



City of Ipswich

**IPSWICH
CITY
COUNCIL**

AGENDA

of the

**ECONOMIC AND INDUSTRY DEVELOPMENT
COMMITTEE**

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

**On Thursday, 13 May 2021
At 10 minutes after the conclusion of the Community, Culture, Arts and Sport
Committee**

MEMBERS OF THE ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE

Deputy Mayor Nicole Jonic (**Chairperson**)
Councillor Jacob Madsen (**Deputy Chairperson**)

Mayor Teresa Harding
Councillor Kate Kunzelmann
Councillor Andrew Fechner

ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE AGENDA
*10 minutes after the conclusion of the Community, Culture, Arts and
Sport Committee on **Thursday, 13 May 2021***
Council Chambers

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** Item includes confidential papers

ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE NO. 4

13 MAY 2021

AGENDA

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

CONFIRMATION OF MINUTES

1. **REPORT - ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE NO. 2021(03) OF 15 APRIL 2021**

RECOMMENDATION

That the report of the Economic and Industry Development Committee No. 2021(03) of 15 April 2021 be received and noted.

OFFICERS' REPORTS

2. **SMALL BUSINESS FUNDING PROGRAM ROUND 3 UPDATE**

This is a report concerning Round 3 of the Small Business Funding Program that opened on Thursday 1 April 2021 in response to the snap COVID-19 lock-down called on Monday 29 March 2021. It was recognised that in the lead-up to the Easter long weekend this lock-down had significant financial impacts for our local businesses, compounded by timing of the Federal Government JobKeeper support being withdrawn.

At time of writing, a total of \$102,264.62 has been approved to 52 local small businesses, with a further 44 applications to be assessed.

RECOMMENDATION

That the report be received and the contents noted.

3. **FIRE STATION 101 MEMBERSHIPS PLANS**

This is a report concerning the proposed use of Firestation 101 from 1 July 2021 and the resulting changing in membership and pricing model.

It is proposed to make the open space at Firestation 101, currently used for co-working, available for capability building activities such as workshops, education and networking sessions for three-days per week. This requires a change in the membership fee structure.

The proposed changes make much better use of the council asset and will enable capability building programming for local small businesses to be delivered at scale.

RECOMMENDATION

- A. That Council note and approve the proposed change of use of the Fire Station 101 facility, which includes the cessation of full-time co-working service offerings.
 - B. That the proposed Fees and Charges, as detailed in Attachment 1, be adopted with an effective date of 1 July 2021.
-

NOTICES OF MOTION

MATTERS ARISING

ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE NO. 2021(03)

15 APRIL 2021

REPORT

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

COUNCILLOR'S APOLOGIES: Nil

OFFICERS' ATTENDANCE: Acting Chief Executive Officer (Sonia Cooper), General Manager Community, Cultural and Economic Development (Ben Pole), Manager Economic and Community Development (Cat Matson), Coordinator – Local Business and Investment (Ralph Breden), Acting General Manager Corporate Services (Jeff Keech), Media and Communications Manager (Darrell Giles) and Theatre Technician (Ben Harth)

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. **REPORT - ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE NO. 2021(02) OF 11 MARCH 2021**

This is the report of the Economic and Industry Development Committee No. 2021(02) of 11 March 2021.

RECOMMENDATION

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

That the report of the Economic and Industry Development Committee No. 2021(02) of 11 March 2021 be received and noted.

AFFIRMATIVE

Councillors:

Madsen

Harding

Kunzelmann

Fechner

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

PRESENTATION

2. **PRESENTATION - QUEENSLAND SMALL BUSINESS MONTH ACTIVITIES AND EVENTS**

A presentation from Ralph Breaden, Coordinator Local Business and Investment, Ipswich City Council on the Queensland Small Business Month Activities and Events.

RECOMMENDATION

Moved by Councillor Andrew Fechner:

Seconded by Mayor Teresa Harding:

That the presentation be received and noted.

AFFIRMATIVE

Councillors:

Madsen

Harding

Kunzelmann

Fechner

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

[Live Stream of Economic and Industry Development Committee Meeting including the presentation](#)

OFFICER'S REPORTS

Nil

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 1.22 pm.

The meeting closed at 1.37 pm.

Doc ID No: A7214831

ITEM: 2
SUBJECT: SMALL BUSINESS FUNDING PROGRAM ROUND 3 UPDATE
AUTHOR: MANAGER, ECONOMIC AND COMMUNITY DEVELOPMENT
DATE: 22 APRIL 2021

EXECUTIVE SUMMARY

This is a report concerning Round 3 of the Small Business Funding Program that opened on Thursday 1 April 2021 in response to the snap COVID-19 lock-down called on Monday 29 March 2021. It was recognised that in the lead-up to the Easter long weekend this lock-down had significant financial impacts for our local businesses, compounded by timing of the Federal Government JobKeeper support being withdrawn.

At time of writing, a total of \$102,264.62 has been approved to 52 local small businesses, with a further 44 applications to be assessed.

RECOMMENDATION/S

That the report be received and the contents noted.

RELATED PARTIES

Ipswich Region Chamber of Commerce and Greater Springfield Chamber of Commerce have assisted in the program development and promotion.

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

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

The Small Business Funding Program was developed and deployed by Council as a quick response COVID-19 support initiative for the small businesses of Ipswich.

A total of \$200,000 was made available to provide individual grants of up to \$1,000 per business for payment of expenses such as inventory costs, professional services and professional memberships. Round 1 was opened on 14 July 2020 and disbursed a total of \$68,513 to 76 businesses.

The program eligibility requirements and processes were refined and reopened as a quick response funding program under Round 2.

When a snap 3-day COVID-19 lock-down was called on 29 March 2021 there was an available balance of \$109,656.14 remaining in the Small Business Funding program. With many local businesses financially hit again in the lead-up to Easter, at the same time as confronting the withdrawal of JobKeeper support from the Federal Government, Mayor and Councillors endorsed further changes to the eligibility requirements to support as many local businesses as possible.

Round 3 therefore opened on Thursday 1 April 2021, offering up to \$2,000 to local small businesses who had experienced negative financial consequences as a result of ongoing COVID-19 uncertainties.

The response to Round 3 has been significant and the decision was made to close off applications at midnight Monday 19 April 2021 to avoid a situation of receiving more applications than Council can accommodate. Applicants who had applications in-progress in the system were advised so they could complete their applications.

A total of 99 submissions were received.

At time of writing, 52 applications had been assessed and approved, totalling \$102,264.62. The list of those successful recipients is attached (Attachment 1).

Three (3) applications were deemed ineligible due to overdue acquittals owing to Council.

The local business and investment team are working with the remaining 44 applicants who need to provide further information before their applications can be processed (this flexibility and consultation has been a key feature of the program from the beginning). The total funding requested by these applicants will be up to \$88,000.

As reported to the Community, Culture, Arts and Sport Committee No. 2021(03) dated 15 April 2021 there are undistributed funds in the COVID-19 Ipswich Community Operational Support Fund and the COVID-19 Ipswich Community Repair and Replacement Fund, totalling \$245,996.83.

Based on consultation with the Mayor, Chair of the Economic and Industry Development Committee, Councillor Jonic and the Chair of the Community, Culture, Arts and Sport Committee, Councillor Fechner, funds will be used from the total COVID-19 Community Funds (above) to fund the remaining 44 applications.

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

Officers have applied a high level of quality assurance and critical assessment through all rounds of the Small Business Funding program to qualify the applications.

FINANCIAL/RESOURCE IMPLICATIONS

The total \$200,000 for the Small Business Funding program will be exhausted by Round 3 applications, with an estimated \$80,000 in over-subscriptions.

These over-subscriptions were received in the knowledge that Council endorsed utilising funding from the COVID-19 funding streams.

The budget implications are a reallocation of funding and no difference on the budget-bottom line.

COMMUNITY AND OTHER CONSULTATION

The Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce have been consulted as part of the development of the Small Business Funding Program Round 1 and Round 2.



The Mayor and Councillors Jonic, Madsen and Fechner were specifically consulted with regards to Round 3.

CONCLUSION

Many of Ipswich's local and small businesses have been deeply and repeatedly impacted by COVID-19; from the very first lockdowns in 2020 and as recently as March and April 2021. Ipswich City Council's Small Business Funding program was one of the only responses in Queensland that directly provided support to businesses with revenue under \$1 million and has been positively received by the local chambers and businesses.

Ipswich local and small businesses are resilient; and these small funding amounts have provided encouragement as much as cash-flow relief during challenging times.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Successful Recipients Small Business Funding - Round 3  
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Cat Matson

MANAGER, ECONOMIC AND COMMUNITY DEVELOPMENT

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”

Attachment 1 - Recipients of Small Business Funding Program Round 3.

Business Name	Funding	Amount allocated
1. Banshees Bar Pty Ltd	Stock and Equipment	\$ 1,920.18
2. Sip 'N' Dip Australia Pty Ltd	Advertising materials	\$ 1,918.30
3. FOLiKAL Hair Studio	Stock	\$ 2,000.00
4. HPI Springfield Cleaning Services	Equipment and Professional Services	\$ 1,964.26
5. Bfit4life Dance, Cheer & Fitness	Equipment	\$ 2,000.00
6. Integrity Care & Support	Cleaning Equipment	\$ 2,000.00
7. The People's Gym	Equipment	\$ 1,818.18
8. Synergy Solutions Pty Ltd	Professional Services	\$ 2,000.00
9. Chic@Home	Stock	\$ 2,000.00
10. Jarvis Hunt Pty Ltd T/A Jarvis Hunt Consultancy	Software development	\$ 2,000.00
11. Springfield Lakes Inn Pty Ltd	Professional Services	\$ 1,800.00
12. Ipswich Punjab Curry Club	Stock	\$ 2,000.00
13. Brad Kearton Jewellers	Stock	\$ 2,000.00
14. Tansey Partners Pty Ltd	Marketing support	\$ 2,000.00
15. Gloria Jeans Coffees Springfield	Stock	\$ 2,000.00
16. HeavyW8 Barbers Fattboy Apparel Pty Ltd	Utilities and Insurance	\$ 2,000.00
17. AAA Rentals Pty Ltd Trading as Ipswich Party Hire	Marketing support	\$ 2,000.00
18. Our Bakery Rules	Rent	\$ 2,000.00
19. Floating Images Aust P/L Trading as Floating Images Hot Air Balloon Flights	Marketing support and Professional Services	\$ 2,000.00
20. JC Golf Coaching Pty Ltd	Advertising and equipment	\$ 2,000.00

Item 2 / Attachment 1.

Business Name	Funding	Amount allocated
21. 3D Bubs Pty Ltd	Stock	\$ 2,000.00
22. JK Brewed Pty Ltd ATF Brewed Trust T/A Muffin Break Ipswich	Stock	\$ 2,000.00
23. Bornen Constructions	Marketing Support	\$ 2,000.00
24. Quest Ipswich	Wages	\$ 2,000.00
25. Dippin Dots Ice Cream	Stock	\$ 2,000.00
26. Kids at Play Therapy Services	Equipment and Stock	\$ 1,925.73
27. Exact Physiology	Marketing support and Professional Services	\$ 2,000.00
28. Tuileva David Simon Meavao	Equipment	\$ 2,000.00
29. Gabbys Catering	Marketing Support	\$ 2,000.00
30. Lavenia Law	Professional Services	\$ 2,000.00
31. Cinderella's Beauty and Nails	Stock	\$ 2,000.00
32. Elisha Nadene Photography	Equipment	\$ 2,000.00
33. Savage Locksmiths	Marketing Support	\$ 1,818.18
34. Gibson Architects Pty Ltd	Equipment	\$ 2,000.00
35. TKMK Enterprise Pty Ltd	Equipment repairs	\$ 2,000.00
36. CG & SK Smith	Equipment	\$ 2,000.00
37. Springfield Health and Fitness	Cleaning Equipment	\$ 1,717.97
38. Emma Pymble Massage Therapy	Fit out materials	\$ 2,000.00
39. David Abraham Surveying	Wages	\$ 2,000.00
40. Ny Dance Pty Ltd	Advertising	\$ 2,000.00
41. Miljaro PI ATF Mabala126 Trust T/A The Lost Money Detectives	Professional Services	\$ 2,000.00
42. EDP Electrical	Stock	\$ 2,000.00

Item 2 / Attachment 1.

Business Name	Funding	Amount allocated
43. Peace and Joy Pty Ltd	Rent	\$ 2,000.00
44. Warrick Skuta	Professional Services	\$ 2,000.00
45. Fentons Cafe & Restaurant	Professional Services	\$ 2,000.00
46. Casual Coffee	Stock	\$ 2,000.00
47. Enspya	Wages	\$ 2,000.00
48. Edwin Clark And Associates	Equipment	\$ 1,381.82
49. Country Motel Ipswich	Equipment	\$ 2,000.00
50. Anaren Pty Ltd T/As Rafter and Rose	Wages	\$ 2,000.00
51. Jason Beduhn Carpentry	Professional Services	\$ 2,000.00
52. Pacific Security Group	Marketing support	\$ 2,000.00
Total		\$102,264.62

Doc ID No: A7228063

ITEM: 3

SUBJECT: FIRE STATION 101 MEMBERSHIPS PLANS

AUTHOR: COORDINATOR - LOCAL BUSINESS AND INVESTMENT

DATE: 29 APRIL 2021

EXECUTIVE SUMMARY

This is a report concerning the proposed use of Firestation 101 from 1 July 2021 and the resulting changing in membership and pricing model.

It is proposed to make the open space at Firestation 101, currently used for co-working, available for capability building activities such as workshops, education and networking sessions for three-days per week. This requires a change in the membership fee structure.

The proposed changes make much better use of the council asset and will enable capability building programming for local small businesses to be delivered at scale.

RECOMMENDATION/S

- A. That Council note and approve the proposed change of use of the Fire Station 101 facility, which includes the cessation of full-time co-working service offerings.**
- B. That the proposed Fees and Charges, as detailed in Attachment 1, be adopted with an effective date of 1 July 2021.**

RELATED PARTIES

The proposed changes will not impact on the arrangement for use of part of Fire Station 101 by the QLD State Government for the Defence Hub.

There are no other conflicts of interest or related parties' interests identified or disclosed in relation to this matter.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

Fire Station 101 commenced operations in 2016 as an innovation hub, offering 24/7 co-working spaces, mentoring and business development support for technology-based start-ups. During the last couple of years the operation of the facility has transitioned towards business development and education to foster broader programming for regional economic development.

As at 29 April 2021, Fire Station 101 has thirteen (13) community members using the facility as a co-working space. Only two (2) of the full-time members utilise the facility more than twice a week on average, with the majority attending 1-2 days per month. Individual mentoring and technical support for technology start-ups has effectively ceased due to a lack of market need. The demand for use of the facility for technology based events such as hack-a-thons and private functions has also decreased significantly in the past two years, reflecting an evolution in the way start-ups are supported, the impact of COVID-19 on how such events are run, and the establishment of other venues and businesses supporting private sector functions.

Venue hire at Fire Station 101 has been unavailable since February 2021, when the Defence Hub commenced operating from the site.

A review of the strategic purpose of Fire Station 101 has determined the best use of the facility is to provide wide-ranging support of local businesses, especially small businesses, as they start, grow and build resilience. By partnering with other organisations like the Chambers of Commerce, TAFE, industry associations and other government organisations, the facility can be better utilised as an event, education and networking hub 3-days a week – Wednesday - Friday.

In order to allow the facility to change its focus from tech start-ups to broader local business capability building, it is proposed that from 1 July 2021 memberships be restricted to casual bookings on defined days when the facility is not being used for other purposes – Saturday - Wednesday. To this end, monthly memberships are proposed to be discontinued. Private bookings for the facility are also to formally cease.

In their place, daily co-working will be offered Saturday – Tuesday. Members will use their own access card to utilise the facility; staffing won't be required on weekends.

In considering the market demand for local co-working spaces, it is noted that there are now alternative, private sector service options available in Ipswich. A new co-working and event space is expected to open in Nicholas Street in the coming months, offering a very similar co-working option to that of Fire Station 101.

In order to operate on an equal commercial footing with the private sector, and not undercut private operators, a daily co-working fee of \$59 is proposed for Firestation 101, in line with market benchmarks.

The proposed changes to service offerings is to be reflected in Council's register of fees and charges (refer to Attachment 1).

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Not Applicable

RISK MANAGEMENT IMPLICATIONS

Firestation 101 is a valuable and useful asset of Council and is currently underutilised. The risk of continuing status quo is that council assets and resources are only benefitting a small number of businesses, and the opportunity to support a wider number is lost.

The reputational risk of letting down current members will be mitigated with transition plans that minimise the disruption to members' businesses. It's worth noting the increased impact will positively impact thousands of local business owners, whereas the implications of changing the model will affect only a few.

FINANCIAL/RESOURCE IMPLICATIONS

Summary of Change in Fees and Charges

Current Charges		Proposed Charges from 1 July 2021	
Casual entry (per entry)	\$33		
Full time membership (monthly)	\$165	Day rate (Sat – Tuesday)	\$59

Membership revenue is currently \$17,500 per annum. At time of writing it is unclear how many current Firestation 101 members are likely to transition to the new day-rate model.

If five members used Firestation 101 one day per week at \$59/day, that would match the current annual revenue.

However, revenue generation is not the aim of Firestation 101; business capability and growth are. Even if 100% of current membership revenue is lost due to the changes, the financial impact is negligible.

The contract with QLD government for the Defence Hub is unaffected and delivers \$54,000 per annum in revenue.

COMMUNITY AND OTHER CONSULTATION

Consultation has been undertaken with local businesses, the Ipswich Chamber of Commerce, and the Defence Hub currently operating out of Fire Station 101. All have expressed support for the new membership fee structure and proposed use for Fire Station 101.

The changes have been/will be discussed with individual affected members of Fire Station 101, and transitional arrangements put in place.


CONCLUSION

With council's focus on supporting local small businesses, and with alternative private sector co-working and start-ups support established in the market, it is appropriate that the Council facility shifts its focus and in doing so, change the fee structure.

In order to enable this change of use for Fire Station 101, it is proposed that the availability of the venue as a co-working facility be restricted to 4 days per week (Saturday – Tuesday) and monthly membership options cease. A new daily booking fee of \$59 (inclusive of GST) is recommended.

By freeing-up the large communal space, currently used by monthly members, Firestation 101 will be able to provide capability building programming at scale.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1	Extract of Register of Fees and Charges - Proposed Fire Station 101 fee changes to commence 1 July 2021 ↓ 
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Ralph Breaden

COORDINATOR - LOCAL BUSINESS AND INVESTMENT

I concur with the recommendations contained in this report.

Cat Matson

MANAGER, ECONOMIC AND COMMUNITY DEVELOPMENT

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”

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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COMMUNITY DEVELOPMENT AND SERVICES

1 Home Assist

Home Assist – Labour Subsidy/Fee for Service (per hour)	\$61.00	-		#
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2 Tourism Services

2.1 Ipswich Visitors Information Centre

IVIC Merchandise – Selected items	Retail pricing applies	-		#
IVIC Booking Cancellation Fee: Cancellation of tourism bookings in line with specified terms and conditions	\$24.00	-		#
Other IVIC visitor services	Price on request	-		#
Printing and Photocopying	For self-service printing and photocopying, refer to Library print and photocopy service charges. For Council staff assisted printing and copying services, refer to Corporate Services print and photocopy service charges.	-		#

2.2 Ipswich Tourism Operators Network (ITON)

Promotional Services Fee: Members of Ipswich Tourism Operators Network (ITON) located within Ipswich City boundaries	No charge	-		
Industry Affiliate Fee: Ipswich Tourism Operators Network (ITON)	No charge	-		
Promotional Services Fee: Members of Ipswich Tourism Operators Network (ITON) located outside Ipswich City boundaries	\$165.00	-		#

3 Fire Station 101 Innovation Hub

3.1 Fire Station 101 Memberships

~~Monthly memberships are 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.~~

Fire Station 101 Members Day Pass	\$59.00	-\$33.00	-	#
Day Passes are valid for a single day for members on the drop-in plan. Contact Fire Station 101 for membership enquires and full terms and conditions.				
Fire Station 101 Membership (per calendar month)	\$165.00			#
Fire Station 101 Associate Access (per calendar month)	\$110.00			#
An associate can be an employee, cofounder, intern, volunteer or contractor of a member.				

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.1 Fire Station 101 Memberships [continued]

Fire Station 101 Members Access Card Replacement Fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"		#	
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~~**3.2 Fire Station 101 Facilitation Services**~~

Fire Station 101 Event Facilitation and Mentoring On request, subject to availability. Minimum 1 hour.	By quote		#	
Fire Station 101 Events hosting (major events) Hosting, facilitation and venue hire for events of more than one day, including but not limited to Hackathons.	By quote		#	
Other services provided by Fire Station 101 Customised services may be available on request.	By quote		#	

DRAFT