

SUPPLEMENTARY ITEMS

COUNCIL MEETING ON 23 MAY 2024

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Doc ID No: A10152281

This matter has been determined to be of a significant nature and approval has been given to refer this report to the Council as a supplementary item.

ITEM: 16.24

SUBJECT: BRISBANE LIONS PARTNERSHIP AGREEMENT

AUTHOR: GENERAL MANAGER (CORPORATE SERVICES)

DATE: 8 MAY 2024

EXECUTIVE SUMMARY

This is a report recommending a partnership agreement with Brisbane Lions-Fitzroy Football Club Limited trading as Brisbane Lions Football Club as a way to leverage the establishment of their headquarters in Ipswich and achieve higher value marketing, advocacy, economic and community outcomes.

This is a procurement report in the form of a Tender Consideration Plan pursuant to the requirements of section 230 of the *Local Government Regulation 2012* which deals with non-standard procurement matters and allows a local government to enter into a medium or large contractual agreement without first inviting written quotes or tenders, through the preparation and adoption of a Tender Consideration Plan.

RECOMMENDATION/S

- A. That pursuant to Section 230(1)(a) of the Local Government Regulation 2012 (Regulation), Council resolve to prepare a Tender Consideration Plan to enter into a Partnership Agreement with the Brisbane Bears – Fitzroy Football Club Limited.**
- B. That pursuant to Section 230(1)(b) of the Local Government Regulation 2012 (Regulation), Council resolve to adopt the Tender Consideration Plan to enter into a Partnership Agreement with the Brisbane Bears – Fitzroy Football Club Limited.**
- C. That in accordance with the Tender Consideration Plan, Council enter into a Partnership Agreement with the Brisbane Bears – Fitzroy Football Club Limited at a cost of \$300,000 per annum excluding GST, plus additional costs incurred in line with the partnership agreement, over the entire term, being three (3) years at a total cost of \$900,000 excluding GST.**
- D. That pursuant to Section 257(1)(b) of the Local Government Act 2009, Council resolve to delegate to the Chief Executive Officer the power to take “contractual action” pursuant to section 238 of the Regulation, in order to implement Council’s decision.**

RELATED PARTIES

- Brisbane Bears – Fitzroy Football Club Limited (ABN 43 054 263 473) trading as Brisbane Lions.

There are no discernible related party conflicts of interest associated with this report and its recommendations.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

In June 2022 the Brisbane Lions Chairman Andrew Wellington and Chief Executive Officer Greg Swann wrote to Council to advise of a \$3.3 million funding shortfall for the embellishment of sites 22A and 22B of Springfield Central Stadium for which they were approaching Commonwealth and State Government, Ipswich City Council, the AFL and corporate organisations.

Following a range of discussions on the matter, a report titled ‘Brighton Homes Arena, Springfield Central Stadium Project Funding’ was presented to the Ordinary Council Meeting of 25 August 2022 at which resolved all three recommendations, one of which was as follows:

C. That Council consider the additional funding request for \$3 million to the Brisbane Lions Football Club to meet additional costs necessary to implement and operationalise the Brighton Homes Arena within the Springfield Central Stadium, subject to Council approval.

In March 2023 Council received a proposal from the Brisbane Lions Chairman and Chief Executive Officer for a partnership arrangement delivering an enhanced value proposition for an additional funding request.

In June 2023, the Brisbane Lions Chief Executive Officer and senior executives of the Brisbane Lions Football Club presented their Destination Partnership Proposal to the Mayor and Councillors.

Following that meeting, Council executives worked with senior executives of the Brisbane Lions Football Club to develop a multifaceted partnership agreement which achieves higher value marketing, advocacy, economic and community outcomes – see confidential Attachment 1 for an itemisation of partnership benefits.

In August 2023 Ipswich City Council Chief Executive Officer Sonia Cooper circulated a briefing note to Mayor and Councillors on the Brisbane Lions Destination Partnership Proposal recommending that Council commit to a three-year agreement.

Following that communication Council executives continued to refine the proposed partnership benefits.

By December 2023 the partnership benefits were resolved and a draft partnership agreement was produced. At this point, the Ipswich City Council Chief Executive Officer decided to postpone executing the agreement to instead present the opportunity to the new 2024 Council in order to ensure maximum probity and transparency before committing the future Council to such a partnership.

The establishment of the Brisbane Lions headquarters, AFL and AFLW high performance training base, AFLW home ground and VFL home ground in Ipswich presents a unique opportunity for the city.

The purpose of the partnership agreement is to move beyond a lessor / lessee arrangement and pursue greater marketing, advocacy, economic and community benefits from having a tier one national sporting organisation taking a vested interest in the city.

The Agreement with the Brisbane Lions will provide Council with the benefits itemised in Attachment 1, they relate to categories of:

- Designation – acknowledgement as a Partner in all channels
- Brand and Activations – promotional activity via Brisbane Lions assets and channels
- Digital – inclusion across Brisbane Lions digital assets, channels and content
- Match Day Presenting Rights – Ipswich takeover of a Brisbane Lions AFL home game
- Economic Development – access to Brisbane Lions corporate network
- Major Events – attracting state and national championships and fixtures
- Health and Wellbeing – dedicated co-designed community programming
- Facility Access – use of Brighton Homes Arena for Council events and programming
- Advocacy – intellectual property and network support for Council’s priority projects
- Dedicated Partnership Personnel – to manage deliverables and support actions

In the refinement of the partnership benefits, both Ipswich City Council and Brisbane Lions staff identified particularly prominent opportunities in community outreach, health and wellbeing. Expanding on Council’s successful Active and Healthy Ipswich programming and introducing the Brisbane Lions’ own community programs, the Brisbane Lions will provide a dedicated Active and Healthy Ipswich resource in the Lions’ Community Team with the intention to appoint a suitably qualified Lions AFLW player.

Furthermore, through the partnership, Ipswich City Council and the Brisbane Lions are aiming to create and enhance formal development pathways including:

- Female Athlete and Sports Administrator Programs
- Lions Institute of Business and Sport (TAFE Queensland)

- Event Delivery and Hospitality Program

The three-year term allows for the partnership to be fully realised without committing Council to a horizon that it can't practically plan for. Being able to develop a phased implementation plan for the partnership over a three-year period ensures both parties can strategically and tactically maximise the benefits. The partnership will be monitored and evaluated to ensure delivery and assess performance.

The Brisbane Lions partnership agreement is a direct outcome and delivery action of the Ipswich Economic Development Strategy:

Pillar Four – Partnerships

- Partner with the Brisbane Lions and AFL to maximise the economic opportunity of the Brisbane Lions being headquartered in Springfield Central
- Partner with national and international brands to identify promotional opportunities for the city

The Brisbane Lions partnership agreement is a direct outcome and delivery action of the Ipswich Leveraging 2032 Roadmap to the Olympic and Paralympic Games:

Legacy Outcome 18 – Support and Showcase Local Multicultural Communities

- Support Multicultural Australia and the Brisbane Lions to deliver an inaugural Ipswich Mini Multicultural Games

The Brisbane Lions partnership agreement is a direct outcome and delivery action of the Ipswich Community Development Strategy:

Pillar 1 – Capacity Building and Resilience

- Community and charitable groups/organisations, services, businesses, and government agencies are working together to achieve goals that are driven by community aspirations

Pillar 2 – Wellbeing

- Council will work alongside community stakeholders to develop long term solutions to social challenges within the City of Ipswich
- Increased support and initiatives for health and wellbeing in local communities

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

This report and its recommendations are consistent with Council's Procurement Policy.

RISK MANAGEMENT IMPLICATIONS

There are no discernible risk management implications associated with this report or its recommendations.

FINANCIAL/RESOURCE IMPLICATIONS

Any funding commitment to the Brisbane Lions partnership agreement will be provided for within Council's 2024-2025 Operational Budget.

COMMUNITY AND OTHER CONSULTATION

- Ordinary Council Meeting of August 2022
- Mayor and Councillor Briefing of June 2023
- Mayor and Councillor Briefing Note of August 2023
- ICC CEO email to Mayor and Councillors of February 2024

The partnership benefits have been developed in consultation with Council's:

- Economic Development Section
- Community Services Section
- Sport and Recreation Section
- Destination Development Sections
- City Events Section
- Marketing Services Section

CONCLUSION

Given the unique nature of the recommended partnership agreement with the Brisbane Lions Football Club, a Tender Consideration Plan is being presented to Council for adoption as a non-standard procurement.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	<ul style="list-style-type: none">• That pursuant to Section 230(1)(a) of the Local Government Regulation 2012 (Regulation), Council resolve to prepare a Tender Consideration Plan to enter into a Partnership Agreement with the Brisbane Bears – Fitzroy Football Club Limited.

	<ul style="list-style-type: none"> • That pursuant to Section 230(1)(b) of the Local Government Regulation 2012 (Regulation), Council resolve to adopt the Tender Consideration Plan to enter into a Partnership Agreement with the Brisbane Bears – Fitzroy Football Club Limited. • That in accordance with the Tender Consideration Plan, Council enter into a Partnership Agreement with the Brisbane Bears – Fitzroy Football Club Limited at a cost of \$300,000 per annum excluding GST, plus additional costs incurred in line with the partnership agreement, over the entire term, being three (3) years at a total cost of \$900,000 excluding GST. <p>That pursuant to Section 257(1)(b) of the Local Government Act 2009, Council resolve to delegate to the Chief Executive Officer the power to take “contractual action” pursuant to section 238 of the Regulation, in order to implement Council’s decision</p>
(b) What human rights are affected?	No Human Rights are being affected by this decision.
(c) How are the human rights limited?	Not applicable.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable.
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

	CONFIDENTIAL
1.	Schedule 1 - BBFFC ICC Partnership Benefits
2.	Tender Consideration Plan - Brisbane Lions Partnership Agreement

Matt Smith
GENERAL MANAGER (CORPORATE SERVICES)

I concur with the recommendations contained in this report.

Matt Smith
GENERAL MANAGER (CORPORATE SERVICES)

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER, COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

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

Doc ID No: A9939461

This matter has been determined to be of a significant nature and approval has been given to refer this report to the Council as a supplementary item.

ITEM: 16.25

SUBJECT: COUNCIL AND COMMITTEE MEETING STRUCTURE INCLUDING MEMBERSHIP OF COUNCIL'S STANDING COMMITTEES

AUTHOR: MANAGER, EXECUTIVE SERVICES

DATE: 21 MAY 2024

EXECUTIVE SUMMARY

This is a report concerning options for Council in determining its meeting structure, timing and membership of its standing committees including Chairperson and Deputy Chairperson of each committee.

RECOMMENDATION/S

A. That in accordance with section 264 of the *Local Government Regulation 2012*, the following structure of standing committees be adopted:

- **Community and Sport**
- **Economic and Cultural Development**
 - **Advocacy Advisory Committee (Reporting to the Economic and Cultural Development Committee)**
- **Environment and Sustainability**
- **Finance and Governance**
 - **Regulation Advisory Committee (Reporting to the Finance & Governance Committee)**
- **Infrastructure and Assets**

B. That the responsibilities for each standing committee be as summarised below:

COMMITTEE	RESPONSIBILITY
Community and Sport	<ul style="list-style-type: none"> • Sport & Recreation • Community Development & Research • Library & Customer Services • Community Safety • Community Health & Education
Economic and Cultural Development	<ul style="list-style-type: none"> • Economic Development • Destination Development • Arts & Cultural Services • City Events & Marketing Services

	<ul style="list-style-type: none"> • Ipswich Central (Nicholas Street Precinct) Redevelopment • Ipswich Central Revitalisation • Advocacy Services (Reporting via the Advocacy Advisory Committee) • Olympics & Paralympics Games (Reporting via the Advocacy Advisory Committee)
<p>Environment and Sustainability</p>	<ul style="list-style-type: none"> • Animal Management <ul style="list-style-type: none"> ○ Biosecurity ○ Pest Plants ○ Animals • City Maintenance – Open Space • City Maintenance – Urban Forest & Natural Areas • Natural Environment & Land Management • Resource Recovery • Sustainability & Emergency Management
<p>Finance and Governance</p>	<ul style="list-style-type: none"> • Elected Council Support • Financial Services • Governance • ICT Services, Strategy & Project Delivery • Media & Communications • People & Culture • Procurement • Property & Facilities • Strategic & Corporate Planning • Workplace Health & Safety • Local Laws & Regulatory Compliance Services (Reporting via the Regulation Advisory Committee)
<p>Infrastructure and Assets</p>	<ul style="list-style-type: none"> • Animal Management <ul style="list-style-type: none"> ○ Domestic Animals ○ Animal Regulation • City Maintenance – Facilities • City Maintenance – Roads and Drainage • City Maintenance – Technical Support and Aquatic • Construction City Assets • Fleet • Infrastructure Strategy & Planning • Planning and Development

- C. That in accordance with section 264 of the *Local Government Regulation 2012*, the membership of Council’s standing committees, as detailed in Recommendation A above, be appointed as follows:

COMMITTEE	CHAIRPERSON	DEPUTY CHAIRPERSON	MEMBERS

- D. That the Ipswich City Council Standing Committees - Terms of Reference be amended as detailed in Attachment 1 subject to Annexure A being updated to reflect resolutions A, B and C above.

- E. That the committee meeting dates and times for 2024 be adopted as detailed in the table below:

COMMITTEE	MEETING DAY AND TIME	MEETING DATES
Community and Sport	Tuesday, 9.00 am * Meeting held on Thursday	11 June 2024 16 July 2024 13 August 2024 3 September 2024 15 October 2024 14 November 2024* 3 December 2024
Economic and Cultural Development	Tuesday - 10 minutes after the conclusion of the Community and Sport Committee or such later time as determined by the preceding committee * Meeting held on Thursday	11 June 2024 16 July 2024 13 August 2024 3 September 2024 15 October 2024 14 November 2024* 3 December 2024
Environment and Sustainability	Tuesday - 10 minutes after the conclusion of the Economic and Cultural Development Committee or such later time as determined by the preceding committee * Meeting held on Thursday	11 June 2024 16 July 2024 13 August 2024 3 September 2024 15 October 2024 14 November 2024* 3 December 2024

<p>Finance and Governance</p>	<p>Tuesday - 10 minutes after the conclusion of the Environment and Sustainability Committee or such later time as determined by the preceding committee</p> <p>* Meeting held on Thursday</p>	<p>11 June 2024 16 July 2024 13 August 2024 3 September 2024 15 October 2024 14 November 2024* 3 December 2024</p>
<p>Infrastructure and Assets</p>	<p>Tuesday - 10 minutes after the conclusion of the Finance and Governance Committee or such later time as determined by the preceding committee</p> <p>* Meeting held on Thursday</p>	<p>11 June 2024 16 July 2024 13 August 2024 3 September 2024 15 October 2024 14 November 2024* 3 December 2024</p>

- F. That the Chief Executive Officer, in consultation with the Mayor, Deputy Mayor and all councillors, be authorised to amend the committee meeting dates and times, if required, with notification of any amendment in accordance with section 254B(4) of the *Local Government Regulation 2012*.**

RELATED PARTIES

Nil

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Section 264 of the *Local Government Regulation 2012* permits a local government to appoint from its Councillors standing committees and advisory committees.

Committees are generally formed to permit a local government an additional forum to enable complex or strategic issues to be considered and discussed and allow a chairperson to be appointed by the council to take custody of a particular service area or areas.

At the post-election meeting held 11 April 2024, Council resolved to hold its ordinary meetings once per month, on a Thursday. In the preparation of this schedule, it was considered that when formed, meetings of the committees would also be held monthly on the Tuesday prior and placeholders were made and presented as part of this proposal.

In relation to the **Ipswich Central Redevelopment Committee (ICRC)**, there is currently a ministerial exemption applied for the disposal of valuable non-current assets (leases and sub-leases) associated with the Nicholas Street Precinct redevelopment.

The exemption conditions council to adhere to the sound contracting principles detailed in section 104(3) of the *Local Government Act 2009*, specifically through a number of safeguards to ensure openness and transparency with regard to the related transactions.

The conditions require that each lease/sublease be approved by the ICRC and then full council prior to its execution. This process is to be replicated for each retail and commercial lease and sub-lease arrangement.

Initial discussions on this requirement with department representatives have indicated that moving the responsibilities of the ICRC under another standing committee does not present any issues as the same safeguards to ensure openness and transparency will remain in place.

LEGAL IMPLICATIONS

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

Local Government Act 2009

Local Government Regulation 2012

- Section 12(4)(f) of the *Local Government Act 2009* states that the Mayor is a member of each standing committee of Council.
- Section 257(1) of the *Local Government Regulation 2012* states that a local government must meet at least once in each month.
- Section 264(1) of the *Local Government Regulation 2012* states that a local government may appoint standing committees from its councillors.
- Section 267(1) of the *Local Government Regulation 2012* states that a local government may appoint a chairperson of each committee.

POLICY IMPLICATIONS

The recommendations in this report remain consistent with the Meeting Procedures Policy and Meeting Conduct Policy.

RISK MANAGEMENT IMPLICATIONS

Nil.

FINANCIAL/RESOURCE IMPLICATIONS

With a similar number of standing committees being proposed, there are no significant or notable financial or resource implications arising from the recommendations.

COMMUNITY AND OTHER CONSULTATION

The Mayor, Deputy Mayor and all councillors have considered various options for the formation of standing committees. Consultation has also occurred with the Council Chief Executive Officer and General Managers.



CONCLUSION

There are various options available for Council decision-making forums. The proposed standing committee arrangement supported by advisory committees and portfolio leads as required is considered appropriate and provides adequate opportunity for oversight and direction by the elected Councillors.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	The decision to form standing committees and appoint chairpersons, deputy chairperson and members of each committee.
(b) What human rights are affected?	Nil
(c) How are the human rights limited?	Nil
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Nil
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	2024 Revised Committee Terms of Reference ↓ 
2.	Updated 2024-2025 Meetings Calendar ↓ 

Wade Wilson
MANAGER, EXECUTIVE SERVICES

I concur with the recommendations contained in this report.

Sonia Cooper
CHIEF EXECUTIVE OFFICER

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

Ipswich City Council Standing Committees

TERMS OF REFERENCE

Adopted at Council Ordinary Meeting of 27 July 2023

File name	ICC Standing Committees Terms of Reference
Version	5.10
Date	27/07/2023
Release state	APPROVED IN REVIEW
Approved by	Ordinary Council Meeting
Reviewed by	Governance & Transparency Committee
Approved date	27/07/2023
Objective reference	A0221757

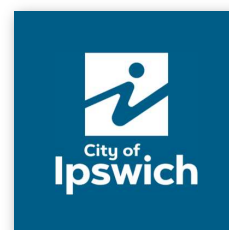




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1. Establishment

Ipswich City Council has established the following Standing Committee structure:

- ~~Growth, Infrastructure and Assets~~Waste Committee*
- ~~Finance and Governance and Transparency~~ Committee
- ~~Economic and Community, Cultural Development, Arts and Sport~~ Committee
- ~~Economic and Industry Development~~Community and Sport Committee
- Environment and Sustainability Committee
- ~~Ipswich Central Redevelopment~~ Committee

They are established in accordance with [section 264 of the Local Government Regulation 2012](#).

~~* in accordance with section 257 (1) (c) of the Local Government Act 2009 (Delegation of Local Government Powers), the Growth, Infrastructure and Waste Committee has delegated power.~~

2. Supporting Legislation and Policy

This document should be read in conjunction with the following legislative instruments:

- *Local Government Act 2009* ("the Act")
- Local Government Regulation 2012 ("the Regulation")
- Code of Conduct for Councillors in Queensland
- Ipswich City Council's Meeting Procedure Policy
- Ipswich City Council's Code of Conduct
- ~~Ipswich City Council's Good Governance Policy~~
- [Media and Corporate Communications Policy](#)

All committee members must abide by the local government principles as outlined in the Act which are:

- (a) Transparent and effective processes, and decision-making in the public interest
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services
- (c) Democratic representation, social inclusion and meaningful community engagement
- (d) Good governance of, and by, local government
- (e) Ethical and legal behaviour of councillors and local government employees.

3. Purpose

Council is committed to deliver increased transparency and accountability to its decision making process. This Terms of Reference for Standing Committees is intended to provide clear and specific information on the purpose, ~~scope, functions, and responsibilities, members and delegated authority (if any)~~services of that each committee is responsible for, as well as the scope, membership and delegated authority (if any).

The committees ~~carry some broad alignment~~ with ~~the~~ iFuture Corporate Plan ~~and~~ :

~~Vibrant and Growing~~

~~Safe, Inclusive and Creative~~

~~Natural and Sustainable~~

~~A Trusted and Leading Organisation.~~

~~council's core business services which ensures that matters considered by committees are focused on achieving strategic objectives and strategies of council.~~

Refer relevant Annexure for the purpose of each committee.

4. Scope and Limitations

Refer relevant Annexure for the scope of each committee.

For a matter requiring a decision to be made by Council, it is necessary for a report to be prepared, to be initially considered by the relevant Committee. Committees make recommendations for consideration of the full council at its Ordinary meeting.

Matters may only proceed straight to an Ordinary Council Meeting if:

- a. it does not relate to the scope of services of any Committee, or
- b. requires an urgent Council resolution (with express written authorisation by the Chair, Mayor and CEO).

Standing Committees have no delegated authority unless council delegates its authority to a committee in accordance with Section 257(1)(c).

The committees will follow the procedures for [committee](#) meetings of council as outlined in the Meeting Procedures Policy, ~~with the exception of the following matters which will not apply:~~

~~Opening Prayer~~
~~Public participation~~
~~Mayoral Minute~~
~~No standing to speak~~

The main function of the committees are to:

- provide a forum to enable complex or strategic issues to be discussed;
- receive and consider officer's reports in order to provide a recommended course of action to council to determine matters within the scope of the committee;
- where a committee has been delegated decision making authority, to determine matters within the scope of the committee at the discretion of the committee; and
- ensure the principles of good governance are applied to the decision making process.

Where matters being considered are of a wider interest to the community and require/or attract media attention, contact with media will only be undertaken in accordance with Council's Media and Corporate Communications Policy.

5. Authority / Delegation

The committees listed in section 1 have the power to only recommend a course of action to Council unless specifically noted.

Council may, by resolution, delegate powers under the Local Government Act or another Act to a committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with [section 257 \(Delegation of Local Government Powers\)](#) and [section 260 \(Local Government Delegations Register\)](#) of the Act.

5.1 Role and Responsibilities

The committees are charged with considering matters of policy, strategy and performance relating to the responsibilities and services outlined in the relevant Annexure. This in turn assists councillors to achieve their responsibilities as detailed in [Section 12 of the Act](#).

Refer relevant Annexure for the role and responsibilities of each committee.

6. Membership

Membership of the committees is outlined in the relevant Annexure [with the Mayor and Deputy Mayor a member of each Standing Committee](#).

Councillors may request appointment or removal from committee membership via the Committee. To enact the change, the Chair will move a motion at Committee recommending that the Councillor be appointed or removed. With the support of the committee, and upon Council resolution, the membership change will be enacted. [Changes to appointments will be considered permanent for the remainder of the term of Council](#).

[An alternative member may be appointed in accordance with s.266 of the Regulation](#)

Where [section 162 \(When a Councillor's office becomes vacant\)](#) of the Act, applies to any member of a committee, the membership immediately ceases.

6.1 Role of Committee Members

The role of a Committee Member is to consider and make recommendations on matters relating to the scope and responsibilities of the committee, as they align to council's Corporate and Operational Plans. Committee members will participate in policy development relevant to the achievement of council's corporate functions in relation to the current and future interests of the residents of the local government area.

Committee members are responsible for reading the agenda papers and accompanying reports in advance of committee meetings to:

- identify matters of particular interest to the council, committee or community;
- identify any matters which need clarification or additional information to help inform their view, and to contact the Chair or relevant Department Head for further information or advice before the meeting; and
- identify any agenda items where they may have a conflict of interest and take appropriate action as required by legislation.

[Membership allows councillors to gain a deeper understanding of strategic issues, objectives and strategies relating to the scope of the committee. As members, councillors can act as the community representative 'sounding board', and relay community views and sentiment in relation to a matter before the committee back to council. Generally, committee members are champions for the advancement of council's key priorities and decisions relevant to the committee area.](#)

[Members will be provided corporate support on strategic areas within their committee's focus. General managers will ensure that:](#)

- [members are made aware of any matters of strong public interest or community/stakeholder significance or any operational matters that may have a strategic impact on the council's performance or budget,](#)
- [members are across the relevant details of reports coming before the committee including being informed of any risks or implications of decisions on other levels of government or external bodies,](#)
- [chairpersons are aware of matters planned for consideration at future meetings.](#)

6.2 Appointment of Chairperson

The chairperson of the relevant committee shall be appointed by the council in accordance with [section 267 \(Chairperson of Committee\)](#) of the Regulation.

In the absence of the appointed Chairperson from a meeting, the Deputy Chairperson will Chair the meeting. In the absence of both the Chairperson and Deputy Chairperson, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 Role of Chairperson

The Chairperson is to ensure that the committee agenda meets the priorities set by the council for the committee and that processes adhere to Council's Meeting Procedure Policy.

Each Chair of a Standing Committee is required to:

- a. In consultation with senior management, set the meeting agenda
- b. Meet formally with senior management directly involved in the committee's area of responsibility
- c. Liaise and meet with subject matter experts, on an as required basis, on emerging council issues in relation to the Standing Committee's area of responsibility
- d. Peruse and consider all reports, papers and proposed recommendations before the meeting and consult with senior leaders and councillors as appropriate
- e. Lead Committee Members and meeting proceedings
- f. Ensure any powers delegated to the committee by council are properly exercised
- g. Be the point of contact for other councillors, and where appropriate, members of the public in relation to the Standing Committee's areas of responsibility.

In relation to the interaction of the Chairperson and members of the committee with staff, the committee members are to adhere to the Councillor Acceptable Requests Guidelines and Staff Interaction Policy.

The Chairperson is to facilitate open and constructive communication amongst committee members, encouraging their contribution to deliberations.

All requests for information and clarification are to be conducted within the committee meeting, as agreed by the committee.

The role of Chairperson allows that councillor to specialise in the areas relating to the relevant committee.

6.4 Role of Deputy Chairperson

The Deputy Chairperson will assume the roles and responsibilities of the Chairperson should the Chairperson be unable to fulfill their role.

6.5 Portfolio Lead

A Portfolio Lead (where appointed by the committee) will allow a committee member to take additional responsibility on behalf of the chair for one or more assigned responsibilities to support achievement of the committee's responsibilities. The role of Portfolio Lead allows that councillor to specialise in the assigned service category area relating to the relevant committee.

Each Portfolio Lead shall to:

- a. Meet formally with senior management as required for the assigned service category area of responsibility
- b. Liaise and meet with subject matter experts, on an as required basis, on emerging council issues in relation to the assigned service category area of responsibility; and
- c. Be an additional point of contact for other councillors, and where appropriate, members of the public in relation to a particular Service Category

~~6.4 Role of Deputy Chairperson~~

~~The Deputy Chairperson will assume the roles and responsibilities of the Chairperson should the Chairperson be unable to fulfill their role.~~

~~The Chairperson in consultation with committee members may assign the Deputy Chairperson one or more service categories to support achievement of the committee's responsibilities.~~

6.56.6 Admission of Non-members to Debate

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the relevant committee in accordance with Council's Meeting Procedure Policy. Where possible, non-members should sit in the observers gallery.

7. Meetings

All meetings of the committee shall be open to the public unless permitted under an Act or Regulation or as resolved by the relevant committee that the meeting be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of [section 254J \(Closed Meetings\)](#) of the Regulation.

7.1 Conduct

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the Meeting Conduct Policy and the Meetings Procedure Policy as well as the Code of Conduct for Councillors in Queensland.

7.2 Frequency and Location

Council's committee meetings will be held at the Council Chambers located at 1 Nicholas Street, Ipswich, pursuant to [section 257 \(Frequency and Place of Meetings\)](#) of the Regulation.

The Committees will meet on a schedule as resolved by the Council and in accordance with the council and committee meeting calendar.

[Advisory Committees will meet on a schedule as determined by the responsible committee.](#)

Although the committee shall meet monthly, the committee can also decide to meet more frequently as and when required by the members.

The schedule of meetings is to be adopted in November/December of each year for the following calendar year.

In accordance with [section 254B \(Public Notice of Meetings\)](#) of the Regulation the schedule of meetings must be published on the local government's website, and in other ways the local government considers appropriate.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee meeting dates. In such circumstances, any changes will be advised in accordance with legislative provisions.

7.3 Voting

The following practices apply to voting at the committee meeting:

- Each councillor is entitled to one vote and must be participating in the meeting in accordance with the Meetings Procedures Policy or the Local Government Regulation 2012.
- Voting at the committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by council).
- A councillor who is present at a committee meeting and entitled to vote but fails to vote (abstains) on a motion put to the meeting, that vote is counted as a vote in the negative. The councillor who abstains to vote may provide a reason for the minutes.
- A committee member may not award a proxy vote to another committee member.
- For all motions on the agenda and business paper the committee will record the names of those councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This clause extends to a meeting or part of a meeting that is closed to the public, noting that all motions must be moved in open session.
- Council will record all voting in a voting register managed by Meetings Coordination Section.

7.4 Quorum

A quorum of a committee is defined in accordance with [section 259 \(Quorum\)](#) of the Regulation:

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum.

7.5 Conflicts of Interest

All Members are required to deal with any conflict of interest in accordance with the [Local Government Act 2009, Chapter 5B - Councillors' conflicts of interest](#).

7.6 Agenda Distribution

The Agenda for all committees will be distributed in accordance with [section 254C \(Notice of Meetings\)](#) of the Regulation. Committee meeting agendas will be provided to councillors no later than close of business on the Friday prior to the meeting date.

The Agenda will be made available to the public in accordance with [254D \(Public availability of agendas\)](#) of the Regulation.

7.7 Reporting

The committees are required to keep formal minutes of their proceedings in accordance with [section 254F](#) of the Local Government Regulation 2012. Each [standing](#) committee will also provide a written report of its deliberations to the Ordinary Council Meeting.

7.8 Livestreaming

Meetings of all Standing Committees will be livestreamed. Committee recordings may differ to recordings of the Council Ordinary Meeting.

8. [SubAdvisory](#) Committees

In accordance with [section 265 of the Regulation](#), an Advisory Committee (or Sub-Committee) may be established by a Standing Committee [\(or Council\)](#) from time to time or as an ongoing arrangement to allow a greater focus on a particular service area, initiative, or project [and to assist with formulation of recommendations for consideration](#) of the Council. [If required, Aa](#) terms of reference, approved by the overarching committee, will define the [sub-advisory](#) committee's role, membership, meeting arrangements (including who is responsible for meetings coordination and secretariat functions) and reporting.

The committee may elect to include councillors, council officers or external representatives as ~~advisory sub-~~committee members where a subject matter expert is required. Meetings will occur on a frequency and schedule as determined by the committee.

The nature and type of reports made to a ~~sub-committee~~advisory committee will be in line with the service areas it is responsible for. The lead committee may also refer reports back to ~~the a sub- advisory~~ committee where further work or deliberation is required.

Advisory Sub-Committees are required to keep formal minutes of their proceedings in accordance with section 254F of the Regulation and must provide a written report of the committee’s deliberations and its advice or recommendations to the relevant responsible committee.

Sub-Advisory Committees may be disbanded when they have fulfilled their role as outlined in the terms of reference or at the request of the overarching Committee Chair or Council.

Where appropriate, a less formal advisory group may be formed in lieu of a advisory sub-committee (determined by the advice of the committee chair).

9. Review and Performance Evaluation

9.1 Terms of Reference

Each committee shall review these Terms of Reference once per calendar year or as and when required. The purpose, scope and roles and responsibilities of each committee as detailed in the relevant annexures should be reviewed for ongoing accuracy and to ensure the committee is receiving reports that are related to its areas of responsibility.

9.2 Performance Evaluation

Each committee shall undergo a self-assessment process annually to ensure alignment with these Terms of Reference and to ensure the services, responsibilities and business of the committee is being dealt with in an efficient and effective manner and in accordance with the Act. enhance the effectiveness and relevance of the committee. The Chairperson in consultation with the members of the committee will advise the Meetings Coordination Manager at least annually of the ongoing performance of the committee and make any recommendations for considerations by the full council.

10. Definitions

Ipswich City Council Core Business Services means the core business services listed in the current financial year Annual Plan adopted by Council. The Core Business Services is a section of the Annual Plan available on Council’s website.

Version control

VERSION	REASON FOR CHANGE	COUNCIL/COMMITTEE CONSIDERATION DATE	COUNCIL ADOPTION DATE
V1		Ordinary Council Meeting	28 July 2020
V2	Revised Committee Structure	Ordinary Council Meeting	27 August 2020
V3	Administrative TOR Review	Ordinary Council Meeting	9 December 2021
V3.1	Reviewed in response to Notice of Motion by Cr Madsen, Council Ordinary Meeting, 24/02/2022	Governance and Transparency Committee 13 October 2022	-
V4	Adopted	Ordinary Council Meeting	27 October 2022
V4.1	Membership change	Ordinary Council Meeting	8 December 2022
V4.2	Update to GIW Committee delegation	Ordinary Council Meeting	19 January 2023
V5.0	Membership and scope change	Ordinary Council Meeting	27 July 2023
<u>V5.1</u>	<u>Review at start of 2024 term.</u>		

CALENDAR - April 2024 - January 2025 - IPSWICH CITY COUNCIL - COUNCIL MEETING CALENDAR (As at CI Post-Election Mtg of 11 April 2024)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue								
APR								1 Easter Monday	2	3	4	5	6	7	8	9	10	11 Post-Election Meeting	12	13	14	15	16	17	18	19	20	21	22	23 Annual Plan and budget 10-12.30 Workshop 1.30 - 3.30	24	25 ANZAC Day	26	27	28	29	30	APR
MAY			1	2	3	4	5	6 Labour Day	7 Annual plan & Budget 10-12	8	9 CoMSEQ Strategy day & board mtg	10 CoMSEQ Strategy day & board mtg	11	12	13	14 B/W 9-4	15	16	17 Ipswich Show Holiday	18	19	20	21 Annual plan & Budget 9-12	22 PIA Conf CoMSEQ State Deleg to Qld Parl	23 Council PIA Conf CoMSEQ State Deleg to Qld Parl	24 PIA Conf	25	26	27	28	29	30 Audit & Risk 9.30 - 12.30pm	31	MAY				
JUN						1	2	3	4 B/W 9-4	5	6	7	8	9	10	11 Committees	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	JUN		
JUL	1	2 ALGA Conf	3 ALGA Conf	4 ALGA Conf	5	6	7	8	9 B/W 9-4	10	11	12	13	14	15	16 Committees	17	18	19	20	21	22	23	24	25 Council	26	27 Anniv Korean War	28	29	30	31	JUL						
AUG				1	2	3	4	5	6 B/W 9-4	7	8	9	10	11	12	13 Committees	14 Brisbane Ekka Holiday	15 Audit & Risk 9.30 - 12.30pm	16 CoMSEQ	17	18	19	20	21 CoMSEQ Fed Deleg #1	22 Council	23 CoMSEQ Fed Deleg #1	24	25	26	27 B/W 9-4	28	29	30	31	AUG			
SEP						1	2	3	4 Committees	5	6	7 CoMSEQ	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	SEP		
OCT		1	2	3	4	5	6	7	8 Monarch's Birthday	9 B/W 9-4	10 Audit & Risk 9.30 - 12.30pm	11	12	13	14	15 Committees	16	17	18	19	20	21 LGAQ Conf	22 LGAQ Conf	23 LGAQ Conf	24 Council	25	26	27	28	29	30	31	OCT					
NOV				1	2	3	4	5	6	7 Budget Strategy Setting Workshop	8	9	10	11	12 B/W 9-4	13 Audit & Risk 9.30 - 12.30pm	14 Committees	15	16	17	18	19	20	21	22 CoMSEQ	23	24	25	26	27	28	29	30	31	NOV			
DEC						1	2	3	4 Committees	5	6	7	8	9	10	11	12 Council	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DEC	
JAN 2025		1 New Years Day	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30 Council	31	JAN					

B/W Councillor Briefing Session/Workshop 9.00am - 4.00pm Council Ordinary Meetings - 9.00 am Briefings/Workshops - 9.00 am
 CTEES Committee Meetings Morning Tea = 10.00 am (Council) Lunch = 12.00 pm (Council) All other meetings = as determined

Council Ordinary Meetings are held in the Council Chambers at 1 Nicholas Street, Ipswich unless otherwise determined

- School Holidays
- Public Holidays
- Committees - commencing 9 am
- Council meetings - 9am
- Audit & Risk Mgmt Ctee - 9.30 - 12.30
- Budget briefings
- Briefings/Workshops - 9-4pm

PIA Conference - Planning Institute of Australia Congress - 22 - 24 May - Melbourne
 LGAQ Conf - Local Government Association of Queensland Inc - 21 - 23 October 2024 - Gold Coast
 ALGA - Australian Local Government Association National General Assembly 2 - 4 July - Canberra
 COMSEQ Meetings - 9&10 May - 22&23 May - 16 Aug - 21&22 Aug - 6 Sept - 22 Nov - 27&28 Nov