



City of
Ipswich

AGENDA

FINANCE AND GOVERNANCE COMMITTEE

Tuesday, 19 August 2025

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

Council Chambers, Level 8
1 Nicholas Street, Ipswich

<u>MEMBERS OF THE FINANCE AND GOVERNANCE COMMITTEE</u>	
Councillor Paul Tully (Chairperson) Councillor Jacob Madsen (Deputy Chairperson)	Mayor Teresa Harding Deputy Mayor Nicole Jonic Councillor Marnie Doyle Councillor Andrew Antoniolli Councillor Jim Madden

FINANCE AND GOVERNANCE COMMITTEE AGENDA

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** Item includes confidential papers

FINANCE AND GOVERNANCE COMMITTEE NO. 2025(07)

19 AUGUST 2025

AGENDA

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

1. ****PROPOSED DISPOSAL OF VALUABLE NON-CURRENT LAND ASSETS**

This is a report concerning a recent review of Council's 'Program 43' (Corporate Services Department) land portfolio which has identified land considered surplus to Council's needs and seeks approval from Council to proceed with the disposal of these assets.

RECOMMENDATION

- A. That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tenders for the disposal of land as described in Attachment 1, to the Purchaser(s), or;
- B. That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that an exception at section 236(1) of the Regulation applies to the disposal of land as described in Attachment 1;
- C. That for each sale, Council enter into a contractual arrangement with the Purchaser(s) at an approximate sale price no less than the market value of the land (excluding GST), payable to Council.
- 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.

CONFIRMATION OF MINUTES

2. CONFIRMATION OF MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE NO. 2025(06) OF 22 JULY 2025

RECOMMENDATION

That the minutes of the Finance and Governance Committee held on 22 July 2025 be confirmed.

OFFICERS' REPORTS

3. DISPOSAL OF EASEMENTS OVER COUNCIL LAND TO ENERGEX LIMITED FOR ELECTRICITY WORKS IN WHITE ROCK

This is a report concerning the disposal of two (2) Easements over Council Program 30 land in favour of Energex Limited. The Easement will facilitate the installation and maintenance of electricity lines supplying newly developed residential areas within White Rock.

RECOMMENDATION

- A. That Council resolve pursuant to Section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemption referred to in Section 236(1)(b)(i) of the Regulation applies for the disposal of interest in Part of Land at:
- (i) 119 Explorers Road, White Rock, more particularly described as Lot 1098 on SP339201; and
 - (ii) 1 Wheeler Street, White Rock, more particularly described as Lot 998 on SP339200,
- ("the Land"), by way of Easement agreements for electricity works purpose between Council and Energex Limited.
- B. That pursuant to Section 257(1)(b) of the *Local Government Act 2009* Council resolve to delegate the power to the Chief Executive Officer to be authorised to negotiate and finalise the terms of the proposed Easements as detailed in Recommendation A, for electricity works purpose.
-

4. **REPEAL OF PREVIOUS COUNCIL DECISIONS FOR PROPOSED ACQUISITIONS OF LAND IN RIPLEY AND FLINDERS VIEW

This is a report concerning the repeal of two (2) previous Council decisions. Recommendation A relates to a proposed property acquisition for the Ripley and Fischer Road Upgrade project and Recommendation B relates to a proposed strategic land acquisition in Flinders View.

RECOMMENDATION

- A. That the previous decision of Council, as per Item No. 4 of the Finance and Governance Committee on 18 February 2025 and adopted at the Council Ordinary meeting of 27 February 2025, be repealed.
- B. That the previous decision of Council, as per Item No. 16.6 adopted at the Council Ordinary meeting of 12 September 2024, be repealed.

5. **PROCUREMENT OF LIBRARY RESOURCES

This is a report concerning the establishment of preferred supplier arrangements with four (4) suppliers for the provision of Library Collection Resources to Ipswich City Council.

RECOMMENDATION

- A. That pursuant to Section 233 of the *Local Government Regulation 2012* (Regulation), Council establish Preferred Supplier Arrangements for the provision of Library Collection Resources with the suppliers detailed in Confidential Attachment 1 -VP456168 Recommendation To Award (RTA) - Library Collection Resources (A11711423) of this report.
- B. That pursuant to Section 233(8) of the Regulation, Council resolve that it is satisfied that a term longer than two (2) years will result in better value for Council.
- C. That under the Preferred Supplier Arrangement, Council's estimated spend will be \$4.3M excluding GST over the entire five (5) year term, being a term of three (3) years, with options for extension at the discretion of Council (as purchaser), of an additional one (1) year plus one (1) year terms.
- D. That Council may enter into a contractual arrangement with any of the suppliers mentioned in confidential Attachment 1.
- E. For those individual contractual arrangements that exceed \$2,000,000 excluding GST, 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 in accordance with section 13(3) of the *Local Government Act 2009*.

6. MINOR AMENDMENTS TO FEES AND CHARGES - PLANNING AND DEVELOPMENT

This is a report concerning minor amendments to the 2025-2026 Register of Fees and Charges - Planning and Development section.

RECOMMENDATION

That the proposed amendments to Fees and Charges for planning and development, as outlined in Attachment 1, be adopted.

7. **COMMITTEE TERMS OF REFERENCE - ANNUAL REVIEW**

This is a report concerning the annual review and performance evaluation of the Ipswich City Council Standing Committees Terms of Reference.

RECOMMENDATION

That the revised Ipswich City Council Standing & Advisory Committees Terms of Reference (Attachment 2) be adopted.

NOTICES OF MOTION

MATTERS ARISING

QUESTIONS / GENERAL BUSINESS

Doc ID No: A11710119

ITEM: 1

SUBJECT: PROPOSED DISPOSAL OF VALUABLE NON-CURRENT LAND ASSETS

AUTHOR: SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

DATE: 19 JUNE 2025

EXECUTIVE SUMMARY

This is a report concerning a recent review of Council's *'Program 43'* (Corporate Services Department) land portfolio which has identified land considered surplus to Council's needs and seeks approval from Council to proceed with the disposal of these assets.

RECOMMENDATION/S

- A. That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tenders for the disposal of land as described in Attachment 1, to the Purchaser(s), or;
- B. That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that an exception at section 236(1) of the Regulation applies to the disposal of land as described in Attachment 1;
- C. That for each sale, Council enter into a contractual arrangement with the Purchaser(s) at an approximate sale price no less than the market value of the land (excluding GST), payable to Council.
- 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

There was no declaration of any conflicts of interest.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

A portion of Council's land portfolio (*Program 43*) has recently been assessed in accordance with both the *Property Acquisition and Disposal Policy* and the *Disposal of Council Owned Property Procedure*. The assessment has identified parcels of land (Property) considered surplus to Council's needs (Attachment 1) and as such are being recommended for disposal.

The disposal of Property provides an opportunity to release capital for Council while eliminating costs and resourcing impacts associated with any ongoing maintenance obligations.

The assessment process involved sorting Property into the following categories:

- A. Capital gain:** Properties of considerable market value, to be offered on the open market by either Tender or Auction.
- B. Resource saving and administrative tidy-up:** Properties with minimal market value, to be offered to adjoining landowner(s). Noting that should there be no interest from an adjoining owner or more than one adjoining owner expresses an interest, the property would then progress to Tender or Auction.
- C. Potential housing outcome:** Properties identified as medium/high density residential that require further consideration as a potential social and/or affordable housing outcome considering Council's Local Housing Action Plan.
- D. Require further action:** Properties that require legal input, administrative changes or an alternate approach before they would be considered marketable.
- E. Unlikely to sell:** Properties that are currently not marketable due to land constraints, location and/or topography.
- F. Retained:** Properties that will be retained for operational and/or strategic reasons identified during the internal stakeholder review process for current or future use.

The Properties listed in Attachment 1 consist of Category A and B assets.

LEGAL IMPLICATIONS

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

Local Government Regulation 2012

Land Titles Act 1994

Property Law Act 1974

POLICY IMPLICATIONS

These recommendations are consistent with Council's *Property Acquisition and Disposal Policy* and *Disposal of Council Owned Property Procedure*.

RISK MANAGEMENT IMPLICATIONS

Risks considered in association with approving the recommendations include the unidentified future need for the Property; and selling in the current market may mean that Council misses a potentially higher capital gain in a future (possibly stronger) market.

Risks considered in association with not approving the recommendations include the continued expenditure of funds and resources towards Property maintenance; withholding

local economical outcomes (commercial/industrial investment); and ongoing risk of illegal trespass/occupation of vacant buildings.

FINANCIAL/RESOURCE IMPLICATIONS

- The disposal of land will release capital through current market-value transactions.
- Costs associated with the disposal of Property may include marketing, valuation, conveyancing, and auctioneer services.
- Property disposed by an exemption under the *Local Government Regulation 2012* may avoid marketing and auctioneer fees.
- Duty tax and transfer fees are payable by the purchaser.
- Capital released from the disposal of (*Program 43*) Property will be managed by Council's Corporate Services Department.

COMMUNITY AND OTHER CONSULTATION

During the due diligence process, internal stakeholders were consulted for commentary around any current or future use of Property within the portfolio and any concerns or perceived risks in their proposed disposal. Internal stakeholders included City Design; Infrastructure Strategy Hydraulics; Natural Areas Urban Forest; Open Space and Facilities; Planning and Development; Sport and Recreation; Strategic Construction Planning; and Transport Planning.

The due diligence process also included searches and liaison with State Government departments associated with the Environmental Management Register, Contaminated Land Register and Aboriginal or Torres Strait Islander Cultural Heritage.

The feedback received from the internal and external engagement exercises is detailed on the property summary sheets within Attachment 1.

Council officers met with the Executive Leadership Team in May 2025 and further presented at a Councillor Briefing Session in June 2025 seeking direction and feedback on the approach used to identify surplus land to be then brought before Council for approval of their disposal.

CONCLUSION

Property Services wish to progress the proposed disposal of the Property identified in Attachment 1. This land has been identified as surplus to Council's needs and provides an opportunity to release capital to Council and reduce budget and resources around the ongoing maintenance of these Properties.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Council to dispose of freehold land pursuant to Section 228, Section 236(1)(a) or 236(1)(c)(iv) of the <i>Local Government Regulations 2012</i> .
(b) What human rights are affected?	No human rights are affected by this decision as Council is a local government organisation and only individuals have human rights. End of assessment.
(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.	Site Disposal Summary
2.	Proposed Disposal of Surplus Land/Property - ELT Report - 13 May 2025
3.	Disposal Process for Surplus Property - Councillor Briefing Session - 12 June 2025

Bianca Gaudry

SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

I concur with the recommendations contained in this report.

Alicia Rieck

PROPERTY SERVICES MANAGER

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER CORPORATE SERVICES

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

FINANCE AND GOVERNANCE COMMITTEE NO. 2025(06)

22 JULY 2025

MINUTES

COUNCILLORS' ATTENDANCE:

Councillors Jacob Madsen (Deputy Chairperson), Deputy Mayor Nicole Jonic, Councillors Andrew Antonioli and Jim Madden and Councillor Pye Augustine (Observer) and David Martin (Observer)

COUNCILLOR'S APOLOGIES:

Councillor Paul Tully (Chairperson), Mayor Teresa Harding and Councillor Marnie Doyle

OFFICERS' ATTENDANCE:

Chief Executive Officer (Sonia Cooper), General Manager Corporate Services (Matt Smith), General Manager Planning and Regulatory Services (Brett Davey), General Manager (Asset and Infrastructure Services (Seren McKenzie), Acting General Manager, Environment and Sustainability (David McAlister), General Manager, Community, Cultural and Economic Development (Ben Pole), Chief Financial Officer (Christina Binoya), Property Services Manager (Alicia Rieck), Manager Procurement (Tanya Houwen), Manager, Libraries and Customer Services, Precinct Director (James Hepburn), Senior Community Funding Officer (Sarah Sheehy), Good and Services Category Manager (Tin Steinhardt), Manager, Works and Field Services (Sonia Gollschewski), Field Services Manager (Michael Jordan), Media, Communications and Engagement (Mark Strong), Senior Media Officer (Darrell Giles), Community and Sport Manager (Melissa Dower) and Theatre Technician (Max Moylan)

In the absence of the Chairperson (Councillor Paul Tully), the Deputy Chairperson (Councillor Jacob Madsen), chaired the meeting.

LEAVE OF ABSENCE

RECOMMENDATION

Moved by Councillor Jacob Madsen:

Seconded by Councillor Andrew Antonioli:

That a leave of absence be granted for Mayor Teresa Harding, Councillor Paul Tully and Councillor Marnie Doyle for the Finance and Governance Committee.

AFFIRMATIVE

Councillors:

Madsen

Jonic

Antonioli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

Councillor Jacob Madsen (Deputy Chairperson) delivered the Acknowledgement of Country

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

MATTER ON NOTICE – TIMEFRAME FOR 2023-2024 IPSWICH ARTS FOUNDATION TRUST FINANCIAL STATEMENTS

Councillor Paul Tully queried the time taken for Item 4 titled 2023-2024 Ipswich Arts Foundation Trust Financial Statements and Management Representation letter to come before committee.

The General Manager, Community, Cultural and Economic Development to circulate a response to all councillors.

RESPONSE

Response provided via email from the General Manager Community, Cultural and Economic Development provided on 9 July 2025.

‘The delay of the completion of the IAFI audit was due to delays in providing QAO information they needed to complete their audit activities, as well as a change in the audit team members. Although QAO have appointed a new audit manager this year, it is anticipated that the audit for 2024-2025 will be completed in a timelier manner as the IAFI are aware of the types of information QAO require for their annual audit.’

1. LEASE OVER FREEHOLD LAND AT 1 TURNBERRY WAY, BROOKWATER - OAKMONT PARK

This is a report concerning a proposed new lease over freehold land located at 1 Turnberry Way, Brookwater (Oakmont Park) between Ipswich City Council (**Council**) and the Body Corporate for Brookwater Home Owners Club Community Titles Scheme 29222 (**BHOC**).

At the Finance and Governance Committee of 13 August 2024, it was recommended that this matter be deferred until the September meeting of the Finance and Governance Committee.

The matter experienced additional delays due to ongoing consultation with the Minister for Housing, Local Government, and Planning regarding a ministerial exemption for the disposal of a valuable non-current asset. It was determined that Council may apply the exemption under section 236(1)(b)(ii) of the Local Government Regulation, to dispose a valuable non-current asset to a community organisation, a Body Corporate is considered a community organisation as they are prohibited from conducting business under the *Body Corporate and Community Management Act 1997*.

RECOMMENDATION

Moved by Deputy Mayor Nicole Jonic:

Seconded by Councillor Andrew Antonioli:

- A. That Council resolve to surrender the existing lease at 1 Turnberry Way, Brookwater more particularly described as part of Lot 124 and Plan SP214127 to Body Corporate for Brookwater Home Owners Club Community Titles Scheme 29222 (Lessee), for park purpose.**
- B. That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception at section 236(1)(b)(ii) of the Regulation applies to the disposal of interest in land at 1 Turnberry Way, Brookwater more particularly described as part of Lot 124 and Plan SP214127, for park purpose, because Body Corporate for Brookwater Home Owners Club Community Titles Scheme 29222 is a community organisation.**
- C. That Council enter into a new lease (Council file reference number 6214) with Body Corporate for Brookwater Home Owners Club Community Titles Scheme 29222 (Lessee):**
 - (i) at an annual rent of \$1.00 excluding GST, payable to Council if demanded; and**
 - (ii) for a term expiring 20 November 2063, with no options for extension.**

AFFIRMATIVE

Councillors:

Madsen

Jonic

Antonioli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

CONFIRMATION OF MINUTES

2. CONFIRMATION OF MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE
NO. 2025(05) OF 10 JUNE 2025

RECOMMENDATION

Moved by Councillor Jim Madden:

Seconded by Deputy Mayor Nicole Jonic:

That the minutes of the Finance and Governance Committee held on 10 June 2025 be confirmed.

AFFIRMATIVE

Councillors:

Madsen

Jonic

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

OFFICERS' REPORTS

3. AMENDMENT OF TERM FOR LEASE OVER SHOP 3321 AND 3322, REDBANK PLAZA
- REDBANK PLAZA LIBRARY

This is a report concerning an amended term of lease over the Redbank Plaza Library (Shop 3321 and 3322, Redbank Plaza) between YFG Shopping Centres Pty Ltd as Trustee under Instrument No. 706343317 and Trondage Enterprises Pty Ltd (Lessor) and Ipswich City Council (Council).

RECOMMENDATION

Moved by Councillor Andrew Antoniolli:

Seconded by Councillor Jim Madden:

That the term for lease over the Redbank Plaza Library (Shop 3321 and 3322, Redbank Plaza) be amended from a term of five (5) years to a term of seven (7) years.

AFFIRMATIVE

Councillors:

Madsen

Jonic

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

4. PROCUREMENT: NICHOLAS STREET PRECINCT AND ASSET MANAGEMENT SERVICES

This is a report concerning the establishment of a contractual arrangement for Nicholas Street Precinct and Asset Management Services.

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

RECOMMENDATION

Moved by Councillor Andrew Antonioli:

Seconded by Deputy Mayor Nicole Jonic:

- A. **That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tender No. 241210-000187 for the provision of Nicholas Street Precinct and Asset Management Services to the supplier detailed in Confidential Attachment 1 - RTA – Nicholas St Precinct and Asset Management.**
- B. **That Council enter into a contractual arrangement with the Supplier at an approximate purchase price of \$7,825,000 excluding GST over the entire term, being a term of three (3) years, with options for extension at the discretion of Council (as purchaser), of an additional two (2) X three (3) year terms.**
- C. **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.**

AFFIRMATIVE

Councillors:

Madsen

Jonic

Antonioli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

5. PROCUREMENT: SIGNIFICANT CONTRACTING PLAN - GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

This is a report concerning a Significant Contracting Plan for Grounds Maintenance and associated services.

The Significant Contracting Plan is required in accordance with Chapter 6, Part 2, s221 of the *Local Government Regulation 2012* for any contract/s with a total expected term over 10 years or a value equal to or exceeding \$7,000,000 (ex. GST). Significant Contracting Plans must be adopted by Council prior to awarding a contract.

RECOMMENDATION

Moved by Deputy Mayor Nicole Jonic:

Seconded by Councillor Andrew Antonioli:

That pursuant to Section 221 of the *Local Government Regulation 2012* (Regulation), Council make and adopt the Significant Contracting Plan for Grounds Maintenance and Associated Services as detailed in Attachment 1.

AFFIRMATIVE

Councillors:

Madsen

Jonic

Antonioli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

6. REVISED COUNCILLOR DISCRETIONARY FUNDING POLICY

This is a report concerning proposed amendments to the Councillor Discretionary Funding Policy.

RECOMMENDATION

Moved by Councillor Jim Madden:

Seconded by Councillor Andrew Antonioli:

That the revised policy titled Councillor Discretionary Funding Policy as detailed in Attachment 2 be adopted.

AFFIRMATIVE

Councillors:

Madsen

Jonic

NEGATIVE

Councillors:

Nil

Antoniolli
Madden

The motion was put and carried.

7. MONTHLY FINANCIAL PERFORMANCE REPORT - JUNE 2025

This is a report concerning Ipswich City Council's (**Council**) financial performance for the period ending 30 June 2025, submitted in accordance with section 204 of the *Local Government Regulation 2012*.

RECOMMENDATION

Moved by Deputy Mayor Nicole Jonic:
Seconded by Councillor Jim Madden:

That the report on Council's financial performance for the period ending 30 June 2025, submitted in accordance with section 204 of the *Local Government Regulation 2012*, be considered and noted by Council.

AFFIRMATIVE

Councillors:

Madsen

Jonic

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

QUESTIONS / GENERAL BUSINESS

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 10.39 am.

The meeting closed at 10.52 am.

Doc ID No: A11846721

ITEM: 3

SUBJECT: DISPOSAL OF EASEMENTS OVER COUNCIL LAND TO ENERGEX LIMITED FOR
ELECTRICITY WORKS IN WHITE ROCK

AUTHOR: SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

DATE: 28 JULY 2025

EXECUTIVE SUMMARY

This is a report concerning the disposal of two (2) Easements over Council Program 30 land in favour of Energex Limited. The Easement will facilitate the installation and maintenance of electricity lines supplying newly developed residential areas within White Rock.

RECOMMENDATION/S

- A. That Council resolve pursuant to Section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemption referred to in Section 236(1)(b)(i) of the Regulation applies for the disposal of interest in Part of Land at:**
- (i) 119 Explorers Road, White Rock, more particularly described as Lot 1098 on SP339201; and**
 - (ii) 1 Wheeler Street, White Rock, more particularly described as Lot 998 on SP339200, ("the Land"), by way of Easement agreements for electricity works purpose between Council and Energex Limited.**
- B. That pursuant to Section 257(1)(b) of the *Local Government Act 2009* Council resolve to delegate the power to the Chief Executive Officer to be authorised to negotiate and finalise the terms of the proposed Easements as detailed in Recommendation A, for electricity works purpose.**

RELATED PARTIES

- Energex Limited (Energex)
- Intrapac Property Pty Ltd (the Applicant)
- There is no declaration of conflicts of interest.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

To facilitate the rapid growth in the White Rock development areas, Energex Limited will install electrical infrastructure to the Applicant's White Rock development (Development).

An Easement is required along the north-eastern boundary of Lot 1098 on SP339201, the Easement will adjoin existing reserve and together meet Energex minimum access requirements for servicing electrical infrastructure, the total area of the Easement is estimated at 41 square meters.

An Easement is also required across Lot 998 on SP339200 for the provision of electricity from Stage 9 to Stage 14 of the Development. The design ensures that current Energex standards are met to ensure compliant power supply. The total area of the Easement is estimated at 47 square meters.

LEGAL IMPLICATIONS

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

Local Government Act 2009

Local Government Regulation 2012

Land Titles Act 1994

POLICY IMPLICATIONS

This report and the recommendations contained within are consistent with the *Property Acquisition and Disposal Policy*.

RISK MANAGEMENT IMPLICATIONS

The Electricity Works Easements will ensure the compliant supply of power to these new residential areas.

FINANCIAL/RESOURCE IMPLICATIONS

All costs associated with the establishment of the new Easements will be at the expense of the Applicant, including the registration of documents with Titles Queensland.

COMMUNITY AND OTHER CONSULTATION

Internal consultation has occurred between the Open Space, Facilities, Road Corridor Management and Property Services Teams. Liaison between Council officers and the Applicant continue to discuss the location and requirements of both Easements.

The proposed Easements are supported by internal and external stakeholders.

CONCLUSION





It is recommended that Council support the disposal of the proposed Easements for Electricity Works purpose to Energex, located on part of land at 119 Explorers Road, White

Rock and 1 Wheeler Road, White Rock. It is further recommended that there be a consideration five-thousand dollars (\$5,000) plus GST to Council for each of these interests.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Disposal of interest in parts of land for two (2) Electricity Works Easements.
(b) What human rights are affected?	Energex Limited and Council are not individuals and only individuals have human rights. End of assessment
(c) How are the human rights limited?	Not applicable.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable.
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Title Search - Lot 1098 on SP339201 ↓ 
2.	Title Search - Lot 998 on SP339200 ↓ 
3.	Proposed Easement over Lot 1098 on SP339201 ↓ 
4.	Proposed Easement over Lot 998 on SP339200 ↓ 

Bianca Gaudry

SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

I concur with the recommendations contained in this report.

Alicia Rieck

PROPERTY SERVICES MANAGER

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER CORPORATE SERVICES

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

6/3/25, 10:03 AM

about:blank

INTERNAL CURRENT TITLE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 03/06/2025 10:03
Title Reference: 51353625
Date Created: 04/07/2024

Previous Title: 51344475

REGISTERED OWNER

Dealing No: 723359762 28/06/2024

IPSWICH CITY COUNCIL TRUSTEE
UNDER INSTRUMENT 723359762

ESTATE AND LAND

Estate in Fee Simple

LOT 1098 SURVEY PLAN 339201
Local Government: IPSWICH

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Deed of Grant No. 10362028 (POR 181)

ADMINISTRATIVE ADVICES

Dealing	Type	Lodgement Date	Status	Location
715726658	VEG NOTICE	22/04/2014 15:04	CUR	TA-GEN -00
	VEGETATION MANAGEMENT ACT 1999			
715726661	VEG NOTICE	22/04/2014 15:05	CUR	TA-GEN -00
	VEGETATION MANAGEMENT ACT 1999			

UNREGISTERED DEALINGS - NIL

** End of Current Title Search **

Title Reference: 51364660
Date Created: 29/10/2024

Previous Title: 51361336

REGISTERED OWNER

Dealing No: 723618587 23/10/2024

IPSWICH CITY COUNCIL TRUSTEE
UNDER INSTRUMENT 723618587

ESTATE AND LAND

Estate in Fee Simple

LOT 998 SURVEY PLAN 339200
Local Government: IPSWICH

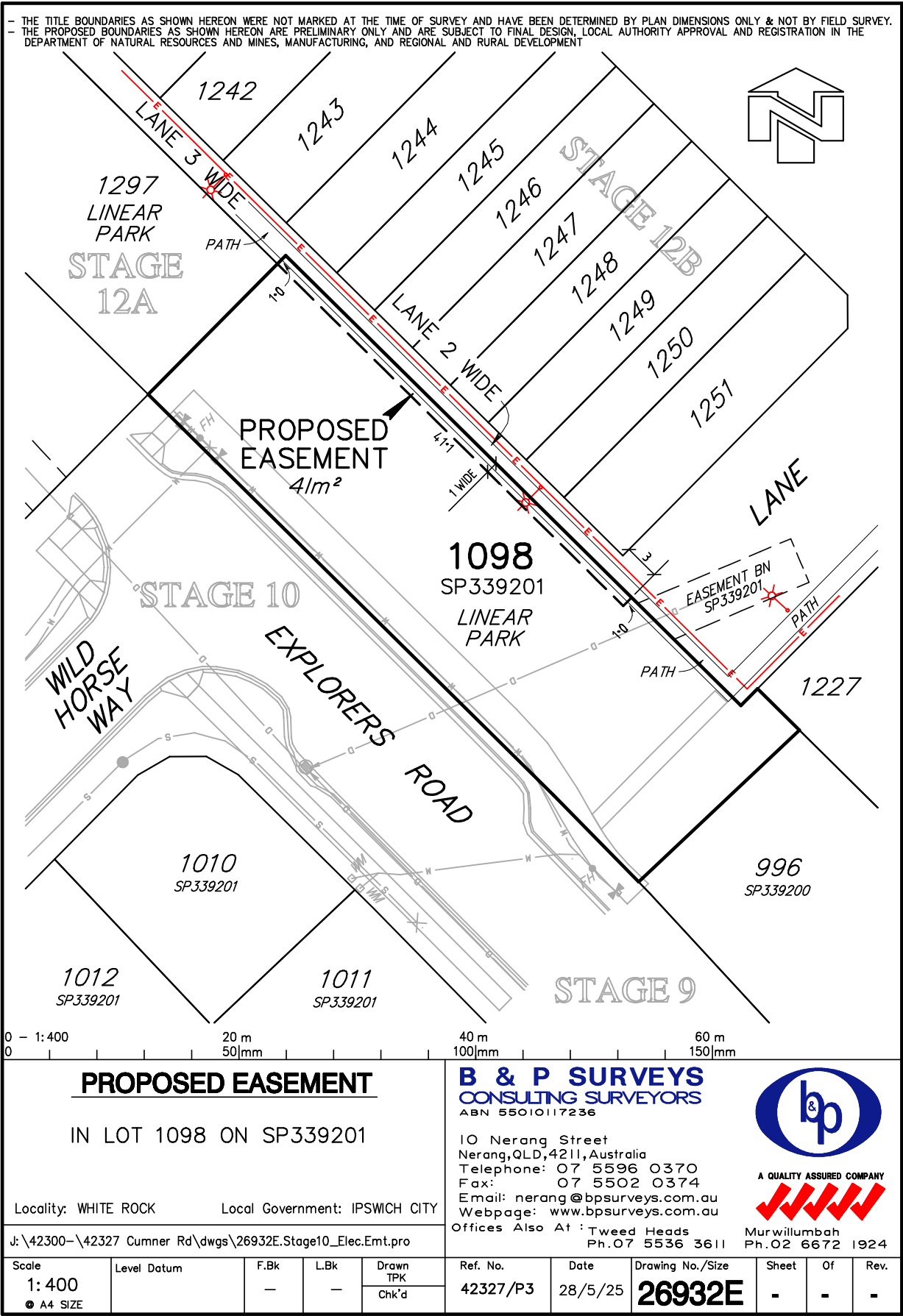
EASEMENTS, ENCUMBRANCES AND INTERESTS

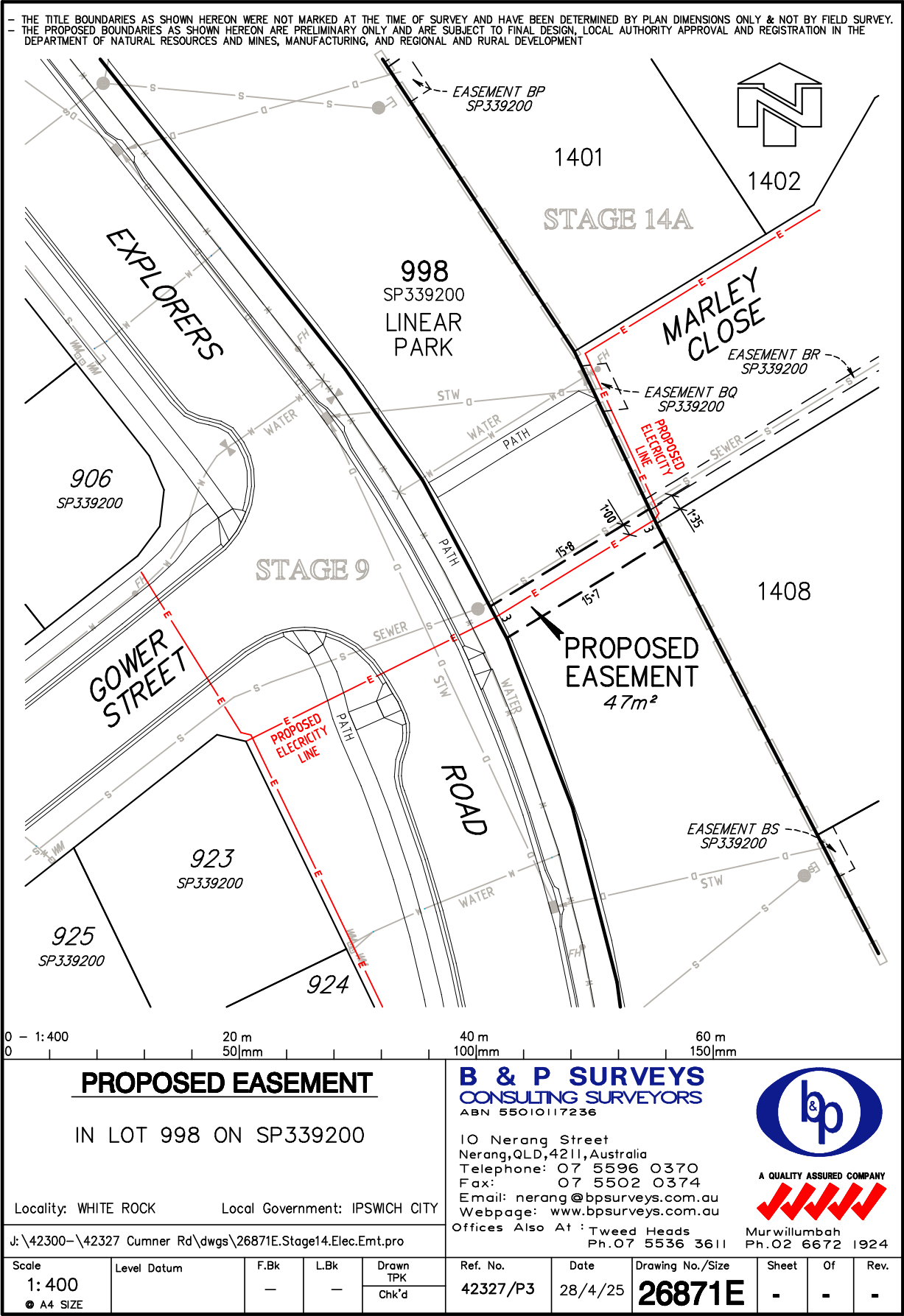
1. Rights and interests reserved to the Crown by
Deed of Grant No. 10362028 (POR 181)

ADMINISTRATIVE ADVICES

Dealing	Type	Lodgement Date	Status	Location
715726658	VEG NOTICE	22/04/2014 15:04	CUR	TA-GEN -00
	VEGETATION MANAGEMENT ACT 1999			
715726661	VEG NOTICE	22/04/2014 15:05	CUR	TA-GEN -00
	VEGETATION MANAGEMENT ACT 1999			
UNREGISTERED DEALINGS - NIL				

** End of Current Title Search **





Doc ID No: A11789605

ITEM: 4

SUBJECT: REPEAL OF PREVIOUS COUNCIL DECISIONS FOR PROPOSED ACQUISITIONS OF
LAND IN RIPLEY AND FLINDERS VIEW

AUTHOR: SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

DATE: 11 JULY 2025

EXECUTIVE SUMMARY

This is a report concerning the repeal of two (2) previous Council decisions. Recommendation A relates to a proposed property acquisition for the Ripley and Fischer Road Upgrade project and Recommendation B relates to a proposed strategic land acquisition in Flinders View.

RECOMMENDATION

- A. That the previous decision of Council, as per Item No. 4 of the Finance and Governance Committee on 18 February 2025 and adopted at the Council Ordinary meeting of 27 February 2025, be repealed.**
- B. That the previous decision of Council, as per Item No. 16.6 adopted at the Council Ordinary meeting of 12 September 2024, be repealed.**

RELATED PARTIES

Property owner(s) identified in Confidential Attachment 1.

There were no declarations of conflicts of interest.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

In the Officers Report (Item No. 4) at the Finance and Governance Committee on 18 February 2025, Recommendation A and Recommendation B resolved to proceed with the acquisition of land under the *Acquisition of Land Act 1967*.

This report requests the repeal of that decision as the subject land, originally required as part of the (Stage 1) Ripley and Fischer Road Upgrade, is no longer required to facilitate the installation of a pad-mounted transformer as part of the service relocation works.

Council has since been advised that Energex designs have now changed, and the powerline distribution will remain overhead with the existing pole transformer remaining in place.

In the Officers Report (Item No. 16.6) at the Council Ordinary meeting on 12 September 2024, Recommendation A resolved to proceed with the strategic acquisition of land in Flinders View.

Originally considered by the Council as a strategic acquisition for the Ripley and Fischer Road Upgrade project, the property was deemed a suitable option to serve as a laydown storage site, and site office for the duration of the construction phase, which is expected to last seven (7) or more years.

Council was unsuccessful in negotiations for the purchase of this property, which was acquired by a private party through the open market process.

LEGAL IMPLICATIONS

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

Local Government Act 2009

Local Government Regulation 2012

POLICY IMPLICATIONS

The matter of the report is consistent with Council's approved *Property Acquisition and Disposal Policy*.

RISK MANAGEMENT IMPLICATIONS

The risk of resolving to repeal these decisions is that a new Council decision will be required should either parcel of land be required for future use.

FINANCIAL/RESOURCE IMPLICATIONS

Financial/Resource Implication – Repeal of Decision for Ripley Land Acquisition

With a change to the designs of Stage 1 service relocations, Council will no longer be required to pursue land for a padmount transformer at this location. Aside from a financial saving to Council for the associated costs of a compulsory acquisition, there are no further financial or resource implications.

Financial/Resource Implications – Repeal of Decision for Flinders View Land Acquisition

Council and its constructing partner may be required to source an alternate solution for a site laydown area. This could be in the form of an alternate acquisition of land or an interest in land for the life of the project construction.

COMMUNITY AND OTHER CONSULTATION

Council officers have been in contact with the landowner(s) of the subject site in Ripley and advised that a part land acquisition is no longer required by the project and will not be proceeding. A Notice of Intention to Resume had not yet been served and therefore no discontinuation of compulsory action is required in this instance.

Communication with the agent managing the sales campaign for the Flinders View property ceased at the conclusion of negotiations. No further consultation is required.

CONCLUSION

To allow the two (2) acquisition matters to close, it is recommended that Council repeal the following decisions adopted from:

- Officers Report (table Item No.4) at the Finance and Governance Committee on 18 February 2025 adopted at the Council Ordinary meeting on 27 February 2025; and
- Officers Report (tabled Item 16.6) at the Council Ordinary meeting on 12 September 2024.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Recommendations A and B state that Council repeal previous Council decisions in relation to the acquisitions of land.
(b) What human rights are affected?	No human rights are affected by this decision. Human rights only apply to individuals, neither Council nor the landowners are individuals. End of assessment.
(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.	Property Title Searches
2.	Officers Report - Proposed Acquisition of Land for INF04658 - Ripley Road and Fischer Road Upgrade Project - Stage 1
3.	Officers Report - Proposal to Acquire Industrial Property Located at Flinders View for a Strategic Purpose

Bianca Gaudry
SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

I concur with the recommendations contained in this report.

Alicia Rieck

PROPERTY SERVICES MANAGER

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER CORPORATE SERVICES

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Doc ID No: A11648183

ITEM: 5
SUBJECT: PROCUREMENT OF LIBRARY RESOURCES
AUTHOR: CATEGORY SPECIALIST
DATE: 2 JULY 2025

EXECUTIVE SUMMARY

This is a report concerning the establishment of preferred supplier arrangements with four (4) suppliers for the provision of Library Collection Resources to Ipswich City Council.

RECOMMENDATION

- A. That pursuant to Section 233 of the *Local Government Regulation 2012* (Regulation), Council establish Preferred Supplier Arrangements for the provision of Library Collection Resources with the suppliers detailed in Confidential Attachment 1 -VP456168 Recommendation To Award (RTA) - Library Collection Resources (A11711423) of this report.
- B. That pursuant to Section 233(8) of the Regulation, Council resolve that it is satisfied that a term longer than two (2) years will result in better value for Council.
- C. That under the Preferred Supplier Arrangement, Council's estimated spend will be \$4.3M excluding GST over the entire five (5) year term, being a term of three (3) years, with options for extension at the discretion of Council (as purchaser), of an additional one (1) year plus one (1) year terms.
- D. That Council may enter into a contractual arrangement with any of the suppliers mentioned in confidential Attachment 1.
- E. For those individual contractual arrangements that exceed \$2,000,000 excluding GST, 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 in accordance with section 13(3) of the *Local Government Act 2009*.

RELATED PARTIES

Ipswich City Council and suppliers detailed in Confidential Attachment 1 - VP456168 Recommendation to Award (RTA) – Library Collection Resources (A22822533) of this report.

IFUTURE THEME

Safe, Inclusive and Creative

PURPOSE OF REPORT/BACKGROUND

Council has an ongoing need for the provision of Library Collection Resources as an essential business requirement that supports the educational, informational, and recreational needs of the community. These resources ensure that residents have access to a diverse range of materials, including books, digital media, and other educational tools, fostering lifelong learning and community engagement.

Ongoing access to new collection resources allows Ipswich Libraries to maintain a well-balanced current and functional collection.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Risks associated with the proposed preferred supplier arrangements will be managed under Council's Contract Management Framework. A new agreement is required to be in place, allowing transition of services where required to allow for continuity of services to Council and the community. Should the recommendations not be adopted, there is a potential risk concerning ongoing service delivery to the community.

FINANCIAL/RESOURCE IMPLICATIONS

Expenditure under the preferred supplier arrangements is subject to Council's adopted budget per financial year. The estimated amount of \$4.3M stipulated within the recommendation is to cover operational expenditure over the term.

Ipswich City Council receives an annual grant determined by the Public Library Funding Methodology covering the period 1 July 2024 to 30 June 2026. Public libraries are a partnership between Local Government and the Queensland Government through State Library of Queensland.

COMMUNITY AND OTHER CONSULTATION

Consultation was undertaken with relevant internal stakeholders from the following Departments/Branch;

Libraries and Customer Services Community Branch/Cultural and Economic Development Department

CONCLUSION

The procurement activity concluded that the provision of Library Collection Resources to Council be undertaken by the preferred suppliers detailed within the recommendation, providing Council the best value for money and service to the community.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Act/Decision being made is detailed in the recommendations within this report
(b) What human rights are affected?	The parties involved are companies/corporations and the subject matter of the proposed engagement, act or decision being assessed will not affect human rights and further consideration is unnecessary
(c) How are the human rights limited?	Not Applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not Applicable
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	CONFIDENTIAL VP456168 Recommendation to Award - Library Collection Resources
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Lydia Brown

CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Tim Steinhardt

GOODS AND SERVICES CATEGORY MANAGER

I concur with the recommendations contained in this report.

Tanya Houwen

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Samantha Chandler
MANAGER, LIBRARIES AND CUSTOMER SERVICES

I concur with the recommendations contained in this report.

Ben Pole
GENERAL MANAGER (COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT)

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Doc ID No: A11856880

ITEM: 6

SUBJECT: MINOR AMENDMENTS TO FEES AND CHARGES - PLANNING AND
DEVELOPMENT

AUTHOR: BUSINESS SUPPORT MANAGER

DATE: 31 JULY 2025

EXECUTIVE SUMMARY

This is a report concerning minor amendments to the 2025-2026 Register of Fees and Charges - Planning and Development section.

RECOMMENDATION/S

That the proposed amendments to Fees and Charges for planning and development, as outlined in Attachment 1, be adopted.

RELATED PARTIES

This report deals with the adoption of the pricing of fees and charges and does not specifically reference any third party.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The 2025-2026 Register of Fees and Charges were approved by Council at the meetings held on 27 March 2025 (for health and regulatory services fees), and 29 May 2025 for all other fees including new fees under the new Planning Scheme. There were further minor amendments adopted on 1 July 2025.

Due to the significant changes made to the Register of Fees and Charges associated with the new Planning Scheme, there are further minor updates and additions to the Register proposed in relation to the Planning and Development section. The proposed amendments, are outlined in Attachment 1, and include:

- a) Aligning the After Hours per hour in excess of 3 hours, Class 1 and 10 building fee to the equivalent fee under section 2.1.4 (b)(ii) for Class 2 to 9 buildings.
- b) Decreasing the development exemption certificates; building work assessable against the Planning Scheme; Variation to Siting and Site Cover and Level 1 Minor Change fees to align with the comparable fees under section 2.2.1 (b)(ii) (c) and (d); and section 4.3.3 (c).

- c) Adding a clarifying note where building work assessable against the Planning Scheme requires minor demolition works under section 4.1.9 (a).
- d) Adding Priority Development Area (PDA) related fees to align with the services offered by the department.
- e) Removing legislation references and sections associated with the PDA that are not required or duplicated within the Register.
- f) Reinstating Vegetation Retention contributions, required for approvals issued under the previous Planning Scheme and is no longer captured in the new Planning Scheme.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

The proposed amendments are consistent with Council's planning scheme and policies.

Fees and charges are established in accordance with Council's Revenue Policy.

RISK MANAGEMENT IMPLICATIONS

The intent of the proposed amendments and clarifications to the register of fees and charges is to improve any potential risk of the planning fees being incorrectly applied.

FINANCIAL/RESOURCE IMPLICATIONS

The reduction in the Planning and Development fees result in minor savings for customers.

The new proposed fees outlined in this report will have a very minor financial and resourcing impact on Council, with potential variations in resourcing requirements and revenue able to be absorbed within the existing budget. The fees in question are not high demand services and are subject to the cost recovery requirements of section 97 of the *Local Government Act 2009*.

COMMUNITY AND OTHER CONSULTATION

This proposal was initiated by, and developed in consultation with the Corporate Services department.

Due to the administrative nature of the proposed amendments, consultation with external parties was not warranted.


CONCLUSION

It is recommended that Council approve the proposed variations and additions to the Register of Fees and Charges.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Recommendation seeks Council approval for proposed minor amendments to Fees and Charges for planning and development.
(b) What human rights are affected?	The decision has the potential to impact human rights in relation to recognition and equality before the law.
(c) How are the human rights limited?	The amendments to the application of planning and development fees may impact some customers requiring these services as part of planning and development activities.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	The fees and charges proposed amendments do not apply to core Council services or public goods, but rather to services which are optional to take up and benefit an individual. Where charges are applied, this is enabled by and governed by legislative provisions. For services which can be provided by a Local Government only, Council is required to charge no more than cost recovery.
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Proposed Minor Amendments to Register of Fees & Charges ↓ 
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Nicole Evans
BUSINESS SUPPORT MANAGER

I concur with the recommendations contained in this report.

Brett Davey
GENERAL MANAGER (PLANNING AND REGULATORY SERVICES)

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Name	Yr 2025-26 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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PLANNING AND DEVELOPMENT (draft register extract)

2 Building Services

2.1.3 Class 10 Buildings/Structures Fees

(b) Inspection Fees - Class 1 and 10 buildings/structures

ii. After hours inspection by prior arrangement (an additional fee shall apply)

Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)	\$850.00	#
Any other time (up to 3 hours)	\$1,085.00	#
Per hour in excess of 3 hours	\$264.00 \$265.00	#

4 Development Planning Application Fees

4.1 Material Change of Use of Premises

4.1.8 Exemption Certificates

Processing and assessment of a request for an Exemption Certificate	25% of current relevant application fee for the development described in the request	Planning Act 2016 (Qld) s51; or Economic Development Act 2012 (Qld) s129	(a)
» Minimum fee	\$780.00 \$775.00	Planning Act 2016 (Qld) s51; or Economic Development Act 2012 (Qld) s129	(a)

4.1.9 Other Development

(a) Building Work assessable against the Planning Scheme

New and additions to Class 10 buildings and additions to an existing dwelling house in an overlay or in a Character Place or Area (Schedule 7)	\$780.00 \$775.00	Planning Act 2016 (Qld) s51; or Economic Development Act 2012 (Qld) s129	(a)
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Inclusion of note to clarify the fee includes minor demolition works

Note: Where the works include partial demolition of an existing Dwelling house within the Character Places and Areas overlay, no additional fee applies.

Variation to Siting and Site cover requirements	\$780.00 \$775.00	Planning Act 2016 (Qld) s51; or Economic Development Act 2012 (Qld) s129	(a)
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4.3.3 Changes After Appeal Period

(a) Minor Change and PDA Amendment Application - Request to Change a Development Approval - Change of Conditions, Generally in Accordance/Minor Alterations, Approved Plans or Infrastructure Charges Notice

Level 1 - Dwelling House, House or Detached House	\$780.00 \$775.00	Planning Act 2016 (Qld) s51; or Economic Development Act 2012 (Qld) s129	(a)
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Name	Yr 2025-26 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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PLANNING AND DEVELOPMENT (draft register extract)

4.7 Priority Development Area (PDA) Compliance Assessment

4.7.1 PDA Plans and Documentation

(c) Streetscape, Traffic Signals

NEW FEE: To capture site landscaping within the PDA Combined Approvals where there is both development assessment and operational works assessment.

Streetscaping Works	Minimum fee plus \$305.00 per 100m lineal of roadway beyond the first 100m	Economic Development Act 2012 (Qld) s129	(a)
Site Landscaping	Minimum fee plus \$245.00 per 500m² beyond the first 500m² of landscaped area	Economic Development Act 2012 (Qld) s129	(a)
» Minimum fee	\$1,150.00	Economic Development Act 2012 (Qld) s129	(a)
Note: Lineal metre based on the centre line of the roadways.			
Traffic signals design (per signal/intersection)	\$3,570.00	Economic Development Act 2012 (Qld) s129	(a)
Note: In addition to any fee associated with third party review			

Removal of legislation as earthworks assessed under s5.2.1(a) Self-Certification/Pre-Construction concerning RAL Municipal Works.

5 Engineering and Environment Fees

5.1 Operational Works

5.1.3 Operational Works (Earthworks) Not Associated with a Material Change of Use or Reconfiguring a Lot OR Interim Uses in accordance with Section 2.6 of the Springfield Structure Plans - Earthworks

200m ² - 2,500m ² in area	\$2,190.00	Planning Act 2016 (Qld) s51; or Economic Development Act 2012 (Qld) s129	(a)
2,500m ² - 20,000m ² in area	\$5,490.00	Planning Act 2016 (Qld) s51; or Economic Development Act 2012 (Qld) s129	(a)
Greater than 20,000m ² in area	By quote	Planning Act 2016 (Qld) s51; or Economic Development Act 2012 (Qld) s129	(a)
» Minimum Fee	\$777.00	Planning Act 2016 (Qld) s52; or Economic Development Act 2012 (Qld) s129	(a)

Note: The above areas refer to the area of land that will be disturbed by proposed earthworks. Where the nature of proposed earthworks necessitate provision of supporting technical information (such as flood assessment or specific geotechnical reports) Council requires fees equivalent to actual cost of review and assessment of that information, with a further amount equal to estimated cost (by quote) being lodged.

Name	Yr 2025-26 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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PLANNING AND DEVELOPMENT (draft register extract)

5.2.1 PDA Self-Certification/Pre-Construction concerning Reconfiguring a Lot Municipal Works (Civil Roads, Drainage, Earthworks, etc)

(b) Traffic Signals

Traffic Signals (per signal/intersection)	\$3,000.00	Economic Development Act 2012 (Qld) s129	(a)
Traffic Signals Pre-Commissioning Audit	By Quote	Economic Development Act 2012 (Qld) s129	(a)
Traffic Signals Off-Maintenance Audit	By Quote	Economic Development Act 2012 (Qld) s129	(a)

NEW FEE: To capture services and associated fees referenced in the [ICC Traffic Signals Installation Process](#), available on the Ipswich Planning website.

Removal of listed sections 5.1.1 and 5.1.2 as these sections are duplicated under s5.2.1 Self-Certification/Pre-Construction concerning RAL Municipal Works and s5.2.2 PDA Self-Certification/Pre-Construction for works related to MCU

5.2.4 PDA Operational Works and Minor Alteration/Change

Fees are applicable in accordance with Sections -

- ~~5.1.1 Carrying Out Work for Reconfiguring a Lot - Operational Works~~
- ~~5.1.2 Carrying Out Works Associated with a Material Change of Use~~
- 5.1.3 Operational Works (Earthworks) Not Associated with a Material Change of Use or Reconfiguring a Lot OR Interim Uses in accordance with Section 2.6 of the Springfield Structure Plans - Earthworks
- 5.1.4. Clearing of Vegetation Not Associated with a Material Change of Use

NEW FEE: Fees were removed as part of the Ipswich City Plan 2025, however are required to captured existing approvals issued under the previous Planning Scheme. Fees based on 24/25 rates, escalated by Council Wide Index and rounded.

6 Developer Contributions

6.3 Vegetation Retention Contributions

[As per Implementation Guideline No 19](#)

Advanced tree planting per tree	\$945.00	Planning Act 2016 (Qld) s65	(a)
Native forest restoration (per hectare or part thereof)	\$7,740.00	Planning Act 2016 (Qld) s65	(a)

[Note: The above contributions relate to development approvals issued under the 2006 Planning Scheme](#)

Doc ID No: A11874624

ITEM: 7

SUBJECT: COMMITTEE TERMS OF REFERENCE - ANNUAL REVIEW

AUTHOR: SENIOR POLICY AND COMMUNICATIONS OFFICER

DATE: 5 AUGUST 2025

EXECUTIVE SUMMARY

This is a report concerning the annual review and performance evaluation of the Ipswich City Council Standing Committees Terms of Reference.

RECOMMENDATION/S

That the revised Ipswich City Council Standing and Advisory Committees Terms of Reference (Attachment 2) be adopted.

RELATED PARTIES

There was no declaration of conflicts of interest

IFUTURE THEME

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PURPOSE OF REPORT/BACKGROUND

The draft revised Ipswich City Council Standing and Advisory Committees Terms of Reference is presented for consideration for adoption (see attached). The review was conducted in accordance with Section 10 (Review and Performance Evaluation) of the terms, and outcomes suggest two changes:

1. that the name of the document be amended to Ipswich City Council Standing **and Advisory** Committees Terms of Reference, and
2. that Section 10 of the terms be revised to amend the frequency of the performance evaluation process from annually to **biennially, or as and when required**.

For note: the Multicultural Advisory Committee had not been established when this review was undertaken and, its Terms of Reference were not finalised at the time of this report being authored. It will be included as an Annexure once adopted.

LEGAL IMPLICATIONS

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

Local Government Regulation 2012

POLICY IMPLICATIONS

The matter of this report is consistent with Council's policies and procedures.

RISK MANAGEMENT IMPLICATIONS

None

FINANCIAL/RESOURCE IMPLICATIONS

None

COMMUNITY AND OTHER CONSULTATION

INTERNAL STAKEHOLDERS	
Name/title of stakeholders	Consultation outcomes (comment as appropriate)
Mayor and Councillors	<p>Consulted</p> <ul style="list-style-type: none"> Facilitated in-person review sessions with the Mayor and Committee Chairpersons Online consultation circulated to the Mayor and Councillors for further comment Suggested changes have been incorporated into Recommendation A
Executive Leadership Team	<p>Consulted</p> <ul style="list-style-type: none"> Email circular inviting feedback

No external or community consultation was undertaken.

CONCLUSION



These proposed changes to the Ipswich City Council Standing Committees Terms of Reference reflect the outcomes of the formal review and performance evaluation process.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That the revised Ipswich City Council Standing Committee Terms of Reference (Attachment 2) be adopted
(b) What human rights are affected?	No human rights are 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

1.	ICC Standing & Advisory Committees Terms of Reference TRACK CHANGES ↓ 
2.	ICC Standing & Advisory Committees Terms of Reference CLEAN ↓ 

Linda Clayton

SENIOR POLICY AND COMMUNICATIONS OFFICER

I concur with the recommendations contained in this report.

Wade Wilson

MANAGER, EXECUTIVE SERVICES

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Ipswich City Council Standing & Advisory Committees

TERMS OF REFERENCE

File name	ICC Standing <u>& Advisory</u> Committees Terms of Reference
Version	<u>13</u>
Release state	<u>APPROVED</u>
Approved by	Council Ordinary Meeting
Approved date	<u>29 May 2025</u>
Objective reference	<u>A11585568</u>



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1. Establishment

Ipswich City Council has established the following committee structure:

- Infrastructure, Planning and Assets Committee
- Finance and Governance Committee
 - Regulation Advisory Committee
- Community and Sport Committee
 - Libraries and Customer Services Advisory Committee
 - Sport and Recreation Advisory Committee
- Economic and Cultural Development Committee
 - Advocacy Advisory Committee
- Environment and Sustainability Committee

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

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, responsibilities, members and delegated authority (if any) of each committee.

The committees align with iFuture Corporate Plan and council’s core business services which ensures that matters considered by committees are focused on achieving the 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 a Council Ordinary 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 Chairperson, 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*.

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.

6. 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.

7. 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 Chairperson 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.

An alternative member may be appointed in accordance with [section 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.

7.1 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 Chairperson or relevant General Manager 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.

7.2 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.

7.3 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 the *Meetings Procedures Policy*.

Each Chairperson of a Standing Committee is required to:

- In consultation with senior management, set the meeting agenda
- Meet formally with senior management directly involved in the committee's area of responsibility
- 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
- Peruse and consider all reports, papers and proposed recommendations before the meeting and consult with senior leaders and councillors as appropriate
- Lead committee Members and meeting proceedings
- Ensure any powers delegated to the committee by Council are properly exercised
- 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.

7.4 Role of Deputy Chairperson

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

7.5 Portfolio Lead

A Portfolio Lead (where appointed by the committee) will allow a committee member to take additional responsibility on behalf of the Chairperson for one or more assigned responsibilities to support achievement of the committee's purpose. 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:

- Meet formally with senior management as required for the assigned area of responsibility
- 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
- Be an additional point of contact for other councillors, and where appropriate, members of the public in relation to a particular service category.

7.6 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.

8 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.

8.1 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*.

8.2 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.

8.3 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.

8.4 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.

8.5 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](#).

8.6 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 [section 254D \(Public availability of agendas\)](#) of the Regulation.

8.7 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 Council Ordinary Meeting.

8.8 Livestreaming

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

9. Advisory 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 of the Council. If required, a terms of reference, approved by the overarching committee, will define the 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 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 an advisory committee will be in line with the service areas it is responsible for. The lead committee may also refer reports back to the advisory committee where further work or deliberation is required.

Advisory 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.

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 Chairperson or Council.

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

10. Review and Performance Evaluation

10.1 Terms of Reference

Each committee shall review these Terms of Reference ~~once per calendar year~~ biennially 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.

10.2 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.

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	COUNCIL ADOPTION DATE
Details of earlier versions available upon request.			
V6.0	Review at start of 2024 term.	Council Ordinary Meeting	23 May 2024
V7.0	Advisory Committee Terms added and membership change to F&G Committee	Council Ordinary Meeting	20 June 2024
V7.1	Correction to Advocacy Advisory Committee s.3 made administratively on 9/08/24	-	-
V7.2	Update to membership made administratively on 31/08/24	-	-
V8.0	Incorporating adopted changes to membership and two new advisory committees.	Council Ordinary Meeting	12 September 2024
V9.0	New Deputy Chair E&CD Committee	Council Ordinary Meeting	24 October 2024
V10.0	Cr David Martin membership updates	Council Ordinary Meeting	28 November 2024
V11	Cr Marnie Doyle membership updates and minor amendment	Council Ordinary Meeting	27 March 2025
V12	Cr Pye Augustine membership update	Council Ordinary Meeting	30 April 2025
V13	Cr David Martin membership updates	Council Ordinary Meeting	29 May 2025
	Performance evaluation		

Annexure 1 – Infrastructure, Planning and Assets Committee

1. PURPOSE OF THE COMMITTEE

The Infrastructure, Planning and Assets Committee has been established to allow a focus on the delivery of services and programs from primarily the Departments of Planning and Regulatory Services and Asset and Infrastructure Services and to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE

The Infrastructure, Planning and Assets Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Animal Management Services (domestic animals and animal regulation) ** Planning and Development	Planning and Regulatory Services Department
City Maintenance – Facilities City Maintenance – Roads and Drainage City Maintenance – Technical Support and Aquatic Construction City Assets Fleet Infrastructure Strategy & Planning	Asset and Infrastructure Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

** Responsibility for this service category is shared with the Environment and Sustainability Committee

3. ADVISORY COMMITTEES

The Infrastructure, Planning and Assets Committee has no established advisory or sub committees.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. RESPONSIBILITIES

The role of the Infrastructure, Planning and Assets Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officer) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Cr Andrew Antonioli

Deputy Chairperson: Cr Paul Tully

Members:

Mayor Teresa Harding

Cr Jim Madden

Cr David Martin

Deputy Mayor Nicole Jonic

Cr Marnie Doyle

Cr Pye Augustine

7. FREQUENCY

The Infrastructure, Planning and Assets Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 2 – Finance and Governance Committee

1. PURPOSE OF THE COMMITTEE

The Finance and Governance Committee has been established to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Finance and Governance Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Elected Council Support Strategic and Corporate Planning	Office of the Chief Executive Officer
Financial Services Governance ICT Services, Strategy & Project Delivery People and Culture Procurement Property and Facilities Workplace Health and Safety	Corporate Services Department
Media and Communications	Community, Cultural and Economic Development Dept
Local Laws and Regulatory Compliance Services	Planning and Development Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

3. ADVISORY COMMITTEES

The Finance and Governance Committee has established the Regulation Advisory Committee. Refer to the advisory committee terms of reference for the purpose, scope, responsibilities and members of the Regulation Advisory Committee.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. ROLE AND RESPONSIBILITIES

The role of the Finance and Governance Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Paul Tully

Deputy Chairperson: Councillor Jacob Madsen

Members:

Mayor Teresa Harding

Cr Jim Madden

Cr Andrew Antonioli

Deputy Mayor Nicole Jonic

Cr Marnie Doyle

7. FREQUENCY

The Finance and Governance Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 2.1 – Regulation Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees Annexure 2 – Finance and Governance Committee*.

1. PURPOSE AND SCOPE

The Regulation Advisory Committee was established by Council on 23 May 2024 to consider matters relating to the Local Laws and Regulatory Compliance Services category specified in the Ipswich City Council Core Business Services.

2. AUTHORITY

Advisory committees operate in accordance with the *Ipswich City Council Standing Committees Terms of Reference* and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Finance and Governance Committee.

3. ROLE AND RESPONSIBILITIES

The role of the Regulation Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Finance and Governance Committee.

It is responsible for considering matters specifically relating to the Local Laws and Regulatory Compliance Services core business category.

Matters may be referred by reports from the Chief Executive Officer (or delegated authorised officers), a referral from the Finance and Governance Committee, any other Standing Committee or Council.

4. MEMBERSHIP

Membership of the Regulation Advisory Committee is recommended by the Finance and Governance Committee.

Chairperson: Councillor Paul Tully

Deputy Chairperson: Councillor Jim Madden

Members:

Cr Marnie Doyle

Cr Andrew Antonioli

5. MEETING FREQUENCY AND ARRANGEMENTS

The Regulation Advisory Committee will meet on a schedule set by the Finance and Governance Committee or as required to consider matters assigned to it.

Annexure 3 – Community and Sport Committee

1. PURPOSE OF THE COMMITTEE

The Community and Sport Committee has been established to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Community and Sport Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Sport and Recreation Community Development and Research Libraries and Customer Services Community Safety	Community, Cultural and Economic Development Department
Community Health and Education	Planning and Regulatory Services Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

3. ADVISORY COMMITTEES

The Community and Sport Committee has established the Libraries and Customer Services Advisory Committee and the Sport and Recreation Advisory Committee. Refer to the Annexures 3.1 and 3.2 for the terms of reference of these advisory committees.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. RESPONSIBILITIES

The role of the Community and Sport Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Jacob Madsen

Deputy Chairperson: Councillor Pye Augustine

Members:

Mayor Teresa Harding

Cr Andrew Antonioli

Cr David Martin

Deputy Mayor Nicole Jonic

Cr Jim Madden

Cr Marnie Doyle

7. FREQUENCY

The Community and Sport Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 3.1 – Libraries and Customer Services Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees Annexure 3 – Community and Sport Committee*.

1. PURPOSE AND SCOPE

The Libraries and Customer Services Advisory Committee was established by Council on 12 September 2024 to consider matters relating to the Libraries and Customer Services category specified in Ipswich City Council Core Business Services.

2. AUTHORITY

Advisory committees operate in accordance with the Ipswich City Council Standing Committees Terms of Reference and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Community and Sport Committee.

3. ROLE AND RESPONSIBILITIES

The role of the Libraries and Customer Services Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Community and Sport Committee.

It is responsible for considering matters specifically relating to the Libraries and Customer Services core business category.

Matters may be referred by reports from the Chief Executive Officer (or delegated authorised officers), a referral from the Community and Sport Committee, and other Standing Committee or Council.

4. MEMBERSHIP

Membership of the Libraries and Customer Services Advisory Committee is recommended by the Community and Sport Committee.

Chairperson: Councillor Jacob Madsen

Deputy Chairperson: Councillor Pye Augustine

Members:

Deputy Mayor Nicole Jonic

Cr Jim Madden

Cr Andrew Antonioli

5. MEETING FREQUENCY AND ARRANGEMENTS

The Libraries and Customer Service Advisory Committee will meet on a schedule set by the Community and Sport Committee or as required to consider matters assigned to it.

Annexure 3.2 – Sport and Recreation Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees Annexure 3 – Community and Sport Committee*.

1. PURPOSE AND SCOPE

The Sport and Recreation Advisory Committee was established by Council on 12 September 2024 to consider matters relating to the Sport and Recreation service category specified in Ipswich City Council Core Business Services.

2. AUTHORITY

Advisory committees operate in accordance with the Ipswich City Council Standing Committees Terms of Reference and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Community and Sport Committee.

3. ROLE AND RESPONSIBILITIES

The role of the Sport and Recreation Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Community and Sport Committee.

It is responsible for considering matters specifically relating to the Sport and Recreation core business category.

Matters may be referred by reports from the Chief Executive Officer (or delegated authorised officers), a referral from the Community and Sport Committee, and other Standing Committee or Council.

4. MEMBERSHIP

Membership of the Sport and Recreation Advisory Committee is recommended by the Community and Sport Committee.

Chairperson: Councillor Jacob Madsen

Deputy Chairperson: Councillor Pye Augustine

Members:

Deputy Mayor Nicole Jonic

Cr Andrew Antonioli

Cr Jim Madden

5. MEETING FREQUENCY AND ARRANGEMENTS

The Sport and Recreation Advisory Committee will meet on a schedule set by the Community and Sport Committee or as required to consider matters assigned to it.

Annexure 4 – Economic and Cultural Development Committee

1. PURPOSE OF THE COMMITTEE

The Economic and Cultural Development Committee has been established to provide strategic direction and leadership on the community's priorities in relation to the matters detailed in Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Economic and Cultural Development Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Advocacy Services Economic Development Destination Development Arts and Cultural Services City Events and Marketing Services Ipswich Central Revitalisation Olympics and Paralympics Games	Community, Cultural and Economic Development Department
Ipswich Central (Nicholas Street Precinct) Redevelopment	Office of the Chief Executive Officer

*Refer to the *Ipswich City Council Core Business Services* for further detail.

3. ADVISORY COMMITTEES

The Economic and Cultural Development Committee has established the Advocacy Advisory Committee (including Advocacy Services and Olympics and Paralympics Games). Refer to the advisory committee terms of reference for the purpose, scope, responsibilities and members of the Advocacy Advisory Committee.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. ROLE AND RESPONSIBILITIES

The role of the Economic and Cultural Development Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Pye Augustine

Deputy Chairperson: Councillor Marnie Doyle

Members:

Mayor Teresa Harding

Cr Andrew Antonioli

Cr Jim Madden

Deputy Mayor Nicole Jonic

Cr Jacob Madsen

Cr David Martin

7. FREQUENCY

The Economic and Cultural Development Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 4.1 – Advocacy Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees Annexure 4 – Economic and Cultural Development Committee*.

1. PURPOSE AND SCOPE

The Advocacy Advisory Committee was established by Council on 23 May 2024 to consider matters relating to Advocacy Services and the Olympic and Paralympic Games.

The Advocacy Advisory Committee is a requirement of the Advocacy for Regionally Significant Projects Policy. This committee is responsible for providing leadership and oversight to Council's advocacy program and to endorse advocacy plans before presentation to Council.

2. AUTHORITY

Advisory committees operate in accordance with the *Ipswich City Council Standing Committees Terms of Reference* and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Economic and Cultural Development Committee.

3. ROLE AND RESPONSIBILITIES

The role of the Advocacy Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Economic and Cultural Development Committee. It is responsible for considering matters specifically relating to Advocacy Services and the Olympic and Paralympic Games.

Matters may be referred by reports from the Chief Executive Officer (or delegated authorised officers), a referral from the Economic and Cultural Development Committee, any other Standing Committee or Council.

Following the Council having determined the Regionally Significant Projects and their priority, the role of the Advocacy Advisory Committee is to:

- a) Provide a forum to discuss the advocacy priorities and activities for the organisation and elected representatives
- b) Consider and endorse advocacy plans before presentation to Council
- c) Consider and endorse significant advocacy communications and messaging
- d) Monitor progress of approved advocacy plans and activities.

Advocacy is proposed to involve elected representatives, members of the ELT and nominated Council officers. The committee's primary role is to create a collaboration of Councillors and Council employees who meet regularly to provide oversight of Council's advocacy program.

In discharging their role, members have a duty to act in the best interests of Council as a whole, in accordance with Council's Code of Conduct and the Councillor Code of Conduct.

4. MEMBERSHIP

Membership of the Advocacy Advisory Committee is recommended by the Economic and Cultural Development Committee.

Chairperson: Mayor Teresa Harding

Deputy Chairperson: Councillor Marnie Doyle

Members:

Cr Pye Augustine Cr David Martin
Cr Jim Madden

5. MEETING FREQUENCY AND ARRANGEMENTS

The Advocacy Advisory Committee will meet on a schedule set by the Economic and Cultural Development Committee or as required to consider matters assigned to it.

Annexure 5 – Environment and Sustainability Committee

1. PURPOSE OF THE COMMITTEE

The Environment and Sustainability Committee has been established to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Environment and Sustainability Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Animal Management Services (biosecurity, pest plants and animals)** Natural Environment and Land Management Resource Recovery Sustainability and Emergency Management	Environment and Sustainability Department
City Maintenance – Open Space City Maintenance – Urban Forest and Natural Area	Asset and Infrastructure Services Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

** Responsibility for this service category is shared with the Infrastructure, Planning and Assets Committee

3. ADVISORY COMMITTEES

The Environment and Sustainability Committee has no established advisory or sub committees.

4. AUTHORITY

This Committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. RESPONSIBILITIES

The role of the Environment and Sustainability Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Jim Madden

Deputy Chairperson: Councillor Andrew Antonioli

Members:

Mayor Teresa Harding

Cr Pye Augustine

Cr Marnie Doyle

Deputy Mayor Nicole Jonic

Cr Jacob Madsen

7. FREQUENCY

The Environment and Sustainability Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Ipswich City Council Standing & Advisory Committees

TERMS OF REFERENCE

File name	ICC Standing & Advisory Committees Terms of Reference
Version	
Release state	
Approved by	Council Ordinary Meeting
Approved date	
Objective reference	



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1. Establishment

Ipswich City Council has established the following committee structure:

- Infrastructure, Planning and Assets Committee
- Finance and Governance Committee
 - Regulation Advisory Committee
- Community and Sport Committee
 - Libraries and Customer Services Advisory Committee
 - Sport and Recreation Advisory Committee
- Economic and Cultural Development Committee
 - Advocacy Advisory Committee
- Environment and Sustainability Committee

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

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, responsibilities, members and delegated authority (if any) of each committee.

The committees align with iFuture Corporate Plan and council’s core business services which ensures that matters considered by committees are focused on achieving the 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 a Council Ordinary 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 Chairperson, 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*.

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.

6. 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.

7. 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 Chairperson 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.

An alternative member may be appointed in accordance with [section 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.

7.1 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 Chairperson or relevant General Manager 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.

7.2 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.

7.3 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 the *Meetings Procedures Policy*.

Each Chairperson of a Standing Committee is required to:

- In consultation with senior management, set the meeting agenda
- Meet formally with senior management directly involved in the committee's area of responsibility
- 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
- Peruse and consider all reports, papers and proposed recommendations before the meeting and consult with senior leaders and councillors as appropriate
- Lead committee Members and meeting proceedings
- Ensure any powers delegated to the committee by Council are properly exercised
- 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.

7.4 Role of Deputy Chairperson

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

7.5 Portfolio Lead

A Portfolio Lead (where appointed by the committee) will allow a committee member to take additional responsibility on behalf of the Chairperson for one or more assigned responsibilities to support achievement of the committee's purpose. 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:

- Meet formally with senior management as required for the assigned area of responsibility
- 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
- Be an additional point of contact for other councillors, and where appropriate, members of the public in relation to a particular service category.

7.6 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.

8 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.

8.1 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*.

8.2 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.

8.3 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.

8.4 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.

8.5 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](#).

8.6 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 [section 254D \(Public availability of agendas\)](#) of the Regulation.

8.7 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 Council Ordinary Meeting.

8.8 Livestreaming

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

9. Advisory 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 of the Council. If required, a terms of reference, approved by the overarching committee, will define the 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 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 an advisory committee will be in line with the service areas it is responsible for. The lead committee may also refer reports back to the advisory committee where further work or deliberation is required.

Advisory 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.

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 Chairperson or Council.

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

10. Review and Performance Evaluation

10.1 Terms of Reference

Each committee shall review these Terms of Reference biennially 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.

10.2 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.

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	COUNCIL ADOPTION DATE
Details of earlier versions available upon request.			
V6.0	Review at start of 2024 term.	Council Ordinary Meeting	23 May 2024
V7.0	Advisory Committee Terms added and membership change to F&G Committee	Council Ordinary Meeting	20 June 2024
V7.1	Correction to Advocacy Advisory Committee s.3 made administratively on 9/08/24	-	-
V7.2	Update to membership made administratively on 31/08/24	-	-
V8.0	Incorporating adopted changes to membership and two new advisory committees.	Council Ordinary Meeting	12 September 2024
V9.0	New Deputy Chair E&CD Committee	Council Ordinary Meeting	24 October 2024
V10.0	Cr David Martin membership updates	Council Ordinary Meeting	28 November 2024
V11	Cr Marnie Doyle membership updates and minor amendment	Council Ordinary Meeting	27 March 2025
V12	Cr Pye Augustine membership update	Council Ordinary Meeting	30 April 2025
V13	Cr David Martin membership updates	Council Ordinary Meeting	29 May 2025
	Performance evaluation		

Annexure 1 – Infrastructure, Planning and Assets Committee

1. PURPOSE OF THE COMMITTEE

The Infrastructure, Planning and Assets Committee has been established to allow a focus on the delivery of services and programs from primarily the Departments of Planning and Regulatory Services and Asset and Infrastructure Services and to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE

The Infrastructure, Planning and Assets Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Animal Management Services (domestic animals and animal regulation) ** Planning and Development	Planning and Regulatory Services Department
City Maintenance – Facilities City Maintenance – Roads and Drainage City Maintenance – Technical Support and Aquatic Construction City Assets Fleet Infrastructure Strategy & Planning	Asset and Infrastructure Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

** Responsibility for this service category is shared with the Environment and Sustainability Committee

3. ADVISORY COMMITTEES

The Infrastructure, Planning and Assets Committee has no established advisory or sub committees.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. RESPONSIBILITIES

The role of the Infrastructure, Planning and Assets Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officer) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Cr Andrew Antonioli

Deputy Chairperson: Cr Paul Tully

Members:

Mayor Teresa Harding

Cr Jim Madden

Cr David Martin

Deputy Mayor Nicole Jonic

Cr Marnie Doyle

Cr Pye Augustine

7. FREQUENCY

The Infrastructure, Planning and Assets Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 2 – Finance and Governance Committee

1. PURPOSE OF THE COMMITTEE

The Finance and Governance Committee has been established to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Finance and Governance Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Elected Council Support Strategic and Corporate Planning	Office of the Chief Executive Officer
Financial Services Governance ICT Services, Strategy & Project Delivery People and Culture Procurement Property and Facilities Workplace Health and Safety	Corporate Services Department
Media and Communications	Community, Cultural and Economic Development Dept
Local Laws and Regulatory Compliance Services	Planning and Development Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

3. ADVISORY COMMITTEES

The Finance and Governance Committee has established the Regulation Advisory Committee. Refer to the advisory committee terms of reference for the purpose, scope, responsibilities and members of the Regulation Advisory Committee.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. ROLE AND RESPONSIBILITIES

The role of the Finance and Governance Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Paul Tully

Deputy Chairperson: Councillor Jacob Madsen

Members:

Mayor Teresa Harding

Cr Jim Madden

Cr Andrew Antonioli

Deputy Mayor Nicole Jonic

Cr Marnie Doyle

7. FREQUENCY

The Finance and Governance Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 2.1 – Regulation Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees Annexure 2 – Finance and Governance Committee*.

1. PURPOSE AND SCOPE

The Regulation Advisory Committee was established by Council on 23 May 2024 to consider matters relating to the Local Laws and Regulatory Compliance Services category specified in the Ipswich City Council Core Business Services.

2. AUTHORITY

Advisory committees operate in accordance with the *Ipswich City Council Standing Committees Terms of Reference* and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Finance and Governance Committee.

3. ROLE AND RESPONSIBILITIES

The role of the Regulation Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Finance and Governance Committee.

It is responsible for considering matters specifically relating to the Local Laws and Regulatory Compliance Services core business category.

Matters may be referred by reports from the Chief Executive Officer (or delegated authorised officers), a referral from the Finance and Governance Committee, any other Standing Committee or Council.

4. MEMBERSHIP

Membership of the Regulation Advisory Committee is recommended by the Finance and Governance Committee.

Chairperson: Councillor Paul Tully

Deputy Chairperson: Councillor Jim Madden

Members:

Cr Marnie Doyle

Cr Andrew Antonioli

5. MEETING FREQUENCY AND ARRANGEMENTS

The Regulation Advisory Committee will meet on a schedule set by the Finance and Governance Committee or as required to consider matters assigned to it.

Annexure 3 – Community and Sport Committee

1. PURPOSE OF THE COMMITTEE

The Community and Sport Committee has been established to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Community and Sport Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Sport and Recreation Community Development and Research Libraries and Customer Services Community Safety	Community, Cultural and Economic Development Department
Community Health and Education	Planning and Regulatory Services Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

3. ADVISORY COMMITTEES

The Community and Sport Committee has established the Libraries and Customer Services Advisory Committee and the Sport and Recreation Advisory Committee. Refer to the Annexures 3.1 and 3.2 for the terms of reference of these advisory committees.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. RESPONSIBILITIES

The role of the Community and Sport Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Jacob Madsen

Deputy Chairperson: Councillor Pye Augustine

Members:

Mayor Teresa Harding

Cr Andrew Antonioli

Cr David Martin

Deputy Mayor Nicole Jonic

Cr Jim Madden

Cr Marnie Doyle

7. FREQUENCY

The Community and Sport Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 3.1 – Libraries and Customer Services Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees Annexure 3 – Community and Sport Committee*.

1. PURPOSE AND SCOPE

The Libraries and Customer Services Advisory Committee was established by Council on 12 September 2024 to consider matters relating to the Libraries and Customer Services category specified in Ipswich City Council Core Business Services.

2. AUTHORITY

Advisory committees operate in accordance with the Ipswich City Council Standing Committees Terms of Reference and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Community and Sport Committee.

3. ROLE AND RESPONSIBILITIES

The role of the Libraries and Customer Services Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Community and Sport Committee.

It is responsible for considering matters specifically relating to the Libraries and Customer Services core business category.

Matters may be referred by reports from the Chief Executive Officer (or delegated authorised officers), a referral from the Community and Sport Committee, and other Standing Committee or Council.

4. MEMBERSHIP

Membership of the Libraries and Customer Services Advisory Committee is recommended by the Community and Sport Committee.

Chairperson: Councillor Jacob Madsen

Deputy Chairperson: Councillor Pye Augustine

Members:

Deputy Mayor Nicole Jonic

Cr Jim Madden

Cr Andrew Antonioli

5. MEETING FREQUENCY AND ARRANGEMENTS

The Libraries and Customer Service Advisory Committee will meet on a schedule set by the Community and Sport Committee or as required to consider matters assigned to it.

Annexure 3.2 – Sport and Recreation Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees Annexure 3 – Community and Sport Committee*.

1. PURPOSE AND SCOPE

The Sport and Recreation Advisory Committee was established by Council on 12 September 2024 to consider matters relating to the Sport and Recreation service category specified in Ipswich City Council Core Business Services.

2. AUTHORITY

Advisory committees operate in accordance with the Ipswich City Council Standing Committees Terms of Reference and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Community and Sport Committee.

3. ROLE AND RESPONSIBILITIES

The role of the Sport and Recreation Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Community and Sport Committee.

It is responsible for considering matters specifically relating to the Sport and Recreation core business category.

Matters may be referred by reports from the Chief Executive Officer (or delegated authorised officers), a referral from the Community and Sport Committee, and other Standing Committee or Council.

4. MEMBERSHIP

Membership of the Sport and Recreation Advisory Committee is recommended by the Community and Sport Committee.

Chairperson: Councillor Jacob Madsen

Deputy Chairperson: Councillor Pye Augustine

Members:

Deputy Mayor Nicole Jonic

Cr Andrew Antonioli

Cr Jim Madden

5. MEETING FREQUENCY AND ARRANGEMENTS

The Sport and Recreation Advisory Committee will meet on a schedule set by the Community and Sport Committee or as required to consider matters assigned to it.

Annexure 4 – Economic and Cultural Development Committee

1. PURPOSE OF THE COMMITTEE

The Economic and Cultural Development Committee has been established to provide strategic direction and leadership on the community's priorities in relation to the matters detailed in Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Economic and Cultural Development Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Advocacy Services Economic Development Destination Development Arts and Cultural Services City Events and Marketing Services Ipswich Central Revitalisation Olympics and Paralympics Games	Community, Cultural and Economic Development Department
Ipswich Central (Nicholas Street Precinct) Redevelopment	Office of the Chief Executive Officer

*Refer to the *Ipswich City Council Core Business Services* for further detail.

3. ADVISORY COMMITTEES

The Economic and Cultural Development Committee has established the Advocacy Advisory Committee (including Advocacy Services and Olympics and Paralympics Games). Refer to the advisory committee terms of reference for the purpose, scope, responsibilities and members of the Advocacy Advisory Committee.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. ROLE AND RESPONSIBILITIES

The role of the Economic and Cultural Development Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Pye Augustine

Deputy Chairperson: Councillor Marnie Doyle

Members:

Mayor Teresa Harding

Cr Andrew Antonioli

Cr Jim Madden

Deputy Mayor Nicole Jonic

Cr Jacob Madsen

Cr David Martin

7. FREQUENCY

The Economic and Cultural Development Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 4.1 – Advocacy Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees Annexure 4 – Economic and Cultural Development Committee*.

1. PURPOSE AND SCOPE

The Advocacy Advisory Committee was established by Council on 23 May 2024 to consider matters relating to Advocacy Services and the Olympic and Paralympic Games.

The Advocacy Advisory Committee is a requirement of the Advocacy for Regionally Significant Projects Policy. This committee is responsible for providing leadership and oversight to Council's advocacy program and to endorse advocacy plans before presentation to Council.

2. AUTHORITY

Advisory committees operate in accordance with the *Ipswich City Council Standing Committees Terms of Reference* and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Economic and Cultural Development Committee.

3. ROLE AND RESPONSIBILITIES

The role of the Advocacy Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Economic and Cultural Development Committee. It is responsible for considering matters specifically relating to Advocacy Services and the Olympic and Paralympic Games.

Matters may be referred by reports from the Chief Executive Officer (or delegated authorised officers), a referral from the Economic and Cultural Development Committee, any other Standing Committee or Council.

Following the Council having determined the Regionally Significant Projects and their priority, the role of the Advocacy Advisory Committee is to:

- a) Provide a forum to discuss the advocacy priorities and activities for the organisation and elected representatives
- b) Consider and endorse advocacy plans before presentation to Council
- c) Consider and endorse significant advocacy communications and messaging
- d) Monitor progress of approved advocacy plans and activities.

Advocacy is proposed to involve elected representatives, members of the ELT and nominated Council officers. The committee's primary role is to create a collaboration of Councillors and Council employees who meet regularly to provide oversight of Council's advocacy program.

In discharging their role, members have a duty to act in the best interests of Council as a whole, in accordance with Council's Code of Conduct and the Councillor Code of Conduct.

4. MEMBERSHIP

Membership of the Advocacy Advisory Committee is recommended by the Economic and Cultural Development Committee.

Chairperson: Mayor Teresa Harding

Deputy Chairperson: Councillor Marnie Doyle

Members:

Cr Pye Augustine Cr David Martin
Cr Jim Madden

5. MEETING FREQUENCY AND ARRANGEMENTS

The Advocacy Advisory Committee will meet on a schedule set by the Economic and Cultural Development Committee or as required to consider matters assigned to it.

Annexure 5 – Environment and Sustainability Committee

1. PURPOSE OF THE COMMITTEE

The Environment and Sustainability Committee has been established to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Environment and Sustainability Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Animal Management Services (biosecurity, pest plants and animals)** Natural Environment and Land Management Resource Recovery Sustainability and Emergency Management	Environment and Sustainability Department
City Maintenance – Open Space City Maintenance – Urban Forest and Natural Area	Asset and Infrastructure Services Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

** Responsibility for this service category is shared with the Infrastructure, Planning and Assets Committee

3. ADVISORY COMMITTEES

The Environment and Sustainability Committee has no established advisory or sub committees.

4. AUTHORITY

This Committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. RESPONSIBILITIES

The role of the Environment and Sustainability Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Jim Madden

Deputy Chairperson: Councillor Andrew Antonioli

Members:

Mayor Teresa Harding

Cr Pye Augustine

Cr Marnie Doyle

Deputy Mayor Nicole Jonic

Cr Jacob Madsen

7. FREQUENCY

The Environment and Sustainability Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.