government Act s262(3)(c) | # |
| Function Room / Event Space – Monday to Sunday - Full day (up to 8.5 hours) | $550.00 | Local Government Act s262(3)(c) | # |
### 3.3 Fire Station 101 Facilitation Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Year 19/20 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
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</thead>
<tbody>
<tr>
<td>Event Facilitation and Mentoring</td>
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<tr>
<td>On request, subject to availability. Minimum 1 hour.</td>
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</tr>
<tr>
<td>Events hosting (major events)</td>
<td>By quote</td>
<td>Local Government Act s262(3)(c)</td>
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<tr>
<td>Hosting, facilitation and venue hire for events of more than one day, including but not limited to Hackathons.</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Year 19/20 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
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<tbody>
<tr>
<td>Function Room / Event Space — Additional Hours (Weekends and Outside Standard Business Hours) (per hour)</td>
<td>$140.00</td>
<td>Local Government Act s262(3)(c)</td>
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<tr>
<td>Minimum charge 2 hours</td>
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<td></td>
</tr>
<tr>
<td>Function Room Setup and Bump Out Charges (per hour)</td>
<td>$55.00</td>
<td>Local Government Act s262(3)(c)</td>
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<td>Catering</td>
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<td>Local Government Act s262(3)(c)</td>
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</tbody>
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3. Fire Station 101 Innovation Hub

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<td>Minimum charge 2 hours</td>
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<td>Function Room / Event Space – Monday to Sunday - Half day (up to 5 hours)</td>
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<td>Function Room / Event Space – Additional Hours (per hour)</td>
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On request. Minimum 1 hour per event.
EXECUTIVE SUMMARY

This is a report concerning the outcome of Fire Station 101 market testing by expressions of interest for delivery, operation and management of an expanded portfolio of programs.

At the Economic Development Committee held on 14 May 2019 the following was resolved:

A. That Council (Interim Administrator of Ipswich City Council) resolve that it is satisfied that the calling of Expressions of Interest under section 228(5) of the Local Government Regulation 2012, as detailed in the report by the Project Manager (Fire Station 101) dated 1 May 2019, is in the public interest for the following reason:

   It will allow Council to identify potential contractors who are serious contenders for the provision of products and services that will improve or enhance knowledge and skills to build innovation capability without putting all contenders to the expense of preparing a full tender response in the initial stages.

B. That Council (Interim Administrator of Ipswich City Council) resolve to invite Expressions of Interest under section 228(5) of the Local Government Regulation 2012, as detailed in the report by the Project Manager (Fire Station 101) dated 1 May 2019, for products and services that will improve or enhance knowledge and skills to build innovation capability.

Consequently a Request for Expressions of Interest (EOI) was released on the 31 August 2019 for Fire Station 101 partners seeking proposals from organisations to deliver products and services to improve and enhance community knowledge and skills to build innovation capability.
RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the report be received and the contents noted.

RELATED PARTIES

There are no related party matters associated with this report.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

Since opening in March 2016, Fire Station 101 (FS101) has operated as a membership based start-up incubator, co-working space and events facility. FS101 has worked with over 200 start-up businesses and hosted over 250 events.

In 2018 the ownership and operations of FS101 were transferred wholly to Council from Ipswich City Developments and Ipswich City Enterprises. The transfer and integration of FS101 into Council’s Office of Economic Development has maximised Council’s investment and resources in the delivery of innovation, business accelerator, technology and smart city activities delivering increased economic, workforce and community outcomes.

FS101 has developed into a significant regional hub for collaboration and innovation, building community capability and opportunity. It is a key civic asset that continues to facilitate objectives and outcomes prioritised in the Advance Ipswich Plan and the Economic and Workforce Development Plan, such as:

- Lead an innovation and digital technology agenda enabling new ways to working and living and be recognised as a national centre for smart city research, development and solutions
- Strengthen and diversify the local digital economy
- Drive the enhancement of existing industries and the emergence of new industries to create a diversified economy and economic prosperity
- Enable business diversification, adapting and responding to technological advances and creating an attractive economic environment for business investment

Conducting an expression of interest was recommended to explore the market for ongoing partnership interest and operating models that would support greater collaboration in the delivery of business capability and capacity building for Ipswich businesses. This EOI was released on 31 August 2019.

OUTCOME

Council received five responses to the EOI process from organisations located within South East Queensland. The panel reviewed all respondent’s submissions individually using the
procurement evaluation matrix. The assessments from this round were consistent and resulted in an agreed ranking of responses.

The nature of the respondents was diverse, offering a variety of expertise, specialisation and experience. However none of the responses received presented a partnership opportunity that the panel determined to be a preferred model for FS101.

Some of the responses incorporated particular components of products and services that have the potential to assist FS101 to improve or enhance knowledge and skills to build innovation capability. If determined that these products and services are required this will be pursued separately to the EOI under standard procurement arrangements.

Whilst the decision was reached that none of the responses presented a suitable partnership opportunity, the EOI process was considered a sound exercise to undertake in order to test the niche market of providers that operate in this industry. The EOI process has identified a willingness to engage with external product or service providers on a fee for service basis that strategically align with Council’s innovation agenda.

The FS101 business model has been reviewed and is being realigned to generate more industry and commercial outcomes. Council is currently in negotiations with key stakeholders including the Queensland Government to establish a research and development presence within FS101. Securing major tenants that strategically align with the vision and operations of FS101 will provide ongoing opportunities and viability of the asset. It is expected that Council will establish the first major tenancy agreement by November 2019. This revised approach allows for the enhancement of the service offerings to innovators and entrepreneurs of Ipswich while building a more sustainable and viable business model that supports a higher value for money proposition.

Additionally a business plan is currently being developed investigating the opportunity to capitalise on the current unused portions of the FS101 building. Through this process there will be a focus on maximising the available space for further expansion of commercial partners / tenants ensuring the future viability and return on investment of the asset.

The findings of the EOI support Council’s expectations that Council will continue to manage and plan for the future of FS101. To deliver upon this purpose an annual program of activities designed to build entrepreneurial capability and culture has been developed.

Activities are focused on building the skills required for entrepreneurship developing the technical, business management and personal entrepreneurship skills of local enterprise. The aim of the program is to provide support for local enterprise to innovate, sustain and scale, through entrepreneurialism assisting long term economic development and sustainable employment in the City of Ipswich.

LEGAL/POLICY BASIS

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

The major risks and proposed solutions associated with the EOI are outlined below:

<table>
<thead>
<tr>
<th>Risk</th>
<th>Category</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don’t receive quality responses</td>
<td>Supply</td>
<td>High</td>
</tr>
<tr>
<td>Receive responses that do not provide value for money</td>
<td>Finance and Economic</td>
<td>Medium</td>
</tr>
</tbody>
</table>

| Overall Rating: | High |

To reduce the above risks occurring a desktop analysis of potential respondents was conducted and these respondents were directly informed of when the EOI was to be released.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial/resource implications.

COMMUNITY AND OTHER CONSULTATION

Key stakeholders from the Community, Cultural and Economic Development Department were consulted in relation to the delivery and distribution of the EOI.

CONCLUSION

Fire Station 101 builds the capability to innovate through being a centre of excellence that grows knowledge, encourages collaboration and develops skills to drive social and economic outcomes for Ipswich.

Council undertook an expression of interest process explore market-led partnership proposals as a way to potentially evolve the operations, products and services of Fire Station 101.

The result of the expression of interest is that council will not pursue any of the responses as partnerships but will assess each as potential providers of products and services.

Jodie Welsh

PROJECT MANAGER (FIRE STATION - SECONDMENT)

I concur with the recommendations contained in this report.

Paul Massingham

ECONOMIC DEVELOPMENT MANAGER

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”
EXECUTIVE SUMMARY

This is a report concerning proposed marketing support to be provided to traders / retailers located in the primary ‘impact zone’* of the Nicholas Street redevelopment precinct through council’s Economic Development Incentives Policy.

Retailers in the ‘impact zone’ are struggling with foot traffic due to the road closures and fencing surrounding Nicholas Street and its footpaths, with significant paving and landscaping work to commence in late October 2019 which won’t be completed until the end of December 2019. This is causing considerable stress to retailers.

(* Note the ‘impact zone’ is defined as Nicolas Street from Brisbane Street to Bremer Parade, and Union Place from Nicholas Street to Bell Street. Fourteen retailers are located in this ‘impact zone’.)

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That a one-off payment of $500 per retailer located in the ‘impact zone’, to be put towards marketing initiatives, as agreed to between each retailer and council as part of a strategic marketing plan (maximum budget $7000), be approved.

RELATED PARTIES

There are no potential conflicts of interest.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

The delivery of the redevelopment of the Nicholas Street precinct is one of council’s major priorities, with the first stage (the reopening of Nicholas Street) hoped to be completed by the end of 2019.
Unfortunately, redevelopment of this scale brings with it significant challenges to current traders and retailers, and the 14 businesses located within the ‘impact zone’ are struggling to attract customers while this redevelopment work is underway.

A number of issues have been brought to the attention of council’s Stakeholder Relations team by traders, including the fact that the fencing and hoarding currently in place provides a visual barrier to potential customers. It appears that the mall is closed, when in fact these 14 traders are still operating.

Rather than a ‘staged approach’ to hoarding, the contractor has taken an ‘all-of-project’ approach.

Following several discussions with impacted traders and an internal brainstorming session with the relevant council stakeholders, it was agreed that council should provide a comprehensive marketing and communications program to better support individual traders as well as the precinct in general during this challenging period to help reduce some of the inconvenience caused by council’s contractor.

Council proposes to support these retailers in the following ways:

1. Implementation of a strategic communications plan, through the Stakeholder Relations Team, with the goal of increasing updates and strengthening relationships.

2. Working with retailers one-on-one to create a tailored marketing plan to help attract new customers between now and the end of December.

3. Production of ‘We’re still open’ signage to be placed throughout the entire precinct.

4. Provision of $500 per retailer to put towards this marketing program, through the Economic Development Incentives Policy.

5. Creation of a council-driven social media campaign with the goal of reminding the community that the 14 traders in the Nicholas Street precinct are still operating through the promotion of special offers and incentives (with a $1000 budget)

LEGAL/POLICY BASIS
This report and its recommendations are consistent with the following legislative provisions:

*Local Government Act 2009*

RISK MANAGEMENT IMPLICATIONS
It is imperative that this program is refined and clearly defined, to ensure a ‘start and end’ to the financial support provided by council to the disadvantaged traders and a clear geographic area of relevance. As such, this proposed program will be offered only to the 14 traders in the ‘impact zone’ (which is defined as Nicolas Street from Brisbane Street to Bremer Parade, and Union Place from Nicholas Street to Bell Street).
Council has been advised that the hoarding will be removed from the Nicholas Street zone by December 20 2019, so a condition of this program is that the $500 must be put towards marketing between now and 20 December 2019.

There is a risk that this proposed marketing program may not generate increased foot traffic and help embattled traders. However, a targeted and tailored approach with support and recommendations from council’s Stakeholder Relations Team will help to provide maximum return on investment.

There is a risk that traders outside of the ‘impact zone’ may apply for this funding. This risk is mitigated by clearly defining the primary ‘impact zone’ and targeting just 14 traders only within this zone.

FINANCIAL/RESOURCE IMPLICATIONS

The Nicholas Street Redevelopment Trader Marketing Support Program is unfunded.

It is proposed that $500 is offered to each of the 14 traders located in the ‘impact zone’ as a once-off payment ($7000 maximum) between now and the end of December 2019. This funding is relevant to the Economic Development Incentives Policy which states that:

“The objective of this policy is to facilitate this development through the provision of development incentive packages that will relate primarily to economic development and will be considered separately to the development application process.”

The policy extends to “joint marketing / promotion packages”.

The total budget required would not exceed $8000, which includes $7000 for joint marketing / promotions ($500 for each of the 14 traders), and $1000 for Nicholas Street social media support.

COMMUNITY AND OTHER CONSULTATION

To ensure the support offered by council was relevant to the traders and would help to solve their challenges, members of the Stakeholder Relations team had one-on-one discussions with the majority of the 14 traders located in the ‘impact zone’. A stakeholder meeting was also held, facilitated by the Manager of Media and Stakeholder Relations. The feedback received in these sessions / discussions were used as the basis for the recommendations in this report.

Internally, a brainstorming session was held with representatives from the Office of Economic Development, Marketing, Media and Stakeholder Relations to further refine the proposed offer. All stakeholders were supportive of the recommendations in this report, and mindful of the need to refine the amount and the area, and to ensure the marketing initiatives employed were tailored to each trader / business.

The Legal Services Branch was also consulted to ensure a transparent, accountable and ethical method of financial support was recommended, as per the Economic Development Incentives Policy. They noted that council was not legally obliged to provide this funding.
CONCLUSION

While the opening of the redeveloped Nicholas Street precinct will be a benefit for the 14 traders currently operating in the area, they are currently being negatively impacted by the significant redevelopment work.

Council does not want to see these 14 businesses suffer any more than they have to. The endorsement of this Nicholas Street Redevelopment Trader Marketing Support Program would help these traders through the months ahead, between now and the end of December, when the hoarding will come down and foot traffic will increase.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1. Economic Development Incentives Policy

Allison Grant
STAKEHOLDER RELATIONS MANAGER

I concur with the recommendations contained in this report.

Sean Madigan
GENERAL MANAGER - COORDINATION AND PERFORMANCE

“Together, we proudly enhance the quality of life for our community”
**ECONOMIC DEVELOPMENT INCENTIVES POLICY**

**1.1 Objectives:** The objective of this policy is to facilitate this development through the provision of development incentive packages that will relate primarily to economic development and will be considered separately to the development application process.

**1.2 Regulatory Authority:** Assessment of Economic Development incentive Packages

**1.3 Policy Statement:** Insofar as the City’s objectives are generally served by the enhancement and expansion of the local economy, the Council will, on a case-by-case basis, give consideration to providing economic development incentive packages as a stimulation for economic development in the City or as assistance to Community Groups where they will provide a clear improvement to the quality of life for the city’s residents.

**1.4 Scope:** Economic Development Incentives packages will be considered to locate or relocate, apply to both new facilities and structures or for the expansion or modernisation of existing facilities and structures. Economic Development Incentive packages may be paid in instalments and may be tied to project or development goals. Economic Development Incentive packages will not be ordinarily considered for projects which would be developed without such incentives unless it can be demonstrated that higher development standards or other development and community goals will be achieved through the use of the incentive. It is the policy of the City of Ipswich that any consideration will be provided in accordance with Council’s adopted local laws, policies, procedures and minimum requirements and will be subject to the availability of adequate funds within Council’s budget. Nothing herein shall imply or suggest that the Council is under obligation to provide any incentive to any applicant. All applicants shall be considered on a case-by-case basis.

**MINIMUM REQUIREMENTS**

The project shall:
1. be in accordance with Council’s Corporate goals
2. be in accordance with Council’s planning scheme (and in particular be consistent with the Strategic Plan and any relevant local area structure plan)
3. not have any significant negative environmental impacts on the community (e.g. significant pollution or hazardous waste or noise).
4. stimulate local employment and/or commercial activity which will benefit existing businesses and the community.
5. not be considered to compete with existing businesses to the extent of being a detriment to the local economy as a whole
6. clearly improve the quality of life for residents of the City.
7. serve as a catalyst to attract or retain other high quality industrial/business, community or cultural heritage developments and tourism developments.

ASSESSMENT OF ECONOMIC DEVELOPMENT INCENTIVE PACKAGES
The assessment of Economic Development Incentive packages will be in accordance with Council procedure EXEC-01 with the final determination being made by Council

INCENTIVES AVAILABLE FOR CONSIDERATION
The components of the incentive available will be at the discretion of Ipswich City Council via negotiation with the applicant and relate specifically to the needs of the project and the benefit to the Ipswich Region Economy.
The following are examples of areas of incentives available for consideration:
• loans;
• rates remissions;
• reduction or elimination of fees and charges (charged back to the relevant program);
• time schedule for payment of fees and charges.
• joint marketing/promotion packages

Incentives are not limited to these areas and the applicant may also apply for other specific incentives relative to each project to be considered by Council. Incentives may also be available from other sources and levels of governments and these may be considered with each application.

1.5 Policy Author: Economic Development Manager.

| Date of Council resolution: 24 February 2015 |
| Committee Reference and date:  Policy and Administration Board No. 2015(01) of 10 February 2015 – City Management and Finance Committee No. 2015(02) of 17 February 2015 |
| No of resolution: 2 |
| Date to be reviewed: 24 February 2017 |
ITEM: 6

SUBJECT: IPSWICH CENTRAL PROGRAM REPORT NO. 16 TO 16 SEPTEMBER 2019

AUTHOR: BUSINESS SUPPORT OFFICER

DATE: 10 OCTOBER 2019

EXECUTIVE SUMMARY

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

RECOMMENDATION/S

That the report on the Ipswich Central Program Report No. 16 effective to 16 September 2019 be received and the contents noted.

RELATED PARTIES

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

ADVANCE IPSWICH THEME LINKAGE

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

This report includes Monthly Program Report No. 16 for Ipswich Central effective to 16 September 2019. It is to inform the Committee of the progress of the redevelopment works, including status of design, procurement, programme, potential risks with related mitigation strategies, etc.

FINANCIAL/RESOURCE IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

LEGAL/POLICY BASIS

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

Not applicable

CONCLUSION

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

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1. Summary Report No 16
   CONFIDENTIAL
2. Executive Report No 6

Nicole Denman
BUSINESS SUPPORT OFFICER

I concur with the recommendations contained in this report.

Sean Madigan
GENERAL MANAGER - COORDINATION AND PERFORMANCE

“Together, we proudly enhance the quality of life for our community”
Nicholas Street, Ipswich Central
Summary Report No.16
To 16th Sep 2019

Endorsed by:

_________________________________

Date:
**DOCUMENT INFORMATION**

**Title:** Nicholas Street, Ipswich Central  
**Subtitle:** Summary Project Management Report  
**Date:** 16 Sep 2019

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**AUTHOR, REVIEWER AND APPROVER DETAILS**

Prepared by: Ranbury  
Date: 16/09/2019

**Distribution**

Ipswich Central Project Steering Committee
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APPENDIX A – SUMMARY PROGRAM
APPENDIX B – SITE PHOTOS
1. Project Summary

1.1 SUMMARY

The program has been updated with Data date on 31st August 2019. A summary Gantt chart is included at Appendix A of this Report which reflects target completion dates as per table below.

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<tr>
<th>Ref</th>
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<th>Current Status</th>
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<td>Contract Awarded</td>
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<td>Contract Awarded</td>
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<td>1.3</td>
<td>Civic Plaza</td>
<td>Contract Awarded</td>
<td>Q3 2020</td>
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<tr>
<td>1.4</td>
<td>Car Park Upgrade</td>
<td>Contract Awarded</td>
<td>Q3 2020</td>
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<tr>
<td>1.5</td>
<td>Existing Lift in Food &amp; Bev Bldg</td>
<td>Contract Awarded</td>
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<td>2.1</td>
<td>Commonwealth Hotel (Deconstruction)</td>
<td>Complete</td>
<td>Q3 2018</td>
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<tr>
<td>2.2</td>
<td>Commonwealth Hotel (Stabilisation)</td>
<td>Complete</td>
<td>Q2 2019</td>
</tr>
<tr>
<td>2.3</td>
<td>Commonwealth Hotel (Reconstruction &amp; Basebuild Works)</td>
<td>Feasibility</td>
<td>Q2 2020</td>
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<tr>
<td>3.1</td>
<td>Nicholas St / Union Ave</td>
<td>In Construction</td>
<td>Q4 2019</td>
</tr>
<tr>
<td>4.1</td>
<td>Metro A (Bells St Link)</td>
<td>Schematic Design</td>
<td>Q2 2020</td>
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<tr>
<td>4.2</td>
<td>Metro B (2 Bell Street)</td>
<td>Schematic Design</td>
<td>Q2 2020</td>
</tr>
<tr>
<td>4.3</td>
<td>Eats (Food &amp; Bev)</td>
<td>Schematic Design</td>
<td>Q2 2020</td>
</tr>
<tr>
<td>4.4</td>
<td>Venue (Entertainment Bldg)</td>
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<td>Complete</td>
<td>Q2 2018</td>
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<tr>
<td>7.0</td>
<td>Safe City Relocation</td>
<td>Complete</td>
<td>Q2 2018</td>
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1.1 PROGRAM AMENDMENTS

There are no program amendments for the month of September 2019. Retail completion dates (items 4.1 thru 4.4) have been left unchanged pending resolution of the final retail scope.
2. Design & Construction

2.1 CIVIC PROJECT

The Contract for the Ipswich Central Civic Project (the "Civic Project") was awarded on 23/8/2019. The Contract was fully executed on 28/8/2019. The Contractor was granted site possession on 30/8/2019.

Building Approval has been granted for the
- Administration Building basement works to B1, B2 and B3
- Civic Project dismantling

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

1. The Admin Building (including integrated fit-out)
2. Library (including fit-out)
3. Civic Plaza
4. Existing Car Park Upgrade
5. Existing Lift (within future food & beverage building)

Following the successful contract award and granting of site possession in August, the objective for September 2019 is to:
- Complete site establishment including worker amenities and site offices
- Commence piling work, continue with
- Formally review and approve all Management Plans
- Review and approve the Contract Program
- Establish the monthly cycle of reporting and payment claims

2.2 COMMONWEALTH HOTEL

Work to the Commonwealth Hotel has been packaged into the following work phases:

1. **Deconstruction:** Careful deconstruction of this historic asset was completed in 2018 to ensure safety of workers and the public with oversight by suitably qualified consultants.

2. **Stabilisation:** Underpinning works to the front and rear facades and internal slabs are completed and so too is services installation.

3. **Reconstruction:** As a first step in reconstruction the consultant team will be recommended. Included in this will be a review of feasibility options.

4. **Fit-out:** The brief for any fit-out elements completed by the Council will be finalised pending completion of the feasibility study.

The proposed procurement strategy for the reconstruction of the Commonwealth Hotel is:

- Obtain three quotes from Consultants for each Design Discipline to undertake a variety of Concept designs and create a tender package for the selected option;
- Conduct an Expression of Interest process to establish a shortlist of suitable Contractors to build the work;
- Let contract in late 2019/early 2020 to commence rebuild works;
2.3 NICHOLAS / UNION

Mjac Constructions continue to make progress on the Nicholas Street / Union Place project. Pavers have been approved to proceed by the Superintendent because the Principal approved the design and accepted the pricing as recommended by the project cost consultant (RLB).

Electrical and lighting subcontract work has been awarded and material ordered based on the approved design. Trees have been ordered and (based on availability) stock selection has been modified which yielded a cost saving.

Works to the southern side of Union Place, adjacent to 2 Bell Street have been put on hold, pending the outcome of the schematic design phase for the Retail works.

Lighting installation shown mounted to soffits is likely to be deferred to coincide with the retail works. This will also provide an opportunity for lighting installation on privately owned buildings to be negotiated.

2.4 RETAIL

Retail fitout works are proposed to be delivered as a consolidated program of works to ensure efficiency and facilitate coordination between activities. The projects comprising the retail program include:

1. Metro A – Bell Street Link
2. Metro B – 2 Bell Street
3. Eats – Food & Beverage tenancies on the western side of Nicholas Street (lower end)
4. Venue – Entertainment building on the western side of Nicholas Street (upper end)

KPMG have undertaken an assessment of the Retail Business Case and released a draft report on 23/07/2019 outlining their findings and recommendations. KPMG and Ranbury will work together on addressing all recommendations outlined for ICC review at the September 2019 (forecast) special Council meeting.

2.5 AV PROJECT

The AV work is currently listed as a separate package of work. However, many elements of the AV design are proceeding as part of the Retail Schematic Design noted above.

2.6 DEMOLITION WORK

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

2.7 SAFE CITY RELOCATION

The Safe City Relocation project has been completed.
3. Safety & Environment

3.1 PUBLIC SAFETY
The month of August included no major incidents. No further update is available regarding incidents in June 2019.

3.2 SAFETY IN DESIGN
A safety-in-design workshop is scheduled to take place in October 2019. End users and maintainers of the building will be asked to attend. Council will be asked to nominate relevant staff.

3.3 ENVIRONMENT
No incidents to report.

3.4 SAFETY CONSULTANT
GCG has been appointed as Safety Consultant covering all projects in Nicholas Street. Their scope of work includes:
- Review and comment on Contractors Safety Management Plan
- Attendance at Safety-InDesign workshop
- Monthly inspection and reporting
- Attendance as required during the course of construction to inspect critical issues
- Design review of safe access submission

Unsuccessful tenderer’s have been notified that the work has been awarded to others. The first safety review on site is scheduled for 26/9/2019 and the Safety-In-Design workshop is scheduled for 11/10/2019.
4. Marketing & Leasing

4.1 RETAILER ENGAGEMENT
Regular memos are issued to all Ipswich Mall tenants when any changes to entry/exit points, directional changes etc. Regular meetings are being held to propose Retailers advise us of any new products, services, special offers they have so that we can assist by promoting this via our social media channels.

4.2 SOCIAL MEDIA ENGAGEMENT
Social media metrics are summarised below for Facebook for the reporting month:
- Total reach 12,638
- Total engagement 6,250
- Instagram followers 706

4.3 COMMUNITY ENGAGEMENT
A 'Tradies Welcome Pack' is in progress and is being developed in conjunction with the Office of Economic Development. Encouraging local business (particularly food & beverage operators) to create special offers for workers on site e.g. Tradies' Lunch Box, discounts, loyalty incentives, delivery to site etc.

Current community engagement activities include:
- Reinstatement of stakeholder newsletter
- Planning for on-site stakeholder tour
- Delivery of editorials design to reach new sections of the community
- Creation of project office
APPENDIX B – SITE PHOTOS  Area 1: Ipswich Central Civic Project

Admin: Piling rig on site
Library: Roof removal
Civic Project: Temporary Staff Facilities
APPENDIX B – SITE PHOTOS  Area 3: Nicholas St / Union Pl

Union Pl: Footpath preparation for pavers

Nicholas St – Concreting Works Between Trees
ITEM: 7

SUBJECT: APPOINTMENT OF RETAIL LEASING AGENT, SUPPLEMENTAL INFORMATION - NICHOLAS ST IPSWICH CENTRAL PROJECT

AUTHOR: PROJECT ACCOUNTANT

DATE: 1 OCTOBER 2019

EXECUTIVE SUMMARY

This is a report concerning the provision of supplemental information to support a prior decision of Council by resolution for the appointment of Ranbury Property Services Pty Ltd ("Ranbury") as the retail leasing agent for the Nicholas St – Ipswich Central Project ("Project").

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

That the report concerning the Appointment of Retail Leasing Agent, Supplemental Information – Nicholas St Ipswich Central Project be received and the contents noted.

RELATED PARTIES

Ranbury Property Services Pty Ltd

The Interim Administrator informs that he has, or could reasonably be taken to have a perceived conflict of interest in this report titled Appointment of Retail Leasing Agent, Supplemental Information - Nicholas St Ipswich Central Project. The nature of the perceived interest is that Ranbury Management Group is the primary consultant for the CBD Redevelopment and from 2008 to 2012 he was an employee and was a director and part owner of Ranbury but has had no association with the company since then other than through his current role.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

At the 27 June 2019 Council Special Meeting, a decision of Council by resolution was made to appoint Ranbury as retail leasing agent for the Project. On further review by Council’s
Legal Branch, it has been recommended to provide additional information not included in the original Officer’s report, to further substantiate the decision of Council. This current report provides that additional information.

**Identification of Project Retail Area / Location**

The properties subject to the Project’s retail leasing strategy are identified as follows and illustrated in Attachment 1:

- **A.** Lot 1 on Registered Plan 2677 (Title Reference 13312126) (“Commonwealth Hotel”)
- **B.** Lot 1 on Registered Plan 209886 (Title Reference 17044044) (“Venue”)
- **C.** Lot 2 on Survey Plan 246525 (Title Reference 50864849) (“Metro A”)
- **D.** Lot 1 on Registered Plan 157021 (Title Reference 18007008) (“Metro B”)
- **E.** Lot 2 on Registered Plan 209886 (Title Reference 18427021) (“Eats”)
- **F.** Lot 3 on Registered Plan 212242 (Title Reference 17077066) (“Eats”)
- **G.** Part of Lot 1 on Survey Plan 300605 (future reconfiguration) (“Eats”)

The Tenancy Schedule current 3 October 2019 – refer confidential Attachment 3 – is a mixture of retail and commercial spaces, 46 no. totalling some 22,216 m². The retails schematics of Venue, Metro and Eats are provided in confidential Attachment 4.

A Market Sounding & Financial Analysis prepared by external advisory consultant KPMG is currently under review by Council, and may impact the scope/timing of retail leasing within the Project.

**Consultant Leasing Fees / Contractual Engagement**

Leasing fees for Ranbury and other relevant terms & conditions have been agreed via a Property occupation Form 6 – Appointment and reappointment of a property agent, resident letting agent or property auctioneer document, fully executed by both parties on 7 July 2019, with an effective commencement date of 18 June 2019 – refer confidential Attachment 5.

Leasing fees for Ranbury are a combination of a monthly retainer and transaction success fees – the latter on execution of heads of agreement with identified tenants. Based on the current Council-endorsed leasing strategy, the transaction success fees forecast for the retail agency services of Ranbury are detailed in the Tenancy Schedule in confidential Attachment 3.

The services of Ranbury will be formalised under a Council Professional Services Contract.

**Roles & Responsibilities of Retail Leasing Agent**

Minor changes to roles and responsibilities of Ranbury are detailed in Attachment 2, to reflect the scope and brief for the role of the leasing agent. This will be included in the formal Contract between parties.
Retail Leasing Strategy

The current approved Retail Leasing Strategy is included in confidential Attachment 6. It includes an original strategy document tabled and noted by the Ipswich City Properties Pty Ltd Board in December 2018 – which included Master Plan Review and Food & Beverage Strategy draft reports. These draft reports were finalised in early 2019 and are also included in Attachment 6. This Retail Leasing Strategy is subject to the outcome of the review by Council of the Market Sounding & Financial Analysis prepared by KPMG.

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

RISK MANAGEMENT IMPLICATIONS
There are no additional risks identified associated with the recommendation of this report.

FINANCIAL/RESOURCE IMPLICATIONS
There are no additional financial/budgetary implications associated with the recommendation of this report.

COMMUNITY AND OTHER CONSULTATION
Consultation with Council’s Legal Branch regarding review of the previous resolution passed at the 27 June 2019 Special Council Meeting was done.

CONCLUSION
Tabling of supplemental information associated with the appointment of Ranbury as retail leasing agent for the Project – to ensure relevant Council Officers have all relevant information relating to the decision passed by resolution at the 27 June 2019 Special Council Meeting.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1. Ipswich Central Project Precinct
2. Retail Leasing Agency Brief

CONFIDENTIAL
3. Tenancy Schedule current 3 October 2019
4. Retail Schematic
5. Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer
6.1 Leasing Strategy Submitted to ICP Board December 2018 (including Master Plan Review and Food & Beverage Strategy draft reports)
6.2 Master Plan Review Final Report
6.3 Food & Beverage Strategy Final Report
Brett Edmunds
PROJECT ACCOUNTANT

I concur with the recommendations contained in this report.

Sean Madigan
GENERAL MANAGER - COORDINATION AND PERFORMANCE

“Together, we proudly enhance the quality of life for our community”
Nicholas Street - Ipswich Central Project Precinct
Retail Leasing Agency Brief

Date: 3 October 2019
Ipswich City Council’s Vision

It is the vision of Ipswich City Council (ICC) to rejuvenate the city heart of Ipswich by creating activity within the Ipswich CBD that attracts residents and visitors to Ipswich Central to shop, relax, be entertained, and meet friends in a safe and exciting environment. As a catalyst to achieve this vision, and to demonstrate Ipswich City Council’s commitment to the Ipswich Central redevelopment, Council plan to relocate its offices to the Ipswich Central site and create a true council civic area complemented by the council library.

It is the goal of ICC to deliver on this above described vision by coordinating the development, redevelopment, refurbishment and urban renewal of the old Ipswich Mall and surrounding properties. With the support of ICC and its commitment to relocate its council offices to a new office building to be completed on this site, together with the already established State Government occupied building at Ipswich Central, life and activity will be brought back to the heart of the Ipswich CBD.

To achieve this goal ICC is looking to engage with leasing agent/agents to work together to develop the most appropriate leasing strategy for the retail components of Ipswich Central. This strategy is to then be delivered through the targeting of identified tenants and retailers to attract them to the project.
Retail Leasing Agent – Scope of Services

Services required to deliver on the above vision and goals include (but are not restricted to):

- Work collectively and collaboratively to develop an agreed strategy for the leasing program for the Ipswich Central Retail component.
- Make available the resources necessary to deliver upon the agreed leasing strategy.
- The Ipswich Central Leasing appointment to take priority over other appointments/leasing roles held by the agency.
- The resourcing is to include a single coordinated communication channel for each agency as well as identified personnel directly involved in delivering the services.
- Weekly written report providing a record of progress.
- Weekly meetings to review and discuss progress, with the written weekly report to form the basis of the discussion.
- Attendance at onsite inspections with tenants as organised, to ensure consistency of message and information supplied.
- Preparation of necessary marketing material including an appropriate leasing information memorandum.
- Canvassing of target tenants to promote Ipswich Central.
- Meeting with and presenting to identified tenants in line with the agreed strategy.
- Coordinating communication with target tenants and potential lessees.
- Organising of property inspections with retailers.
- Preparing leasing proposals in conjunction with ICC for presenting to interested retailers.
- Negotiating with tenants to secure agreements to lease within Ipswich Central.
- Keeping ICC representatives fully informed with discussions/negotiations with target tenants.
- Ensuring that leasing proposals including any financial and/or legal proposals are in accordance with the approved leasing budget and standard documentation. Any significant variations to these terms are to be discussed with and approved by ICC prior to issue.
- Detailed financial analysis of proposed leasing deals, to allow careful consideration of the benefits of each potential transaction to the overall goals.