



City of
Ipswich

AGENDA

FINANCE AND GOVERNANCE COMMITTEE

Tuesday, 19 May 2026

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

MEMBERS OF THE FINANCE AND GOVERNANCE COMMITTEE

Councillor Paul Tully (**Chairperson**)
Councillor Jacob Madsen (**Deputy Chairperson**)

Mayor Teresa Harding
Deputy Mayor Nicole Jonic
Councillor Marnie Doyle
Councillor Andrew Antonioli
Councillor Jim Madden

FINANCE AND GOVERNANCE COMMITTEE AGENDA

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** Item includes confidential papers

FINANCE AND GOVERNANCE COMMITTEE NO. 2026(04)

19 MAY 2026

AGENDA

ATTENDANCE AND APOLOGIES

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE NO. 2026(03) OF 21 APRIL 2026**

RECOMMENDATION

That the minutes of the Finance and Governance Committee held on 21 April 2026 be confirmed.

OFFICERS' REPORTS

2. **DISPOSAL OF EASEMENT OVER COUNCIL LAND TO URBAN UTILITIES FOR SEWERAGE PURPOSES (EAST IPSWICH)**

This report concerns the disposal of Council land for an easement in favour of Central SEQ Distributor-Retailer Authority (trading as Urban Utilities). The Easement will facilitate the installation and ongoing maintenance of upgraded infrastructure for the Chermside Road Pump Station to the Bundamba Sewerage Treatment Plant creating a new sewer line.

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 214 Chermside Road, Basin Pocket, more particularly described as Lot 7 on CP869447, ("the Land"),

by way of Easement agreement for sewerage purpose between Council and Central SEQ Distributor-Retailer Authority (Urban Utilities).

- 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 Easement as detailed in Recommendation A, for sewerage purpose.

3. DISPOSAL OF EASEMENTS OVER COUNCIL LAND TO URBAN UTILITIES FOR WATER AND SEWERAGE PURPOSES (ROSEWOOD)

This report concerns the disposal of Council land for two (2) easements in favour of Central Queensland Distributor-Retailer Authority (trading as Urban Utilities) for Water and Sewer purposes over portion of the land at 49 Lacewing Street, Rosewood.

The proposed Easements are required to facilitate sewerage and water connections servicing the adjoining approved residential development under development application 3130/2024/CA located at 126 Nielsen Road, Rosewood.

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 interests in Part of Land at 49 Lacewing Street, Rosewood, more particularly described as Lot 901 on SP143557 (“the Land”), by way of Easement agreements for sewerage and water purposes between Council and Central SEQ Distributor-Retailer Authority (Urban Utilities).
- 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 Easement as detailed in Recommendation A, for sewerage and water purposes.

4. 5326 MARIE STREET, GOODNA - BANK STABILISATION WORKS (INCREASED EXPENDITURE)

This report outlines the increased expenditure incurred under Contract 5326 *Embankment Stabilisation Works, Marie Street, Goodna*. The contract had an original value of \$1,144,883.50 (ex GST) and an approved contingency allowance of \$114,488.35 (ex GST).

During delivery of the project, unplanned works and delays primarily resulting from the impacts of Tropical Cyclone Alfred required the use of the full contingency and additional expenditure. The total contingency spend reached \$1,098,225.39 (ex GST).

The project was completed in March 2026, and no further variations were required after practical completion.

RECOMMENDATION

- A. That Council receive and note that Contract 5326 – *Marie Street, Goodna, Embankment Stabilisation Works* which had an original contract value of \$1,144,883.50 (ex-GST) and an approved contingency of \$114,488.35 (ex GST), has exceeded the approved contingency, with total contingency expenditure reaching \$1,098,225.39 (ex-GST). This resulted in a total contract value of \$ 2,243,108.89 (ex-GST).
- B. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take “contractual action” pursuant to section 238 of the Regulation, in order to implement Council’s decision.

5. **PROCUREMENT: ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM

This is a report concerning the procurement of Council’s Electronic Document Records Management System and Objective Connect and the recommendation to enter into a new Contractual Arrangement with Objective Corporation Limited.

RECOMMENDATION

- A. That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tender No. 260115-000777 for the provision of Objective EDRMS and Connect to Objective Corporation Limited (Supplier).
- B. That Council enter into a contractual arrangement with the Supplier at an approximate purchase price and contract term as listed in Confidential Attachment 1.
- 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.

6. UPDATE TO IPSWICH CITY COUNCIL STANDING AND ADVISORY COMMITTEE TERMS OF REFERENCE

This is a report concerning amendments to the Ipswich City Council Standing and Advisory Committee Terms of Reference arising from recommendations of the Multicultural Advisory Committee No. 2026(01) of 23 March 2026. On 30 April 2026, Council resolved as follows:

- B: That the terms of reference for the Multicultural Advisory Committee be updated to include the proposed new section in the Terms of Reference Annexure 3.3 – Multicultural Advisory Committee Section 5. External Advisors and Participants; and
- C: That the amended Terms of Reference be referred to the next Finance and Governance committee.

RECOMMENDATION

That the revised 'Ipswich City Council Standing and Advisory Committee Terms of Reference' as detailed in Attachment 2 be adopted.

7. PROPOSED FEES AND CHARGES TO APPLY FROM 1 JULY 2026

This is a report concerning the annual review of Ipswich City Council's (Council) proposed commercial and cost recovery fees and charges, and the recommended pricing to commence with effect 1 July 2026.

RECOMMENDATION

That the proposed 2026-2027 Fees and Charges, including all fee policies, as detailed in Attachment 1, be adopted with an effective date of 1 July 2026.

(excluding the fees and charges for Animal Management, Public Health, Food Business and Road Regulation licences and associated services adopted in the meeting held, 17 March 2026 contained in the following sections:

- Sections 2 to 7.4, pages 20 to 31
- Sections 2 to 11.1.2, pages 33 to 40
- Section 3 to 3.2.5, pages 107 to 109

8. **RATES CONCESSION REPORT

This is a report concerning a request for a concession for general rates from Cherish the Environment Foundation Limited for a property at 442 Rosewood-Laidley Road, Lanefield Qld 4340.

RECOMMENDATION

That having satisfied the criteria in s120 of the of the *Local Government Regulation 2012*, as well as the Rates Concession Policy, the property at 442 Rosewood-Laidley Road Lanefield Qld 4340, be granted a 100% concession on the differential general rate from the 17 March 2026, being the date of application.

9. ****QUEENSLAND AUDIT OFFICE 2026 FIRST INTERIM AUDIT REPORT**

This is a report concerning the Queensland Audit Office (QAO) 2026 first interim audit report for the financial year ending 30 June 2026 detailing the results of internal controls testing performed to 28 February 2026.

RECOMMENDATION

That the Queensland Audit Office 2026 Interim Audit Report, as detailed in Attachment 1, be received and the contents noted.

10. **MONTHLY FINANCIAL PERFORMANCE REPORT - APRIL 2026**

This is a report concerning Ipswich City Council's (**Council**) financial performance for the period ending 30 April 2026, submitted in accordance with section 204 of the *Local Government Regulation 2012*.

RECOMMENDATION

That the report on Council's financial performance for the period ending 30 April 2026, submitted in accordance with section 204 of the *Local Government Regulation 2012*, be considered and noted by Council.

NOTICES OF MOTION

MATTERS ARISING

QUESTIONS / GENERAL BUSINESS

FINANCE AND GOVERNANCE COMMITTEE NO. 2026(03)

21 APRIL 2026

MINUTES

COUNCILLORS' ATTENDANCE:

Councillor Paul Tully (Chairperson); Councillors Jacob Madsen (Deputy Chairperson), Mayor Teresa Harding, Deputy Mayor Nicole Jonic (via audio), Andrew Antonioli, Jim Madden and Pye Augustine (Observer) and David Martin (Observer)

COUNCILLOR'S APOLOGIES:

Councillor Marnie Doyle

OFFICERS' ATTENDANCE

Chief Executive Officer (Sonia Cooper), General Manager Corporate Services (Matt Smith), General Manager Asset and Infrastructure Services (Seren McKenzie), General Manager Planning and Regulatory Services (Brett Davey), General Manager Community, Cultural and Economic Development (Ben Pole), Manager Procurement (Tanya Houwen), Goods and Services Category Manager (Tim Steinhardt), Chief Financial Officer (Christina Binoya), Precinct Director (James Hepburn), Manager, General Counsel (Allison Ferres-MacDonald), Executive Services Manager (Wade Wilson), Chief of Staff, Office of the Mayor (Melissa Fitzgerald), Manager Media, Communications and Engagement (Mark Strong), Senior Media Officer (Darrell Giles), Coordinator, Communications (Lucy Stone) and Venue Technician (Harrison Cate)

LEAVE OF ABSENCE

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Councillor Andrew Antonioli:

That a leave of absence be granted for Deputy Mayor Nicole Jonic for the Finance and Governance Committee of 21 April 2026.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antonioli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

Councillor Paul Tully (Chairperson) delivered the Acknowledgement of Country

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

In accordance with section 150EQ of the *Local Government Act 2009*, Councillor Jacob Madsen informed the meeting that he has a declarable conflict of interest in Item 4 titled Ipswich Trades Hall Parking.

The nature of the declarable conflict of interest is that he was a previous member of the Executive of the Ipswich Trades Hall and Labour Day Committee.

Councillor Jacob Madsen came to the conclusion that because of the nature of the conflict, he will exclude himself from the meeting while this matter is debated and the vote taken.

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE NO. 2026(02) OF 17 MARCH 2026**

RECOMMENDATION

Moved by Councillor Andrew Antonioli:

Seconded by Mayor Teresa Harding:

That the minutes of the Finance and Governance Committee held on 17 March 2026 be confirmed.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antonioli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

OFFICERS' REPORTS

2. **PROCUREMENT: RECOMMENDATION TO AWARD - PROVISION OF COMMERCIAL CLEANING**

This is a report concerning the establishment of contract arrangements with suitably qualified suppliers for the provision of Commercial Cleaning Services across nine (9) Separable Portions to Ipswich City Council, following the completion of Tender 250318-000084(VP465900).

“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 Jim Madden:

Seconded by Councillor Jacob Madsen:

- A. That pursuant to Section 228 of the Local Government Regulation 2012 (Regulation), Council award Tender No. 250318-000084 (VP465900) for the provision of Commercial Cleaning to the suppliers listed as per Confidential Attachment 1 (Recommendation to Award).**
- B. That Council enter into a contractual arrangement with the Suppliers at an approximate purchase price of \$24,000,000 excluding GST over the entire term, being a term of four (4) years, with an option for extension at the discretion of Council (as purchaser), of an additional three (3) years term.**
- 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, to implement Council’s decision.**

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

3. 5554 RECONSTRUCTION ADJACENT TO RIVERLINK AND BRADFIELD BRIDGE PROJECT - DRFA FUNDED PROJECT (INCREASED EXPENDITURE)

This is a report concerning increased expenditure under contract 5554 Reconstruction Adjacent to Riverlink and Bradfield Bridge works funded through the Disaster Recovery Funding Arrangements (DRFA) following multiple events impacting this location in both 2022 and 2024.

The original contract value of \$5,651,735.00 was awarded to Cragcorp Pty Ltd t/as Queensland Bridge and Civil (QBC) with an additional provisional sum of \$2,015,417.28 and an allocated contingency amount of \$876,417.28 to a total value of \$8,543,569.56.

This report is to provide notice the provisional sum and contingency expenditure has now reached \$2,667,722.91 (incl. GST) and will require an additional \$2,184,046.54 in contingency to complete the project with known issues at site and in accordance with the approved funding.

RECOMMENDATION

Moved by Councillor Jim Madden:

Seconded by Councillor Andrew Antonioli:

- A. **That Council receive and note that contract 5554 Reconstruction Adjacent to Riverlink and Bradfield Bridge works for the value of \$5,651,735.00 and additional provisional sum of \$2,015,417.28 and an allocated contingency amount of \$876,417.28 will be exceeded.**
- B. **That Council approve an additional contingency allocation of \$2,200,000.00 to cover potential future variations to ensure completion of works within the required Queensland Reconstruction Authority (QRA) funding timeframes.**
- 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:

Tully

Madsen

Harding

Jonic

Antonioli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

ADJOURN MEETING

RECOMMENDATION

Moved by Councillor Paul Tully:
Seconded by Councillor Andrew Antonioli:

That the meeting be adjourned at 9.59 am to reconvene at 10.20 am.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Tully	Nil
Madsen	
Harding	
Jonic	
Antonioli	
Madden	

The motion was put and carried.

The meeting reconvened at 10.20 am.

***Councillor Jacob Madsen left the meeting at 10.21 am due to a previously declared interest in Item 4.

At the recommencement of the meeting Deputy Mayor Nicole Jonic and Councillor Andrew Antonioli were not present.

Deputy Mayor Nicole Jonic and Councillor Andrew Antonioli arrived at 10.22 am.

ADJOURN MEETING

RECOMMENDATION

Moved by Councillor Paul Tully:
Seconded by Councillor Andrew Antonioli:

That the meeting be adjourned at 10.34 am to reconvene at 10.39 am.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Tully	Nil
Harding	
Jonic	
Antonioli	
Madden	

All Councillors except Councillor Jacob Madsen were present when the vote was taken.

The motion was put and carried.

The meeting reconvened at 10.39 am.

4. IPSWICH TRADES HALL PARKING

This is a report concerning a request received from the Ipswich Trades Hall and Labour Day Committee (the **ITH**) for Council to provide it with access to five (5) car parking spaces at no cost on a permanent basis.

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

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Councillor Paul Tully:

That a general discussion be held in relation to this matter.

AFFIRMATIVE

Councillors:

Tully

Harding

Jonic

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

All Councillors except Councillor Jacob Madsen were present when the vote was taken.

The motion was put and carried.

RECOMMENDATION

A. That Council either:

(i) in accordance with the recommendation set out in this report, approve that council officers proceed in accordance with Option A, or

(ii) approve that council officers proceed in accordance with Option B as set out in this report.

B. If Council gives its approval to proceed in accordance with Option B, that Council be kept informed as to the progress and outcome of that approach.

Mayor Teresa Harding proposed the following motion:

That in accordance with the recommendation set out in this report, approve that council officers proceed in accordance with Option A.

The motion lapsed in the absence of a seconder.

Councillor Andrew Antonioli proposed the following motion:

- A. That Council approve that council officers proceed in accordance with Option B as set out in this report.
- B. That Council be kept informed as to the progress and outcome of that approach.

The Chief Executive Officer recommended the following wording for Recommendation A:

That Council approve that council officers proceed in accordance with Option B as set out in the Options section of the report.

RECOMMENDATION

Moved by Councillor Andrew Antonioli:

Seconded by Councillor Jim Madden:

- A. That Council approve that council officers proceed in accordance with Option B as set out in the Options section of the report.
- B. That Council be kept informed as to the progress and outcome of that approach.

Mayor Teresa Harding proposed the following amendment as Recommendation C:

- C. That the lost casual parking revenue could potentially be \$32,500 per year and that this be recorded in the annual report.

The mover and seconder of the current motion did not agree with the proposed amendment.

***RECOMMENDATION

Moved by Councillor Andrew Antonioli:

Seconded by Councillor Jim Madden:

- A. That Council approve that council officers proceed in accordance with Option B as set out in the Options section of the report.**
- B. That Council be kept informed as to the progress and outcome of that approach.**

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Tully	Harding
Antoniolli	Jonic (Abstain)
Madden	

All Councillors except Councillor Jacob Madsen were present when the vote was taken.

The motion was put and carried.

Councillor Jacob Madsen returned to the meeting at 11.14 am.

5. BUDGET AMENDMENT 2025-2026

This is a report concerning proposed amendment of the 2025-2026 budget, submitted in accordance with Section 170(3) of the *Local Government Regulation 2012*.

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Councillor Jim Madden:

That the proposed amended 2025-2026 Budget, including the Long-Term Financial Forecast, the 2025-2026 Revenue Policy, the 2025-2026 Revenue Statement, and the amended Debt Policy, as detailed in Attachments 1, 2, 3 and 4 be adopted.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Tully	Nil
Madsen	
Harding	
Jonic	
Antoniolli	
Madden	

The motion was put and carried.

6. MONTHLY FINANCIAL PERFORMANCE REPORT MARCH 2026

This is a report concerning Ipswich City Council's (**Council**) financial performance for the period ending 31 March 2026, submitted in accordance with section 204 of the *Local Government Regulation 2012*.

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Mayor Teresa Harding:

That the report on Council's financial performance for the period ending 31 March 2026, submitted in accordance with section 204 of the *Local Government Regulation 2012*, be considered and noted by Council.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

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 9.50 am.

The meeting closed at 11.15 am.

***** Refer Council Ordinary Meeting of 30 April 2026 for amendment**

Doc ID No: A12156885

ITEM: 2

SUBJECT: DISPOSAL OF EASEMENT OVER COUNCIL LAND TO URBAN UTILITIES FOR SEWERAGE PURPOSES (EAST IPSWICH)

AUTHOR: SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

DATE: 30 MARCH 2026

EXECUTIVE SUMMARY

This report concerns the disposal of Council land for an easement in favour of Central SEQ Distributor-Retailer Authority (trading as Urban Utilities). The Easement will facilitate the installation and ongoing maintenance of upgraded infrastructure for the Chermside Road Pump Station to the Bundamba Sewerage Treatment Plant creating a new sewer line.

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 214 Chermside Road, Basin Pocket, more particularly described as Lot 7 on CP869447, (“the Land”), by way of Easement agreement for sewerage purpose between Council and Central SEQ Distributor-Retailer Authority (Urban Utilities).**
- 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 Easement as detailed in Recommendation A, for sewerage purpose.**

RELATED PARTIES

- Central SEQ Distributor-Retailer Authority (trading as Urban Utilities)
- WSP Australia Pty Limited (Joint Applicant)
- Downer Utilities Australia Pty Ltd (Joint Applicant)
- There is no declaration of conflict of interest

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

Urban Utilities are currently upgrading sewer infrastructure through the Ipswich region.

As part of these works, Urban Utilities have advised Council that they will be undertaking works to existing sewerage infrastructure which includes decommissioning and replacing its existing sewer network with a new trunk sewer line that will traverse McLeod Street Park located at 214 Chermside Road, Basin Pocket.

As part of these works it is proposed the registration of a sewerage easement in favour of Urban Utilities be established to set conditions allowing Urban Utilities to manage, repair, upgrade and service this infrastructure from installation.

Given the broad organisational support for the proposal, granting an easement in this instance is considered appropriate given the sewerage trunk line supports public infrastructure for the local and broader community.

LEGAL IMPLICATIONS

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

Local Government Act 2009

Local Government Regulation 2012

Land Title Act 1994

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

The establishment of a registered Easement over the sewerage infrastructure will provide Urban Utilities with lawful and ongoing rights of access for operation, maintenance, repair and upgrade purposes. Clearly defined Easement boundaries mitigate operational and asset management risks by preventing uncontrolled access across Council land and reducing the risk of unexpected excavation, damage to land, or conflict with other Council assets.

FINANCIAL/RESOURCE IMPLICATIONS

Urban Utilities will be responsible for all costs associated with facilitating the easement which include, compensation, preparation of the easement documentation, survey plans, the preparation of compensation assessments and Titles Queensland registration fees to register the dealings. Urban Utilities will also be fully responsible for maintaining its infrastructure going forward.

It is recommended that the compensation payable for the diminished value of the land be set at a nominal rate of \$5,000 exclusive of GST. A nominal rate is considered appropriate in this instance as the disposal of land (via easement) is for public infrastructure managed by Urban Utilities.

There are not direct or ongoing costs to Council in relation to this proposal.

COMMUNITY AND OTHER CONSULTATION

Internal consultation has occurred with: **Transport Planning** (No comment, proposal doesn't relate to a current or planned strategic road); **Sport and Recreation** (Support the proposal); **Public Open Space** (Access and Works Licence Agreement to contain Council standard conditions and safe access to the park to remain during works); **City Design** (Support the proposal); **Natural Environment** (site inspection completed, terms provided for inclusion in Access and Work Licence Agreement); **Works and Field Services** (Conditions have been provided for inclusion in the Access and Works Licence Agreement).

Consultation between Council officers and the applicant remains ongoing to progress the Easements process and requirements.

CONCLUSION

It is recommended that Council support the disposal of land (via easement for sewerage purposes) to Urban Utilities on the land located at 214 Chermerside Road, Basin Pocket. It is further recommended that consideration payable to Council for the establishment of the easement on its land be set at \$5,000 exclusive of GST.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Disposal of interest in parts of land for an Easement for sewerage purpose.
(b) What human rights are affected?	Urban Utilities and Council are not individuals only individuals have human rights. End of Assessment
(c) How are the human rights limited?	No 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

1.	Title Search - Lot 7 on CP869447  
2.	Easement Locality Plan - Mcleod Street Park  

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.

Lee Prior
MANAGER, PROPERTY AND FACILITIES

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”

INTERNAL CURRENT TITLE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 24/12/2024 08:11

Title Reference: 50109637

Date Created: 17/01/1996

Previous Title: 40001783

REGISTERED OWNER

Dealing No: 701090999 04/01/1996

COUNCIL OF THE CITY OF IPSWICH

ESTATE AND LAND

Estate in Fee Simple

LOT 7 CROWN PLAN 869447

Local Government: IPSWICH

For exclusions / reservations for public purposes refer to
Plan CP 869447

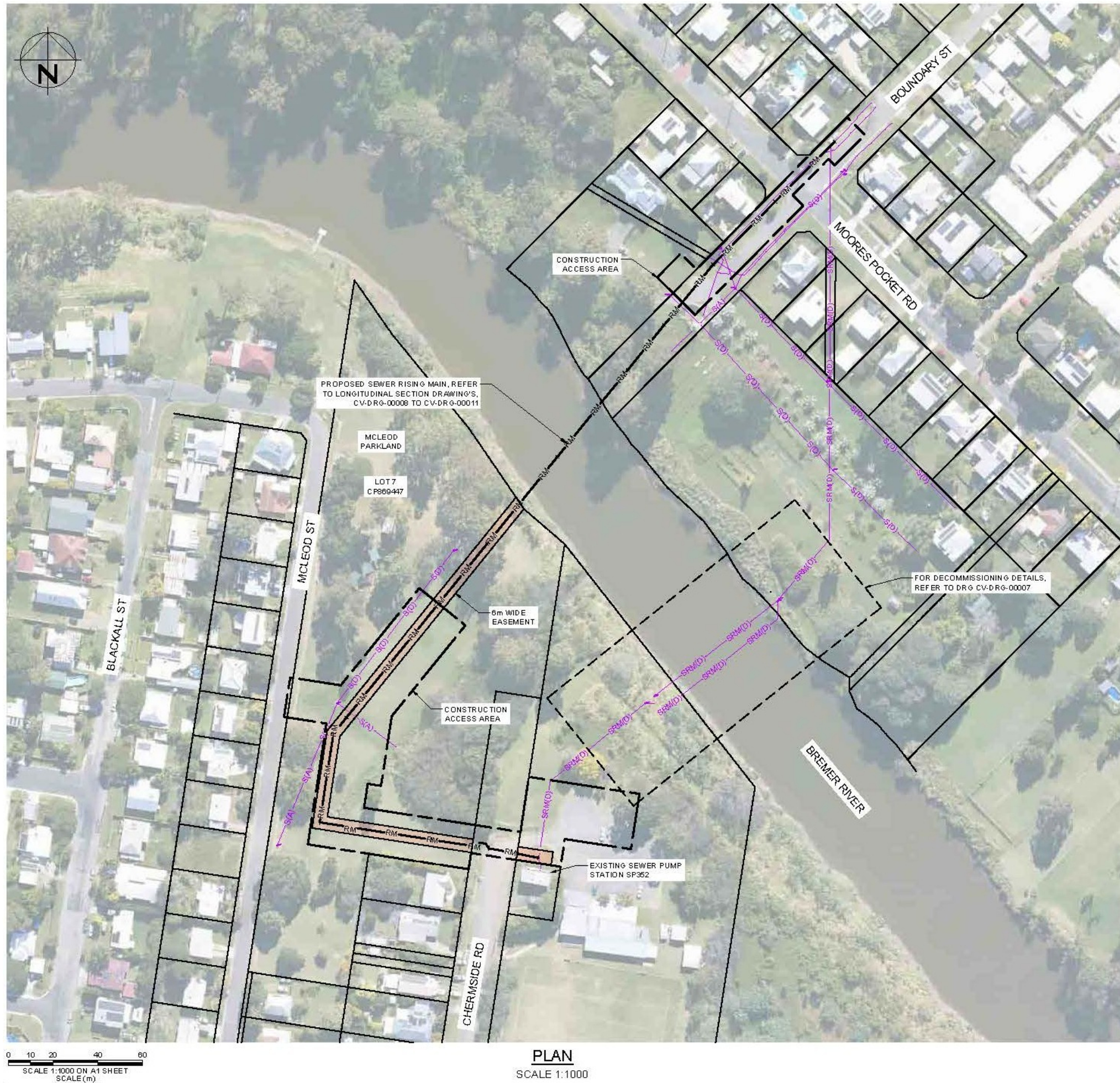
EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Deed of Grant No. 40001783 (Lot 7 on CP 869447)

ADMINISTRATIVE ADVICES - NIL

UNREGISTERED DEALINGS - NIL

** End of Current Title Search **



0 10 20 40 60
SCALE 1:1000 ON A1 SHEET
SCALE (m)

PLAN
SCALE 1:1000

Doc ID No: A12732959

ITEM: 3

SUBJECT: DISPOSAL OF EASEMENTS OVER COUNCIL LAND TO URBAN UTILITIES FOR WATER AND SEWERAGE PURPOSES (ROSEWOOD)

AUTHOR: SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

DATE: 17 APRIL 2026

EXECUTIVE SUMMARY

This report concerns the disposal of Council land for two (2) easements in favour of Central Queensland Distributor-Retailer Authority (trading as Urban Utilities) for Water and Sewer purposes over portion of the land at 49 Lacewing Street, Rosewood.

The proposed Easements are required to facilitate sewerage and water connections servicing the adjoining approved residential development under development application 3130/2024/CA located at 126 Nielsen Road, Rosewood.

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 interests in Part of Land at 49 Lacewing Street, Rosewood, more particularly described as Lot 901 on SP143557 (“the Land”), by way of Easement agreements for sewerage and water purposes between Council and Central SEQ Distributor-Retailer Authority (Urban Utilities).**
- 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 Easement as detailed in Recommendation A, for sewerage and water purposes.**

RELATED PARTIES

- Central SEQ Distributor-Retailer Authority (trading as Urban Utilities)
- Atrio Property (Applicant)
- There is no declaration of conflict of interest.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

In April 2025, Ipswich City Council (Council) granted owner's consent for the connection of sewerage and water infrastructure located within Council-owned land at 49 Lacewing Street, Rosewood, to service the adjoining residential subdivision. The consent was issued subject to conditions imposed under development application 3130/2024/CA.

An Access and Works Licence has since been granted to the applicant, permitting the construction and installation of the required infrastructure within Council land. The final step in this process is for Council to grant two (2) easements in favour of Urban Utilities. These easements are required to enable Urban Utilities to undertake the ongoing operation and maintenance of the infrastructure in accordance with its operational requirements and relevant statutory obligations.

An existing manhole is located within the Council land, and the proposed gravity sewer connection will integrate into the existing sewerage network. Any disturbance to the land arising from the installation works will be fully remediated upon completion of the sewer pipeline installation, including the reinstatement of turf.

LEGAL IMPLICATIONS

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

Local Government Act 2009

Local Government Regulation 2012

Land Title Act 1994

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

The establishment of registered Easements over the water and sewerage infrastructure will provide Urban Utilities with lawful and ongoing rights of access for operation, maintenance, repair and upgrade purposes. Clearly defined Easement boundaries mitigate operational and asset management risks by preventing uncontrolled access across Council land and reducing the risk of unexpected excavation, damage to land, or conflict with other Council assets.

FINANCIAL/RESOURCE IMPLICATIONS

The Applicant will be responsible for all costs associated with facilitating the easement which include, compensation, preparation of the easement documentation, survey plans, the preparation of compensation assessments and Titles Queensland registration fees to register the dealings. Urban Utilities will also be fully responsible for maintaining its infrastructure going forward.

It is recommended that the compensation payable for the diminished value of the land be set at a nominal rate of \$5,000 exclusive of GST (for each easement). A nominal rate is

considered appropriate in this instance as the disposal of land (via easement) is for public infrastructure managed by Urban Utilities.

There are not direct or ongoing costs to Council in relation to this proposal.

COMMUNITY AND OTHER CONSULTATION

Internal consultation has occurred with: **Transport Planning** (no comment the proposal doesn't relate to a current or planned strategic road); **Road Corridor Management** (No objections, after work is complete the land is to be rehabilitated to Council specifications); **Public Open Space** (no comments, property is not part of the trunk open space portfolio); **Works and Field Services** (No objections with relevant standard conditions); **Infrastructure Strategy** (Existing open channel to be reinstated after construction and sewer pipe cover to meet Urban Utility standards) and **Natural Environment** (No response).

Consultation between Council officers and the applicant remains ongoing to progress the Easements process and requirements.




CONCLUSION

It is recommended that Council support the disposal of land (via easement for water and sewerage purposes) to Urban Utilities on the land located at located at 49 Lacewing Street, Rosewood. It is further recommended consideration payable to Council for the establishment of the two (2) easements on its land bet set at \$5,000 exclusive of GST each.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Disposal of interests in land for water and sewerage purposes.
(b) What human rights are affected?	Urban Utilities and Council are not individuals 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

1.	Title Search - 901SP143557 - 49 Lacewing Street ROSEWOOD ↓ 
2.	Easement Plan of Survey SP356583 ↓ 
3.	Site Map - 49 Lacewing Street ROSEWOOD ↓ 

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.

Lee Prior

MANAGER, PROPERTY AND FACILITIES

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER (CORPORATE SERVICES)

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INTERNAL CURRENT TITLE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 21/02/2025 13:15

Title Reference: 51011322

Date Created: 04/11/2015

Previous Title: 50906397

REGISTERED OWNER

Dealing No: 716862469 03/11/2015

IPSWICH CITY COUNCIL

ESTATE AND LAND

Estate in Fee Simple

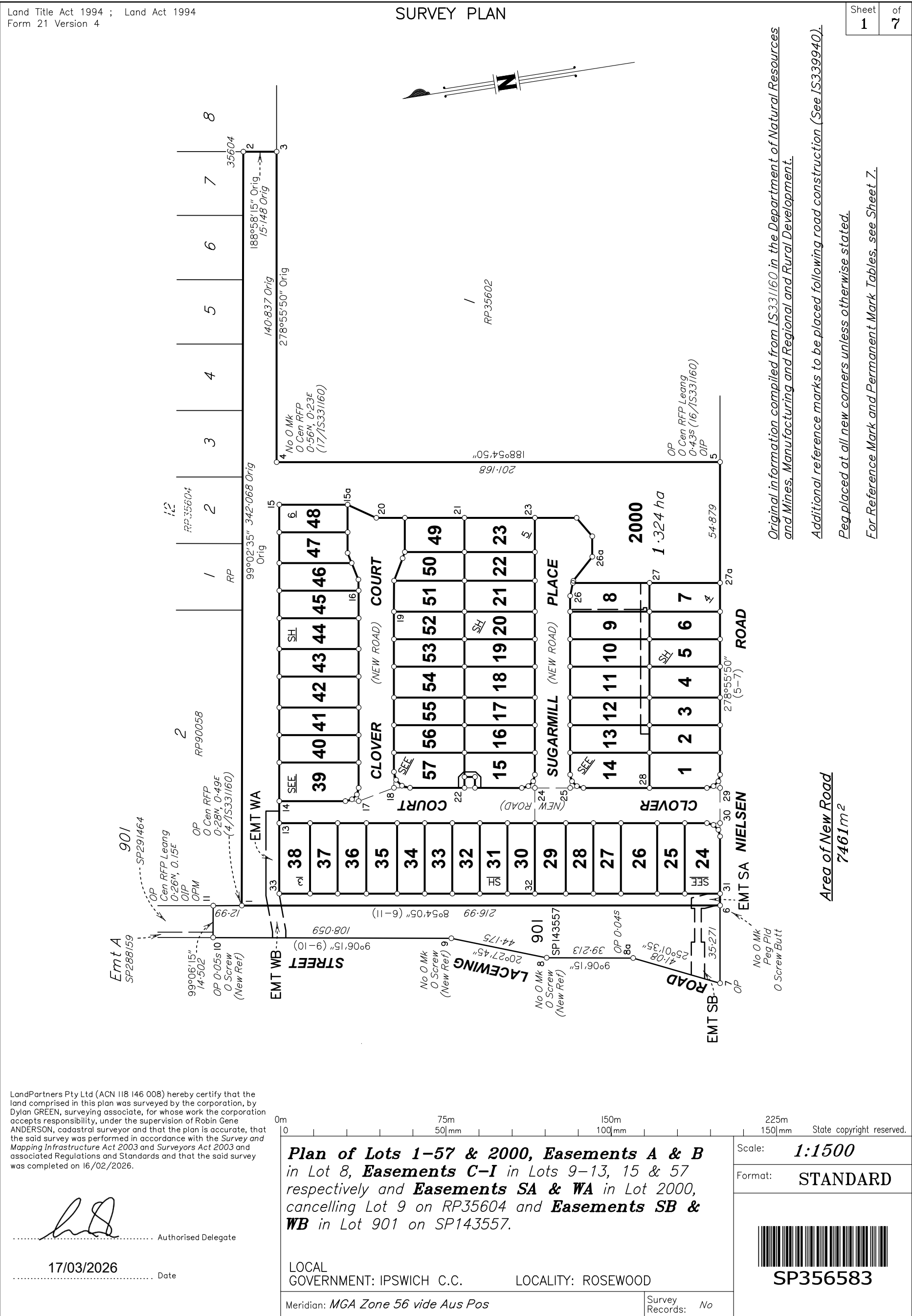
LOT 901 SURVEY PLAN 143557
Local Government: IPSWICH


EASEMENTS, ENCUMBRANCES AND INTERESTS

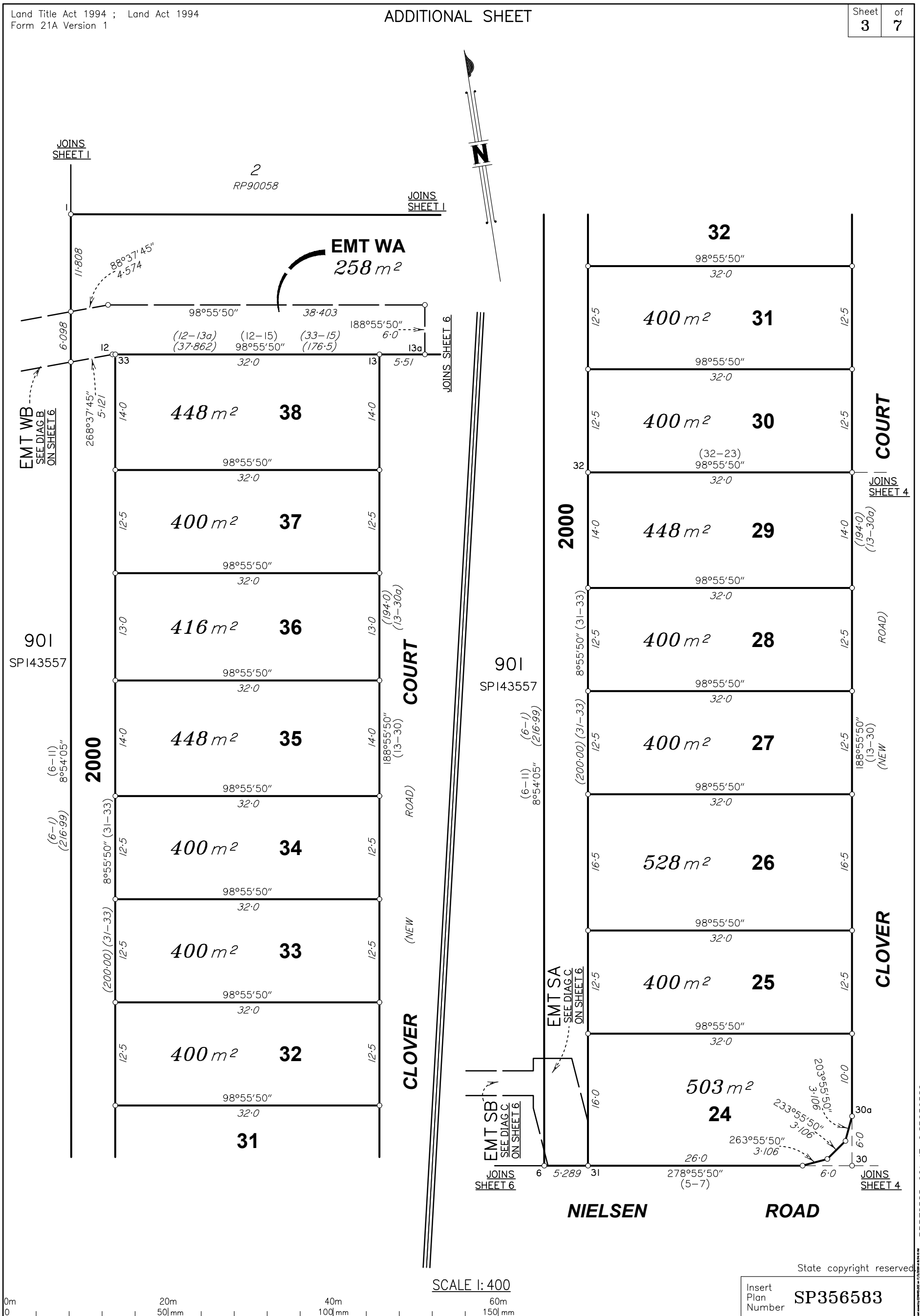
1. Rights and interests reserved to the Crown by
Deed of Grant No. 10273229 (POR 288)

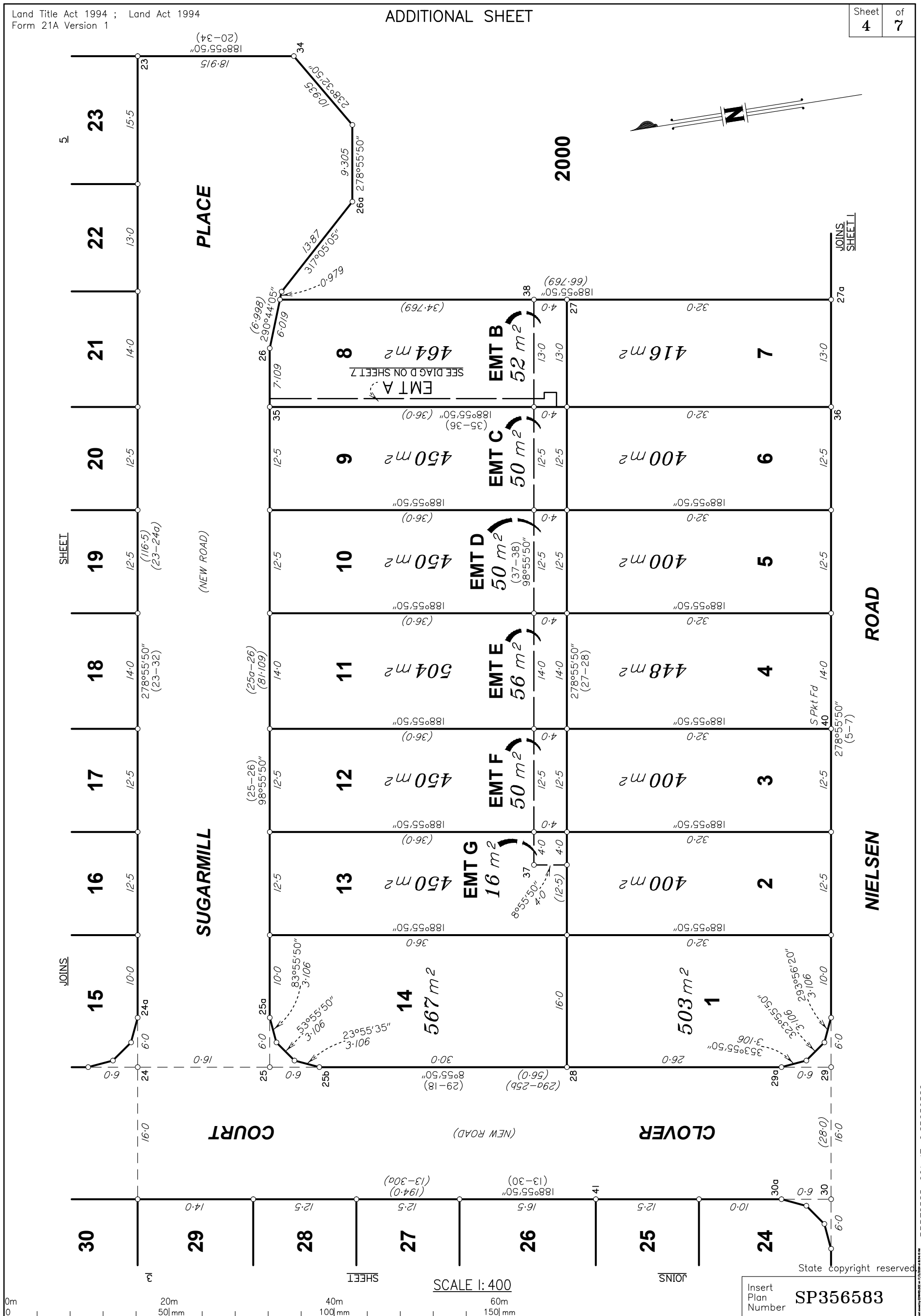
ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

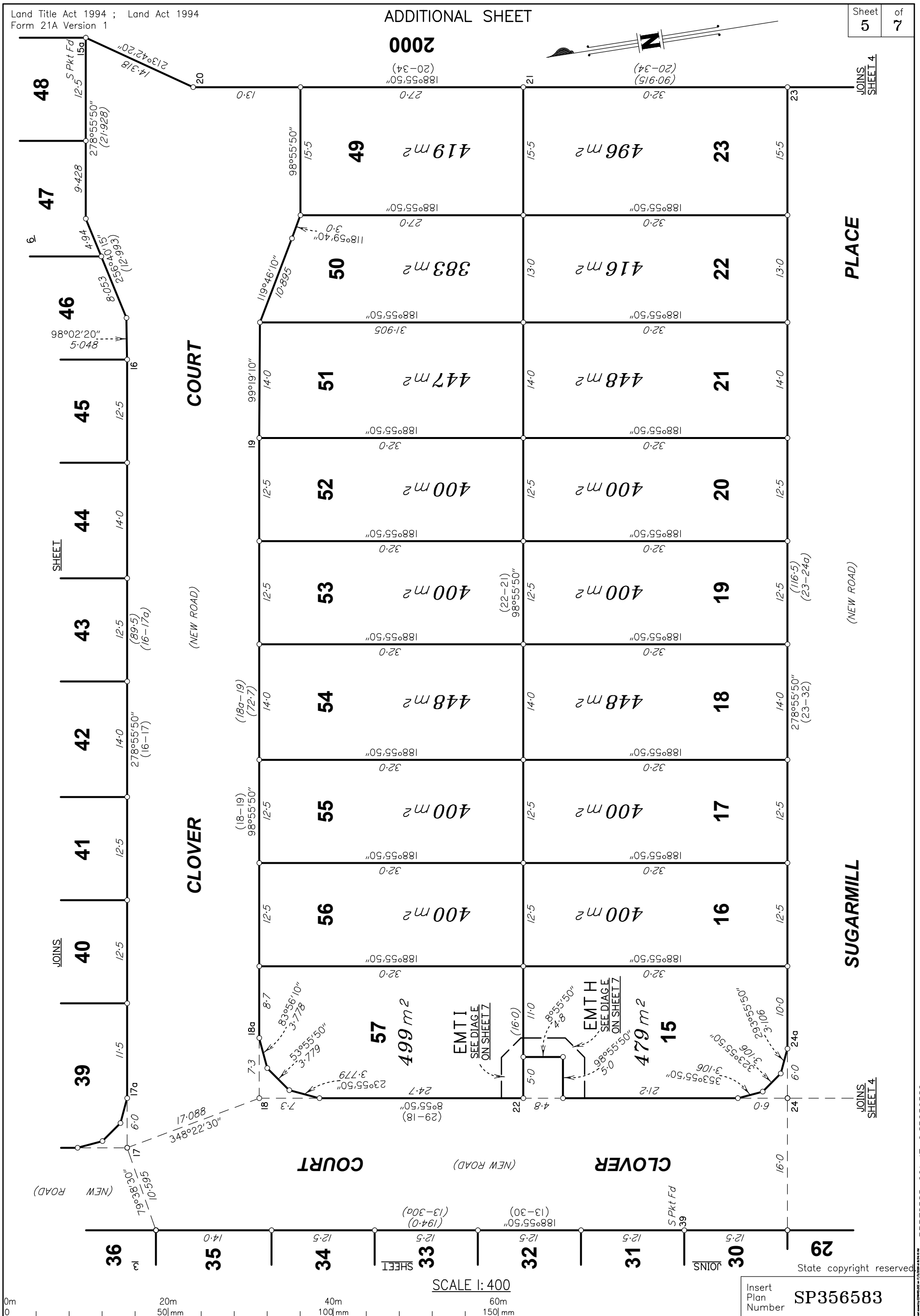
** End of Current Title Search **

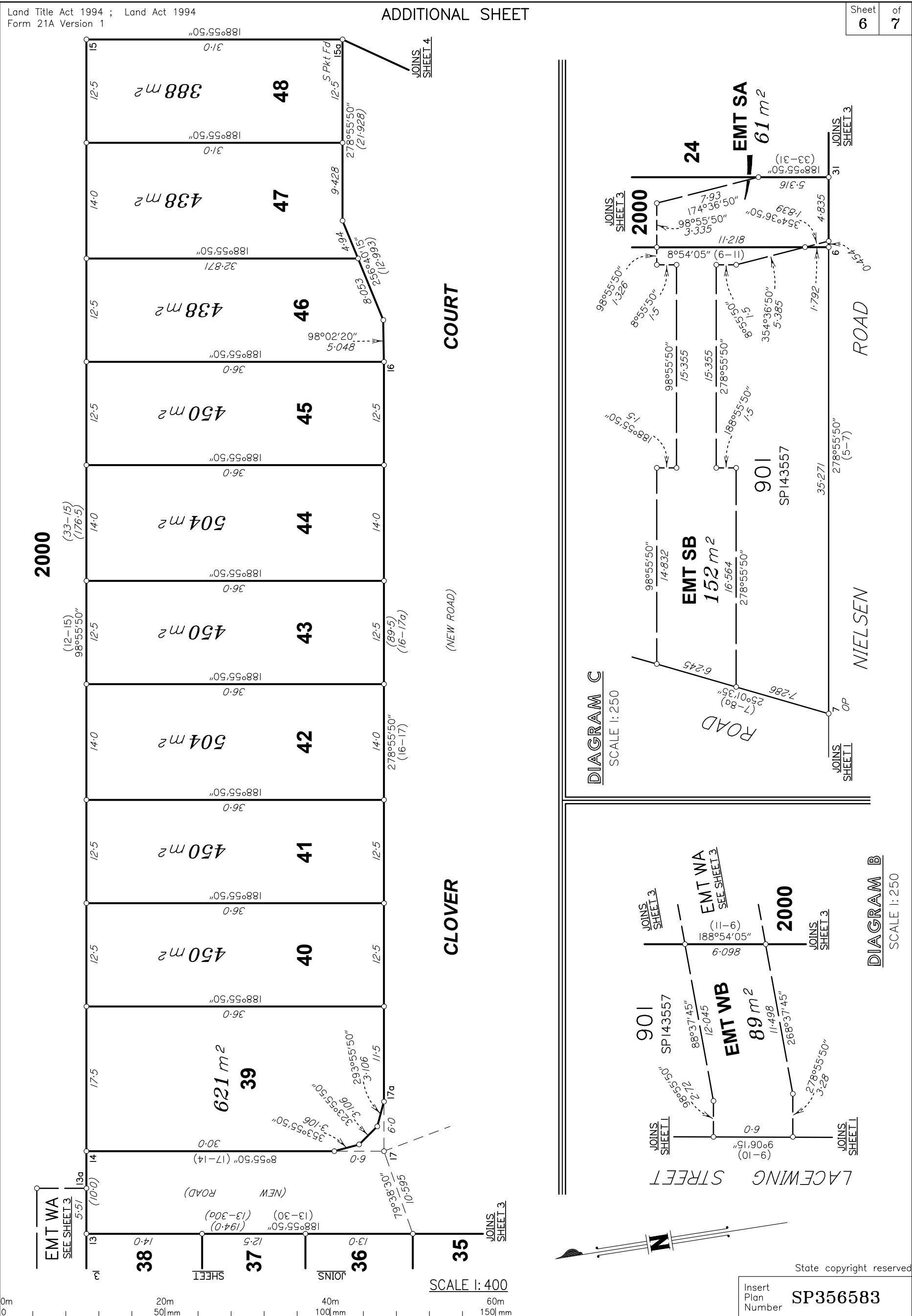



..... Authorised Delegate
17/03/2026 Date









Land Title Act 1994 ; Land Act 1994
Form 21A Version 1

ADDITIONAL SHEET

Sheet 7 of 7

MGA COORDINATES GDA-2020

STATION	EAST	NORTH	ZONE	P-U	LINEAGE	METHOD
Butt O Screw-Stn 6	460989.904	6941986.568	56	0-027	Derived	AUSPOS
S Pkt-Stn 15	461229.533	6942170.844	56	0-028	Derived	AUSPOS

PERMANENT MARKS

PM	ORIGIN	BEARING	DIST	NO	
11-OPM	6/1S331160	2°45'50"	119.72	193434	New Conn

REFERENCE MARKS

STN	TO	ORIGIN	BEARING	DIST	
1	S Pkt		92°03'40"	1.155	
5	OIP	16/1S331160	189°0'20"	19.646	
6	O Screw Butt in Conc	3/1S331160	271°53'55"	21.038	
8	O Screw in Kb Distbd	8/SP275462	347°25'	11.318	New Ref
9	O Screw in Conc strip Distbd	20/SP143557	320°35'	2.842	New Ref
10	O Screw in Conc strip Distbd	20/SP143557	229°40'	2.375	New Ref
11	OIP	18/SP251793	231°23'05"	2.22	
15	S Pkt Fd		27°11'	17.646	
15a	S Pkt Fd		122°25'50"	19.818	
17	I Pin		40°14'10"	20.405	
18	I Pin		129°33'	3.508	
20	Screw In Headwall		116°34'	4.144	
23	S Pkt Fd		88°55'10"	22.428	
24	I Pin		90°10'	5.125	
25	I Pin		158°36'50"	21.923	
26a	Screw in Headwall		133°23'	2.926	
27a	D Hole in Headwall		218°25'40"	20.342	
29	I Pin		213°25'20"	21.525	
31	Punchmark in Bolt		291°04'30"	11.932	
33	Screw in Kerb Fd		277°28'40"	28.63	
39	S Pkt Fd		231°21'05"	26.597	
40	S Pkt Fd		19°42'	17.16	
41	Screw M/H Surround		26°55'	6.504	



SUGARMILL
(NEW ROAD)
PLACE

DIAGRAM D
SCALE 1: 250

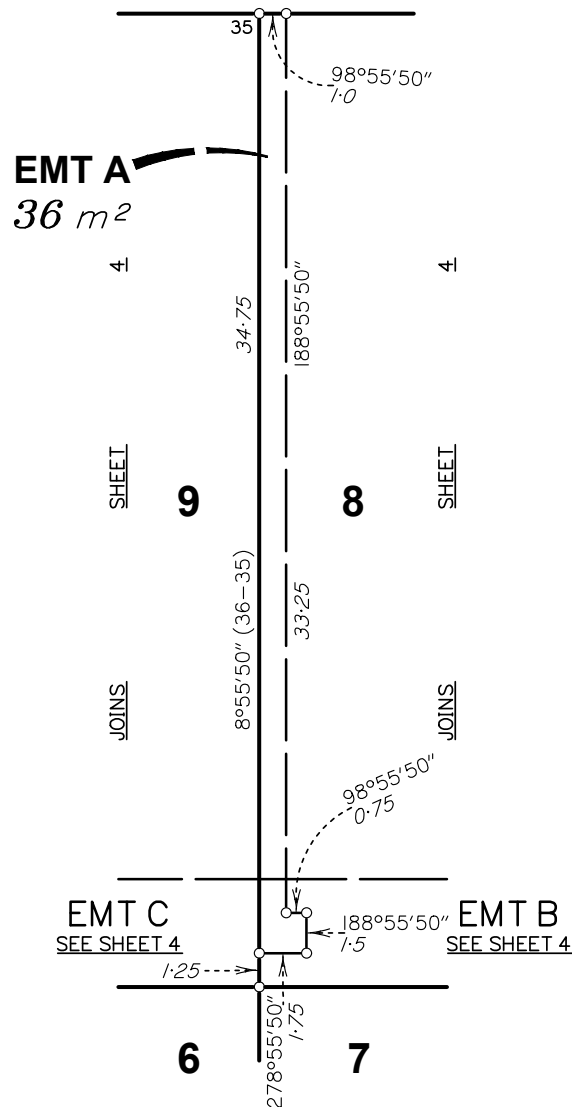
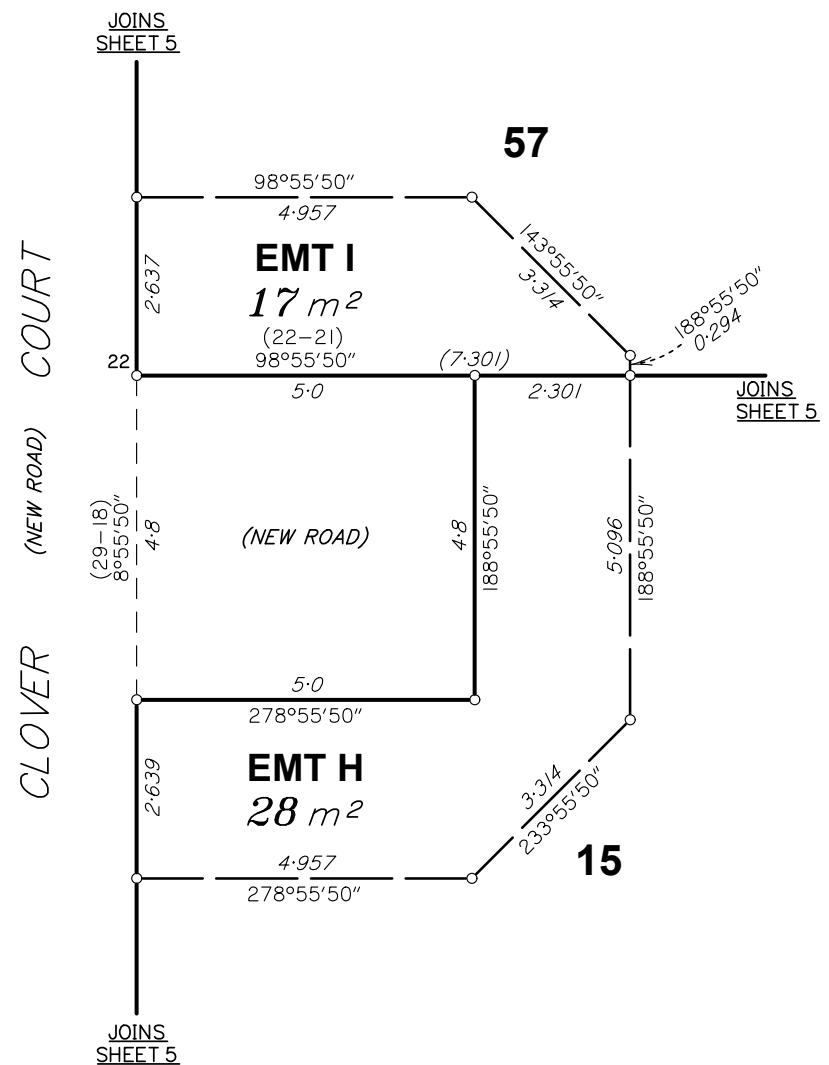


DIAGRAM E
SCALE 1: 100



SCALE 1: 250



State copyright reserved.
Insert Plan Number **SP356583**

BRR18585-001-17-6 SP356583

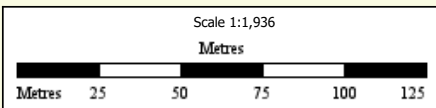


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49 Lacewing Street ROSEWOOD



Printed Date: 20 Apr 2026



Doc ID No: A12680442

ITEM: 4

SUBJECT: 5326 MARIE STREET, GOODNA - BANK STABILISATION WORKS (INCREASED EXPENDITURE)

AUTHOR: CATEGORY SPECIALIST

DATE: 13 MARCH 2026

EXECUTIVE SUMMARY

This report outlines the increased expenditure incurred under Contract 5326 *Embankment Stabilisation Works, Marie Street, Goodna*. The contract had an original value of \$1,144,883.50 (ex GST) and an approved contingency allowance of \$114,488.35 (ex GST).

During delivery of the project, unplanned works and delays primarily resulting from the impacts of Tropical Cyclone Alfred required the use of the full contingency and additional expenditure. The total contingency spend reached \$1,098,225.39 (ex GST).

The project was completed in March 2026, and no further variations were required after practical completion.

RECOMMENDATION/S

- A. **That Council receive and note that Contract 5326 – *Marie Street, Goodna, Embankment Stabilisation Works* which had an original contract value of \$1,144,883.50 (ex-GST) and an approved contingency of \$114,488.35 (ex GST), has exceeded the approved contingency, with total contingency expenditure reaching \$1,098,225.39 (ex-GST). This resulted in a total contract value of \$ 2,243,108.89 (ex-GST).**
- B. **That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take “contractual action” pursuant to section 238 of the Regulation, in order to implement Council’s decision.**

RELATED PARTIES

Ipswich City Council

SUNSTATE CIVIL CONSTRUCTION ABN - 24631468669

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

The purpose of this report is to advise Council of the financial outcomes and approved variations associated with Contract 5326, and to provide formal notification that the contingency allowance was exceeded due to emergent conditions encountered during construction.

Contract 5326 was awarded with a contract value of \$1,144,883.50 (ex GST) and a contingency allowance of \$114,488.35 (ex GST), representing 10% of the contract value.

During construction, the site was significantly impacted by Tropical Cyclone Alfred, resulting in major embankment instability, landslip activity, and associated safety risks. These conditions required additional earthworks, redesign activities, and periods of site stand-down while engineering assessments were undertaken. These works exceeded the approved contingency.

The project was completed in March 2026 with no further variations following practical completion.

Variations Summary

The following variations were approved under Contract 5326. These primarily related to emergent works, redesign requirements, and delays arising from the impacts of Tropical Cyclone Alfred and subsequent service redesigns.

- VO01 – Landslip clean-up (TC Alfred): **\$12,934.70**
- VO02 – Fence pillar demolition & make safe (landslip impact): **\$3,509.50**
- VO03 – Additional SW chambers (design discrepancy): **\$11,500.00**
- VO04 – Potholing & watermain location (April 2025): **\$5,734.50**
- VO05 – Potholing & watermain pickup (Marie St alignment – May 2025): **\$2,790.00**
- VO06 – Site stand down (awaiting watermain redesign – May-June 2025): **\$30,225.00**
- VO07 – Slipped embankment remediation & access clearing: **\$33,219.50**
- VO08 – Site stand down (awaiting redesign): **\$19,500.00**
- VO09 – Embankment protection (Geofabric installation): **\$4,708.30**
- VO10 – Project delay costs due to watermain redesign (TC Alfred): **\$91,958.33**
- VO11 – Project delay costs due to watermain redesign (TC Alfred): **\$87,838.33**
- VO12 – Slipped embankment works increase: **\$669,360.40**
- VO13 – Slipped embankment works increase (scope adjustment): **\$116,628.33**
- VO14 – Traffic permit carryover (Dec-Jan continuity): **\$2,500.00**
- VO15 – Additional stormwater pit removal, batter protection, and minor driveway and fencing works: **\$5,818.50**

Variation Documentation (Objective Link): [4.04 Execution/Cost \(fA408261\)](#)

Variation Commentary

The majority of variations were attributable to the landslip and embankment instability caused by Tropical Cyclone Alfred, which required extensive clean-up, make-safe works, and a significant increase in the scope of stabilisation activities.

The cyclone also impacted an existing watermain, necessitating investigation, service location works, and redesign of the alignment. This resulted in stand-down periods, reduced productivity, and resequencing of works until revised designs were issued.

The cumulative value of variations totalled approximately \$1.09 million, primarily driven by the increased scope required for embankment stabilisation and delays associated with the watermain redesign. These factors resulted in the exceedance of the approved contingency allowance.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Council minimised procurement risk by undertaking an open tender process and awarding the contract to an experienced and qualified contractor. The contract was administered under AS2124 Major Municipal Works, providing a structured framework for addressing variations, extensions of time, latent conditions, and emergent risks.

Operational risks arising from Tropical Cyclone Alfred, including embankment instability, were managed through engineering assessments, safety controls, and the engagement of the principal contractor to undertake emergent works in accordance with AS2124 provisions. This ensured continuity and compliance with Council's contract management requirements.

FINANCIAL/RESOURCE IMPLICATIONS

Contract 5326 was originally valued at \$1,144,883.50 (ex GST) with an approved contingency of \$114,488.35 (ex GST). Due to emergent works resulting from Tropical Cyclone Alfred, total contingency expenditure reached \$1,098,225.39 (ex GST), increasing the total contract value to \$ 2,243,108.89 (ex GST).

Additional expenditure was funded from the Portfolio Contingency. A funding submission has been made to the Queensland Reconstruction Authority, with the outcome pending.

COMMUNITY AND OTHER CONSULTATION

The following internal stakeholders were consulted and support this report:

- Manager, Procurement

- Building Construction and Maintenance Category Manager
- General Manager (Asset and Infrastructure Services)
- Construction Manager, Capital Delivery Branch

CONCLUSION

The use of the principal contractor to undertake emergent works was the most effective approach, given their technical capability and existing mobilisation on site. This ensured continuity of delivery, minimised delays, and supported the safe completion of the embankment stabilisation works at Marie Street, Goodna. All variations have now been finalised, and the project is complete.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Not Applicable
(b) What human rights are affected?	Not Applicable
(c) How are the human rights limited?	Not Applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not Applicable
(e) Conclusion	The decision is consistent with human rights.

Tara Hamilton-Smith
CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Graeme Martin
MANAGER, CAPITAL PROGRAM DELIVERY

I concur with the recommendations contained in this report.

Seren McKenzie
GENERAL MANAGER (ASSET AND INFRASTRUCTURE SERVICES)

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Doc ID No: A12755054

ITEM: 5

SUBJECT: PROCUREMENT: ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM

AUTHOR: ICT CATEGORY MANAGER

DATE: 7 APRIL 2026

EXECUTIVE SUMMARY

This is a report concerning the procurement of Council's Electronic Document Records Management System and Objective Connect and the recommendation to enter into a new Contractual Arrangement with Objective Corporation Limited.

RECOMMENDATION

- A. That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tender No. 260115-000777 for the provision of Objective EDRMS and Connect to Objective Corporation Limited (Supplier).**
- B. That Council enter into a contractual arrangement with the Supplier at an approximate purchase price and contract term as listed in Confidential Attachment 1.**
- 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.**

RELATED PARTIES

- Ipswich City Council
- Objective Corporation Limited (ACN 050 539 350)
- There were no declarations of Conflicts of Interest

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Ipswich City Council originally engaged with Objective Corporation Limited (Supplier), for the provision of its Electronic Document and Records Management System (EDRMS) in 2014.

The system has since become a core, business-critical platform, and its continued use is essential to Council operations.

Councils current contract with the Supplier is due to expire on 30 June 2026. In March 2026 a Sourcing Exception Request (Confidential Attachment 2) was approved to engage direct with Objective for a further contract term.

A submission has been requested and received from the Supplier and negotiations have commenced.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

This report is consistent with Councils Procurement Policy and Procurement and Contract Manual.

RISK MANAGEMENT IMPLICATIONS

The risks have been outlined in Confidential Attachment 2.

FINANCIAL/RESOURCE IMPLICATIONS

The financial implications are set out in Confidential Attachment 1.

COMMUNITY AND OTHER CONSULTATION

Consultation has occurred with the Councils ICT and Strategy, Governance and Performance Branch's. There has been no community consultation undertaken during the procurement process or the preparation of this report.

CONCLUSION

The recommended contractual arrangement with Objective Corporation Limited will ensure continuity of Council's EDRMS and Connect services beyond the current contract term. The proposed approach is compliant with legislative and procurement requirements and supports a value for money outcome while maintaining critical operational capability.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Recommendation states that Council enter into a contract with Objective Corporation for continued use of the EDRMS.
(b) What human rights are affected?	No human rights are affected by this decision. This is because the Supplier is a company (only individuals have human rights).
(c) How are the human rights limited?	Not applicable.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable
(e) Conclusion	The decision is consistent with human rights.

CONFIDENTIAL ATTACHMENTS

1.	Supporting Paper
2.	Sourcing Exception Request

Shyanne Ward
ICT CATEGORY MANAGER

I concur with the recommendations contained in this report.

Tanya Houwen
MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

David Armstrong
ACTING CHIEF INFORMATION OFFICER

I concur with the recommendations contained in this report.

Haiden Taylor
MANAGER, STRATEGY, GOVERNANCE AND PERFORMANCE

I concur with the recommendations contained in this report.

Matt Smith
GENERAL MANAGER (CORPORATE SERVICES)

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Doc ID No: A12864880

ITEM: 6

SUBJECT: UPDATE TO IPSWICH CITY COUNCIL STANDING AND ADVISORY COMMITTEE TERMS OF REFERENCE

AUTHOR: SENIOR POLICY AND COMMUNICATIONS OFFICER

DATE: 8 MAY 2026

EXECUTIVE SUMMARY

This is a report concerning amendments to the Ipswich City Council Standing and Advisory Committee Terms of Reference arising from recommendations of the Multicultural Advisory Committee No. 2026(01) of 23 March 2026. On 30 April 2026, Council resolved as follows:

- B: That the terms of reference for the Multicultural Advisory Committee be updated to include the proposed new section in the Terms of Reference Annexure 3.3 – Multicultural Advisory Committee Section 5. External Advisors and Participants; and
- C: That the amended Terms of Reference be referred to the next Finance and Governance committee.

RECOMMENDATION/S

That the revised 'Ipswich City Council Standing and Advisory Committee Terms of Reference' as detailed in Attachment 2 be adopted.

RELATED PARTIES

There was no declaration of conflicts of interest.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

On 30 April 2026, Council resolved to add the following new section to the Terms of Reference – Annexure 3.3 – Multicultural Advisory Committee:

5. External Advisors and Participants

The Multicultural Advisory Committee may appoint up to five (5) external advisors for a fixed term, following an expression of interest process approved by Council.

External advisors are appointed to provide cultural, community, or subject-matter expertise and may participate fully in committee discussions at the invitation of the Chairperson.

External advisors are not members of the committee, do not form part of the quorum, and do not vote on committee recommendations.

Participation by external advisors is advisory in nature only and does not affect the committee's responsibility to formulate its advice and recommendations to the Community and Sport Committee.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009
Local Government Regulation 2012, s.265 Advisory Committees

POLICY IMPLICATIONS

This recommendation amends the Ipswich City Council Standing and Advisory Committee Terms of Reference.

RISK MANAGEMENT IMPLICATIONS

In line with Recommendation D of the Multicultural Advisory Committee No. 2026(01) of 23 March 2026, and adopted by Council on 30 April 2026, criteria for the appointment of external advisors to the Multicultural Advisory Committee will be incorporated into an expression of interest process.

FINANCIAL/RESOURCE IMPLICATIONS

Nil

COMMUNITY AND OTHER CONSULTATION

No community consultation has been undertaken in relation to the amendment of the Terms of Reference.




CONCLUSION

The recommended amendments to the Ipswich City Council Standing and Advisory Committee Terms of Reference will enable appointment of external advisors to the Multicultural Advisory Committee.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Recommendation states that the revised 'Ipswich City Council Standing and Advisory Committee Terms of Reference' as detailed in 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

1.	Ipswich City Council Standing Committees Terms of Reference ORIGINAL ↓ 
2.	Amended Ipswich City Council Standing and Advisory Committee Terms of Reference TRACK CHANGES ↓ 
3.	Amended Ipswich City Council Standing and Advisory Committee 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 & Advisory Committees Terms of Reference
Version	16
Release state	APPROVED
Approved by	Council Ordinary Meeting
Approved date	30 October 2025
Objective reference	A12178811





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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
 - Multicultural 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 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 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 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 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 member 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 member 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 member 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 members 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 members 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 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 biennially 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
V14	Review and performance evaluation. Advocacy Advisory Committee membership updates	Council Ordinary Meeting	28 August 2025
V15	Multicultural Advisory Committee terms	Council Ordinary Meeting	25 September 2025
V16	Multicultural Advisory Committee update	Council Ordinary Meeting	30 October 2025

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 apprised 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 apprised 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 Antoniulli

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 Antoniulli
- 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 3.3 – Multicultural 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 Multicultural Advisory Committee was established by Council on 29 May 2025 to consider matters relating to the sub activity of diversity and multiculturalism under the Core Service of Community Development and Research. This Advisory Committee provides a council forum for discussion on council’s strategy and service delivery to multicultural communities.

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 Multicultural Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Community and Sport Committee.

The Multicultural Advisory Committee will:

- a) Provide a forum to discuss matters that pertain to the work of council in supporting and engaging Ipswich’s multicultural communities;
- b) Monitor progress of key commitments and initiatives of council, including but not limited to the:
 - i. culture and diversity goals in the Ipswich Community Development Strategy;
 - ii. cultural commitments in the Ipswich 2032 Legacy Roadmap: and
 - iii. Welcoming Cities Standard.
- c) Support and explore opportunities to engage and empower the Ipswich Multicultural Community Leaders Network, through Multicultural Australia as the forum facilitator;
- d) Provide a forum to receive representations from the Ipswich Multicultural Community Leaders Network including through Multicultural Australia as the network facilitator and other multicultural community leaders.

The Advisory Committee is responsible for considering matters specifically relating to the programs, resources and funding that council provides in service delivery to multicultural communities.

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

Invitations for stakeholders to participate or present in Advisory Committee discussions will be extended at the discretion of the Chairperson, in consultation with Committee members and must align with the Committee’s purpose and scope.

This may include external representatives, such as subject matter experts, community leaders, service providers, or other relevant stakeholders depending on the topic or issue under consideration.

4. MEMBERSHIP

Membership of the Multicultural Advisory Committee is recommended by the Community and Sport Committee and approved by Council.

Chairperson: Councillor Pye Augustine

Deputy Chairperson: Councillor Jacob Madsen

Members:

Councillor Andrew Antonioli Councillor Marnie Doyle Councillor David Martin

5. MEETING FREQUENCY AND ARRANGEMENTS

The Multicultural 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:

Deputy Mayor Nicole Jonic

Cr Pye Augustine

Cr David Martin

Cr Jim Madden

Cr Jacob Madsen

Cr Andrew Antonioli

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	16.1
Release state	APPROVED
Approved by	Council Ordinary Meeting
Approved date	30 October 2025
Objective reference	A12178811





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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
 - Multicultural 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 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 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 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 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 member 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 member 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 member 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 members 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 members 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 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 biennially 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
V14	Review and performance evaluation. Advocacy Advisory Committee membership updates	Council Ordinary Meeting	28 August 2025
V15	Multicultural Advisory Committee terms	Council Ordinary Meeting	25 September 2025
V16	Multicultural Advisory Committee update	Council Ordinary Meeting	30 October 2025
V16.1	Proposed amendment to Annexure 3.3 Multicultural Advisory Committee	FOR CONSIDERATION AT COMMITTEE	

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 apprised 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 apprised 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 Antoniulli

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 3.3 – Multicultural 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 Multicultural Advisory Committee was established by Council on 29 May 2025 to consider matters relating to the sub activity of diversity and multiculturalism under the Core Service of Community Development and Research. This Advisory Committee provides a council forum for discussion on council’s strategy and service delivery to multicultural communities.

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 Multicultural Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Community and Sport Committee.

The Multicultural Advisory Committee will:

- a) Provide a forum to discuss matters that pertain to the work of council in supporting and engaging Ipswich’s multicultural communities;
- b) Monitor progress of key commitments and initiatives of council, including but not limited to the:
 - i. culture and diversity goals in the Ipswich Community Development Strategy;
 - ii. cultural commitments in the Ipswich 2032 Legacy Roadmap: and
 - iii. Welcoming Cities Standard.
- c) Support and explore opportunities to engage and empower the Ipswich Multicultural Community Leaders Network, through Multicultural Australia as the forum facilitator;
- d) Provide a forum to receive representations from the Ipswich Multicultural Community Leaders Network including through Multicultural Australia as the network facilitator and other multicultural community leaders.

The Advisory Committee is responsible for considering matters specifically relating to the programs, resources and funding that council provides in service delivery to multicultural communities.

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

Invitations for stakeholders to participate or present in Advisory Committee discussions will be extended at the discretion of the Chairperson, in consultation with Committee members and must align with the Committee’s purpose and scope.

This may include external representatives, such as subject matter experts, community leaders, service providers, or other relevant stakeholders depending on the topic or issue under consideration.

4. MEMBERSHIP

Membership of the Multicultural Advisory Committee is recommended by the Community and Sport Committee and approved by Council.

Chairperson: Councillor Pye Augustine

Deputy Chairperson: Councillor Jacob Madsen

Members:

Councillor Andrew Antonioli

Councillor Marnie Doyle

Councillor David Martin

5. EXTERNAL ADVISORS AND PARTICIPANTS

The Multicultural Advisory Committee may appoint up to five (5) external advisors for a fixed term, following an expression of interest process approved by Council.



External advisors are appointed to provide cultural, community, or subject-matter expertise and may participate fully in committee discussions at the invitation of the Chairperson.

External advisors are not members of the committee, do not form part of the quorum, and do not vote on committee recommendations.

Participation by external advisors is advisory in nature only and does not affect the committee's responsibility to formulate its advice and recommendations to the Community and Sport Committee.

65. MEETING FREQUENCY AND ARRANGEMENTS

The Multicultural 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 apprised 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:

Deputy Mayor Nicole Jonic

Cr Pye Augustine

Cr David Martin

Cr Jim Madden

Cr Jacob Madsen

Cr Andrew Antonioli

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 apprised 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	16.1
Release state	
Approved by	
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
 - Multicultural 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 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 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 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 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 member 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 member 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 member 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 members 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 members 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 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 biennially 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
V14	Review and performance evaluation. Advocacy Advisory Committee membership updates	Council Ordinary Meeting	28 August 2025
V15	Multicultural Advisory Committee terms	Council Ordinary Meeting	25 September 2025
V16	Multicultural Advisory Committee update	Council Ordinary Meeting	30 October 2025
V16.1	Proposed amendment to Annexure 3.3 Multicultural Advisory Committee	FOR CONSIDERATION AT COMMITTEE	

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 apprised 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 Antoniulli

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 Antoniulli

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 3.3 – Multicultural 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 Multicultural Advisory Committee was established by Council on 29 May 2025 to consider matters relating to the sub activity of diversity and multiculturalism under the Core Service of Community Development and Research. This Advisory Committee provides a council forum for discussion on council's strategy and service delivery to multicultural communities.

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 Multicultural Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Community and Sport Committee.

The Multicultural Advisory Committee will:

- a) Provide a forum to discuss matters that pertain to the work of council in supporting and engaging Ipswich's multicultural communities;
- b) Monitor progress of key commitments and initiatives of council, including but not limited to the:
 - i. culture and diversity goals in the Ipswich Community Development Strategy;
 - ii. cultural commitments in the Ipswich 2032 Legacy Roadmap: and
 - iii. Welcoming Cities Standard.
- c) Support and explore opportunities to engage and empower the Ipswich Multicultural Community Leaders Network, through Multicultural Australia as the forum facilitator;
- d) Provide a forum to receive representations from the Ipswich Multicultural Community Leaders Network including through Multicultural Australia as the network facilitator and other multicultural community leaders.

The Advisory Committee is responsible for considering matters specifically relating to the programs, resources and funding that council provides in service delivery to multicultural communities.

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

Invitations for stakeholders to participate or present in Advisory Committee discussions will be extended at the discretion of the Chairperson, in consultation with Committee members and must align with the Committee's purpose and scope.

This may include external representatives, such as subject matter experts, community leaders, service providers, or other relevant stakeholders depending on the topic or issue under consideration.

4. MEMBERSHIP

Membership of the Multicultural Advisory Committee is recommended by the Community and Sport Committee and approved by Council.

Chairperson: Councillor Pye Augustine

Deputy Chairperson: Councillor Jacob Madsen

Members:

Councillor Andrew Antonioli Councillor Marnie Doyle Councillor David Martin

5. EXTERNAL ADVISORS AND PARTICIPANTS

The Multicultural Advisory Committee may appoint up to five (5) external advisors for a fixed term, following an expression of interest process approved by Council.



External advisors are appointed to provide cultural, community, or subject-matter expertise and may participate fully in committee discussions at the invitation of the Chairperson.

External advisors are not members of the committee, do not form part of the quorum, and do not vote on committee recommendations.

Participation by external advisors is advisory in nature only and does not affect the committee's responsibility to formulate its advice and recommendations to the Community and Sport Committee.

6. MEETING FREQUENCY AND ARRANGEMENTS

The Multicultural 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:

Deputy Mayor Nicole Jonic

Cr Pye Augustine

Cr David Martin

Cr Jim Madden

Cr Jacob Madsen

Cr Andrew Antonioli

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.

Doc ID No: A12773368

ITEM: 7
SUBJECT: PROPOSED FEES AND CHARGES TO APPLY FROM 1 JULY 2026
AUTHOR: TREASURY ACCOUNTING MANAGER
DATE: 13 APRIL 2026

EXECUTIVE SUMMARY

This is a report concerning the annual review of Ipswich City Council's (Council) proposed commercial and cost recovery fees and charges, and the recommended pricing to commence with effect 1 July 2026.

RECOMMENDATION/S

That the proposed 2026-2027 Fees and Charges, including all fee policies, as detailed in Attachment 1, be adopted with an effective date of 1 July 2026.

(excluding the fees and charges for Animal Management, Public Health, Food Business and Road Regulation licences and associated services adopted in the meeting held, 17 March 2026 contained in the following sections:

- **Sections 2 to 7.4, pages 20 to 31**
- **Sections 2 to 11.1.2, pages 33 to 40**
- **Section 3 to 3.2.5, pages 107 to 109**

RELATED PARTIES

This report deals with the adoption of the pricing of fees and charges and does not specifically reference any third party. There have been no conflicts of interest declared as at the date of this report. Councillors should consider where fees and charges may impact on their other interests or activities.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Section 98 of the *Local Government Act 2009* (LGA) requires Council to maintain a publicly available register of cost recovery fees. Council's current register lists over one thousand service offerings, encompassing cost recovery fees, commercial fees and services Council provides at no cost.

The proposed register is intended to capture all fees and charges, it does not capture or include general rates and charges, penalties, levies and commercial leases.

An annual review is undertaken prior to the start of each financial year as part of the budget process. While the annual review is coordinated by the Finance Branch, departments remain responsible for developing recommendations to Council regarding the proposed fees and charges.

Annual fees for regulatory licences, permits and renewals (for example, food business licences) require invoices to be issued by Council a minimum of 60 days ahead of the start of a financial year. To ensure that these renewals could be issued to customers in a timely manner in April, the relevant fee sections were approved by Council on 26 March 2026. These fees and charges are included within the attached register for completeness and do not require a further resolution to adopt.

Approval of the remaining fees is sought from Council in advance of 1 July, to give residents advance notice of the cost of the optional services available, and to allow sufficient time for invoices for other licence, permit and registration renewals to be issued ahead of the start of the new financial year.

In reviewing fees and charges, Council's responsible departmental areas consider increases in the underlying costs of service delivery, consistency of the fees with Council policy and objectives, financial impact analysis and benchmarking of charges. Departments are also requested to take consideration of market conditions and stakeholder consultation where appropriate.

Section 97 of the LGA allows Council to set cost-recovery fees for a range of regulatory functions, specifically:

- a) licences, permits, registration or approvals
- b) change of ownership of land
- c) giving of information kept under a Local Government Act
- d) seizing property or animals under a Local Government Act
- e) performance of certain responsibilities under the Building Act or the Plumbing and Drainage Act.

The LGA requires that a cost-recovery fee be no more than the cost to the local government of taking the action for which the fee is charged. Where the fee is a cost recovery fee, it is identified within the register by the reference to the relevant paragraph of LGA s 97(2), and the head of power under which the service is offered. Approximately 60% of fees listed in the register are cost recovery fees.

In addition to cost recovery fees, there are a small number of fees which are set by, or based on, a pricing approach set by regulation. Such fees will typically relate to Planning and Development matters, or regulated services such as Right to Information charges.

The register also captures the fees and charges for Council's commercially offered range of goods and services, such as venue hire, equipment hire and sporting facility use.

The proposed Fees and Charges register for 2026-2027 is provided at **Attachment 1**.

A comparison of the existing Fees and Charges in place through 2025-2026 and the proposed Fees and Charges for 2026-2027, including details of new and discontinued fees, are listed in **Attachment 2**.

Overall, the service offerings for the 2026-2027 financial year are not proposed to be significantly changed from that of the current year.

The price of most regulatory fees for permits, registrations, licencing and related services is proposed to increase as follows:

- 70% of Animal Management in line with forecast Council Cost Index (**CCI**) at 4.5%, plus rounding
- 80% of Health and Regulatory Services subject to other relevant escalations ranging from 5% to 6%, plus rounding.

The CCI is a specific indexation which reflects forecasted growth in the cost of Council service delivery, calculated based on anticipated growth in wages, construction costs and the Consumer Price Index (**CPI**).

Commercial fees, most of which relate to venue hire, have been reviewed in line with current market conditions and subject to increases were considered appropriate. There are a few new commercial and community-use booking options available for parks, sporting facilities and community facilities.

The fees and charges captured within the register represent standard or 'business as usual' pricing for services. If a significant event prompts consideration of short-term variations to specific fees, such as flooding or other disaster events, Council may resolve to apply discounts, waivers or refunds to these fees.

The fee polices for Animal Management as well as Health and Regulatory Services were inadvertently omitted from the March report which adopted those relevant fees and charges. For completeness these fee policies are include in Attachment 1 for adoption.

Following their adoption, the Fees and Charges may be amended at any time by a resolution of Council.

Summary of notable fee charges and proposed amendments for 2026-2027.

References to page number(s) in this section relate to that of Attachment 2 only, not the page number(s) of the full agenda papers.

Corporate Services and Information

- Right to Information (Attachment 2, pages 20 to 21) – includes some additional new fees to reflect recent changes in legislation, noting that these are set under regulation by the Queensland Department of Justice and Attorney-General. Council is yet to receive confirmation of the 2026-2027 fees.

- Rates Notice Issuance Fee – a new fee of \$1.70 per quarter, applicable from 1 January 2027 for rates payers receiving printed paper copies of rates notice. This fee is to encourage the take-up of electronic rates notices. Not applicable to pensioners.
- Card Surcharges (Attachment 2, page 17) – is noted as being discontinued from 1 October 2026 in line with the recent recommendations of the RBA.
- Request for owner’s consent for projects affecting Council owned or managed land (Attachment 2, page 23) – This fee is proposed to increase from \$250 to \$400 to better reflect the cost of service, and noting that this fee was not increased for 2025-2026.
- Printing and Photocopying Services for Public Access Information Provided Under Regulation (Attachment 2, page 24) – cost recovery fees for “staff supported services” for printing and photocopying have been increased in line with the underlying cost of service.

	Current Fee	Proposed Fee	Increase
	2025-2026	2026-2027	(\$)
Printing and Photocopying Services for Public Access Information Provided Under Regulation			
Printing and Photocopying (staff supported service) - Black and White A4	\$1.20	\$1.40	\$0.20
Printing and Photocopying (staff supported service) - Black and White A3	\$1.70	\$1.95	\$0.25
Printing and Photocopying (staff supported service) – Photocopying – Colour A4	\$2.20	\$2.55	\$0.35
Printing and Photocopying (staff supported service) – Colour A3	\$3.20	\$3.65	\$0.45

Parks, Sporting Grounds and Facilities

The majority of these fees have been escalated by CCI or CPI in line with delivery cost increases (Attachment 2, pages 69 to 90).

- Includes several new fees related to “non-grass” sporting grounds. (Attachment 2, pages 73)
- Minor changes to the structure of court hire fees for George Alder Tennis Centre. (Attachment 2, pages 77)

Ipswich Waste Services – Riverview and Rosewood

- General waste (Ipswich Residential) – escalated to reflect increase in underlying costs (Attachment 2, pages 58 to 63)

	Current Fee	Proposed Fee	Increase (\$)
	2025-2026	2026-2027	
Domestic Waste (General)			
Riverview: first 500kg	\$ 21.00	\$ 24.00	\$ 3.00
Riverview Pensioner: first 500kg	\$ 17.00	\$ 19.00	\$ 2.00
Rosewood: first 2 cubic metres	\$ 18.00	\$ 21.00	\$ 3.00
Rosewood Pensioner: first 2 cubic meters	\$ 17.00	\$ 19.00	\$ 2.00
Green Waste			
Riverview: first 500kg	\$ 14.00	\$ 14.00	
Riverview Pensioner: first 500kg	\$ 11.00	\$ 11.00	
Rosewood: first 2 cubic metres	\$ 14.00	\$ 14.00	
Rosewood Pensioner: first 2 cubic meters	\$ 11.00	\$ 11.00	
Non-Ipswich Residents / Commercial / Industrial Waste			
Riverview: first 300kg	\$ 79.00	\$ 105.00	\$ 26.00
Rosewood: first 2 cubic metres	\$ 79.00	\$ 105.00	\$ 26.00

Planning and Development

Planning and Development related fees constitute approximately 54% (\$24.8 million) of fee revenues annually. Development Application fees, Engineering and Environment fees, Building Services, Plumbing and Drainage fees have been benchmarked with increases ranging between 5% and 6%. Developer Contributions that include Voluntary Off-site Stormwater Quality Improvement Payment, Environmental Offsets and Vegetation Retention Contributions, have been increased by the appropriate CPI or CCI.

The full detail of Planning and Development fees and Charges can be found in, Attachment 2, pages 91 to 158.

Roads, Traffic and Parking

On-street metered parking fees have remained unchanged for 2026-2027, last increased in 2024-2025 (Attachment 2, page 160).

	Current Fee	Proposed Fee	Increase (\$)
	2025-2026	2026-2027	
Regulated Parking Meter Charges			
½ Hour	\$0.80	\$0.80	
1 Hour	\$1.60	\$1.60	
2 Hour	\$3.20	\$3.20	
3 Hour	\$4.80	\$4.80	
4 Hour	\$6.40	\$6.40	
9 Hour	\$8.00	\$8.00	

Other Council Services

- Temporary Access to Council Controlled Land – includes a zero fee (and zero related bond) where such access is residential in nature such as: (Attachment 2, pages 168)
 - Access for a trailer, boat, caravan or similar; or
 - Access to deliver maintenance materials, such loam, gravel, building materials; or
 - Access for domestic construction equipment such as a bobcat, excavator or similar
- Mobile Security Patrol callouts resulting from user error (attachment 2, page 172) – A new fee related to callouts stemming from user error, incorrect alarm operation, unsecured doors, or lost access credentials. A fee will apply, comprising the security provider’s costs plus a Council administration charge. Callouts made in good faith for genuine safety or security concerns will not attract a fee. Council will assess each incident to determine whether the callout was avoidable or constituted a legitimate security response.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions: *Local Government Act 2009 s97 and 98.*

POLICY IMPLICATIONS

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

Some categories of fees and charges may also be subject to specific Council policies, for example, animal registrations. Where this is the case, the responsible Department will have considered the proposed fee or fee amendments in the context of the relevant policy.

No proposals for policy amendments have been raised as a result of this annual review of fees and charges.

RISK MANAGEMENT IMPLICATIONS

The primary financial risk in relation to fees and charges stems from externally driven demand for services. This is particularly the case for the Planning and Development related fees, which raises approximately \$26 million of fees annually. Commercial offerings such as venue hire also continue to carry a level of vulnerability in the context of economic fluctuations.

Risks associated with individual service offerings are managed operationally by the responsible Department.

Where competition policy or cost recovery requirements apply, risks associated with this are mitigated through costing exercises and benchmarking (where appropriate) being undertaken by the responsible department as a part of this annual review process.

FINANCIAL/RESOURCE IMPLICATIONS

Approximately 60% of Council's services listed within the fees and charges register are subject to pricing at or below cost recovery. Where there has been no material change in the nature of the service or manner of delivery, a percentage increase in the fee each financial year is considered appropriate to apply.

The forecast CCI, which considers the CPI, Wage Growth Index and Construction Cost Index, is in general, a good proxy for average underlying service delivery cost increases. The high-level forecast for the 2026-2027 budget build is approximately \$48.8 million.

Discontinuation of fees has occurred where the service is rarely utilised and of low value, or the service is no longer intended to be offered by Council. The financial impact of discontinued fees is expected to be minimal.

Commercial fees have been reviewed and adjusted in line with market drivers of demand and willingness to pay along with competitive neutrality considerations. Externally driven demand is likely to continue to be the key driver of financial performance with respect to commercial fees.

The proposed fees and charges do not include any specific relief measures, similar to those implemented in previous years, for such circumstances as COVID-19 or flood relief. Such discounts or waivers can be applied by Council resolution during the year should local conditions warrant further assistance packages.

Other waivers of fees and charges or discounted prices for certain users, for example, community groups are as indicated in the relevant sections of the fees and charges.

COMMUNITY AND OTHER CONSULTATION

Where applicable, departments have undertaken stakeholder consultation regarding the pricing of fees and scope of available services. The preparation of this report has been undertaken with input from all responsible areas of Council.

CONCLUSION

Council's suite of fees and charges have been subject to review, with a revised register to take effect from 1 July 2026 provided at Attachment 1 for approval.

The range of fee-based services Council offers is not proposed to be subject to any significant changes as of 1 July.

The price of most regulatory fees is proposed to increase in line with a forecast CCI at 4.5% plus rounding and adjusted as appropriate for relevant benchmarking.

The overall revenue budget for fees and charges for the 2026-2027 financial year is forecast to be \$48.8 million. This is reflective of the combined effect of price growth, the availability of some new service offerings, and increased demand. As many Council fees are at or below cost recovery, price increases are reflective of an increase in the cost of delivery.



Commercial fees have been maintained consistent with industry benchmarks with moderate increases.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Recommendation 1 seeks Council approval for the proposed 2026-2027 Fees and Charges, as detailed in Attachment 1 to the report, to be adopted with an effective date of 1 July 2026.
(b) What human rights are affected?	This decision has the potential to impact human rights in relation to: <ul style="list-style-type: none"> - Recognition and equality before the law, and - Taking part in public life.
(c) How are the human rights limited?	The application of fees and charges has potential to disadvantage some members of the community by limiting their ability to access Council services.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	The proposed fees and charges do not apply to core Council services or public goods. Fees and Charges apply to services and goods 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 not more than cost recovery. For market- based services, customers can

	utilise alternative providers if desired, and pricing is set to ensure there is no adverse impact on market competition. Where genuine hardship or equity considerations exist, there is provision in the fees and charges for discounts and waivers to ensure access to services is made as broadly available as possible, whilst balancing the regulatory pricing requirements noted above, and other social policy objectives such as the user pays principle.
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS

1	Proposed Register of Fees and Charges 2026-2027 <i>(under separate cover)</i> 
2	Proposed Fees and Charges 2026-2027 comparison to 2025-2026 <i>(under separate cover)</i> 

Paul Mollenhauer
TREASURY ACCOUNTING MANAGER

I concur with the recommendations contained in this report.

Christina Binoya
CHIEF FINANCIAL OFFICER

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”

Doc ID No: A12721532

ITEM: 8
SUBJECT: RATES CONCESSION REPORT
AUTHOR: TREASURY ACCOUNTING MANAGER
DATE: 25 MARCH 2026

EXECUTIVE SUMMARY

This is a report concerning a request for a concession for general rates from Cherish the Environment Foundation Limited for a property at 442 Rosewood-Laidley Road, Lanefield Qld 4340.

RECOMMENDATION/S

That having satisfied the criteria in s120 of the of the *Local Government Regulation 2012*, as well as the Rates Concession Policy, the property at 442 Rosewood-Laidley Road Lanefield Qld 4340, be granted a 100% concession on the differential general rate from the 17 March 2026, being the date of application

RELATED PARTIES

Councillors and Senior Managers should consider Cherish the Environment Foundation Limited for the purpose of related party disclosure.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Council's Rates Concession Policy allows for a 100% concession for general rates on properties that meet the criteria outlined in the policy. Cherish the Environment Foundation Limited have requested a concession for general rates on 442 Rosewood-Laidley Road Lanefield as listed in the recommendation of this report. The organisation's charitable purpose is focused on environmental protection, conservation of biodiversity, and the preservation and restoration of natural ecosystems for the benefit of the community.

For the purposes of granting concession, Council officers are satisfied the property is being used for an eligible purpose. The activities undertaken on the property are considered to contribute to 'The preservation, restoration or maintenance of structures or places of cultural, environmental, historic, heritage or scientific significance to the Ipswich City Council local government area', accordingly the property is considered eligible to be granted a rates concession.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

This report and its recommendations are consistent with the Rates Concession Policy

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report

FINANCIAL/RESOURCE IMPLICATIONS

Granting of this 100% concession will result in a reduction of general rates revenue of approximately \$5319.20 per annum.

COMMUNITY AND OTHER CONSULTATION

The contents of this report did not require any community consultation

CONCLUSION

Cherish the Environment Foundation Limited being the owner of 442 Rosewood-Laidley Road, Lanefield, satisfy the requirements of the Rates Concession Policy as an eligible property owner. Further, the property is being used for purposes that are consistent with the requirements of the Rates Concession Policy, to be eligible for a 100% concession for general rates. The application of the Rates Concession Policy in this instance is consistent with Revenue Policy and the Budget and Rating Resolutions.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	The recommendation proposes a granting of 100% Council remission on the property at 442 Rosewood-Laidley Road, Lanefield QLD 4340
(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?	Not applicable

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

CONFIDENTIAL ATTACHMENTS

1	Rates Concession Request
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Paul Mollenhauer
TREASURY ACCOUNTING MANAGER

I concur with the recommendations contained in this report.

Christina Binoya
CHIEF FINANCIAL OFFICER

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”

Doc ID No: A12860012

ITEM: 9
SUBJECT: QUEENSLAND AUDIT OFFICE 2026 FIRST INTERIM AUDIT REPORT
AUTHOR: PRINCIPAL FINANCIAL ACCOUNTANT
DATE: 7 MAY 2026

EXECUTIVE SUMMARY

This is a report concerning the Queensland Audit Office (QAO) 2026 first interim audit report for the financial year ending 30 June 2026 detailing the results of internal controls testing performed to 28 February 2026.

RECOMMENDATION/S

That the Queensland Audit Office 2026 Interim Audit Report, as detailed in Attachment 1, be received and the contents noted.

RELATED PARTIES

Queensland Audit Office

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

QAO have completed the initial phase of the interim audit of Ipswich City Council for the 2025-2026 financial year. This phase included the assessment of the design and implementation of internal controls relevant to the financial report, and whether they are operating effectively.

QAO are still undertaking the general IT controls testing. Should any deficiencies be identified, these will be reported in the second interim report.

The Auditor-General has written to the Mayor to provide a copy of the first interim management report comprising issues formally reported to management. Under Section 213 of the *Local Government Regulation 2012*, the Mayor must present a copy of the auditor-general's observation report at the next ordinary meeting of the local government.

QAO has raised two (2) new deficiencies in council's internal controls and one (1) other matter, as follows:

- A deficiency related to inconsistencies between the finance system generated vendor master data report of supplier changes and an ICC customised report used to perform an independent review of changes made to the vendor Masterfile.
- A deficiency related to monitoring of capital work in progress as the current custom report does not balance to the general ledger balance.
- The other matter related to revenue not accrued for in the prior financial year. As the amount was immaterial this is a recommendation to improve internal controls.

The report also notes and summarises the status of matters previously reported from the prior year. Council resolved one (1) deficiency, while there was one (1) significant, sixteen (16) deficiencies and three (3) other matters not fully resolved.

Management's initial responses and actions to the issues raised are included in the report and will continue to be monitored through regular updates to Internal Audit and the Audit and Risk Management Committee.

LEGAL IMPLICATIONS

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

Local Government Act 2009

Local Government Regulation 2012

Australian Accounting Standards

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

RISK MANAGEMENT IMPLICATIONS

Management will continue to action internal control issues raised by QAO to ensure effective governance and controls are maintained to minimise the risk of errors or misstatement in the financial statements, ensure the safeguarding of assets and avoid non-compliance with policies and procedures.

FINANCIAL/RESOURCE IMPLICATIONS

There are no budget implications as a result of this report.

COMMUNITY AND OTHER CONSULTATION

No community consultation has been undertaken in relation to this report.

CONCLUSION

The Queensland Audit Office 2026 first interim audit report be received and the contents noted by council. Council is currently in the process of implementing corrective action that complies with QAO's recommendations by the deadlines detailed in Attachment 1.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS
RECEIVE AND NOTE REPORT
The Recommendation states that the report be received and the contents noted. The decision to receive and note the report does not limit human rights. Therefore, the decision is compatible with human rights.

CONFIDENTIAL ATTACHMENTS

1.	QAO 2026 Interim Audit Report
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Barbara Watson

PRINCIPAL FINANCIAL ACCOUNTANT

I concur with the recommendations contained in this report.

Debra Hampson

FINANCIAL ACCOUNTING MANAGER

I concur with the recommendations contained in this report.

Christina Binoya

CHIEF FINANCIAL OFFICER

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"

Doc ID No: A12848188

ITEM: 10

SUBJECT: MONTHLY FINANCIAL PERFORMANCE REPORT - APRIL 2026

AUTHOR: FINANCIAL ACCOUNTING MANAGER

DATE: 1 MAY 2026

EXECUTIVE SUMMARY

This is a report concerning Ipswich City Council's (**Council**) financial performance for the period ending 30 April 2026, submitted in accordance with section 204 of the *Local Government Regulation 2012*.

RECOMMENDATION/S

That the report on Council's financial performance for the period ending 30 April 2026, submitted in accordance with section 204 of the *Local Government Regulation 2012*, be considered and noted by Council.

RELATED PARTIES

Not applicable

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

This report outlines the financial results for Ipswich City Council as of 30 April 2026. Actual outcomes are reported against the amended budget which was adopted by Council in April 2026.

The total net result (including capital revenue) for Council as of 30 April 2026 is \$7.3m favourable to budget with a surplus of \$127.7 million compared to the year to date (YTD) budget surplus of \$120.3 million.

Council's YTD operating surplus excluding infrastructure levy is \$8.5m favourable to budget at \$2.6 million compared to a budgeted deficit of \$5.9m. The explanations are outlined further in the report.

Capital expenditure year-to-date (excluding asset donations and disaster recovery) is \$102.4m which is \$19.7 million below budget.

Revenue

Operating revenue is \$7.7 million above the year-to-date budget of \$374.9m. This is primarily due 24/25 Ti-Tree Community Contribution (\$2.3m), town planning and development fees (\$2.3m), Roads, Traffic and Parking fees (\$1.0m) interest revenue (\$0.7m) and UU Tax revenue (\$0.6m).

Expenses

Overall operating expenses were \$0.9m below the YTD budget.

Employee expenses (including labour contracts) are over budget by \$0.5m YTD. This is due to higher spending on overtime within some departments than budgeted. Labour efficiency targets are being met within some departments. In addition, less labour has been charged to capital projects which continues to be reviewed.

Materials and services (excluding labour contracts) are currently \$2.1 million under budget, mainly due to the timing of expenditure in the Environment and Conservation Section projects, Nicholas Street Precinct and Community and Cultural Economic Development Department, as well as lower domestic disposal costs in Resource Recovery.

During the month additional expenditure related to the increasing fuel price was incurred and can be seen in the monthly and YTD variances now tracking ahead of budget. The additional expenditure is evident in council's fuel expenditure, cost of some services, and cost of council's capital works program. This expenditure will continue to be monitored each month.

Depreciation, which is a non-cash item, is over budget by \$0.8m YTD.

Capital

The total full year capital expenditure (excluding Asset donations, the Voluntary Home Buy Back and Disaster Recovery) is \$102.4 million compared to the full year budget of \$122 million.

The Nicholas Street Precinct is below the YTD budget by approximately \$5.0 million, predominantly due to timing associated with property leasing.

Asset and Infrastructure Services Infrastructure Program YTD capital expenditure (excluding Disaster Recovery) is \$74.9 million compared to budget of \$75.7 million. For Asset Rehabilitation, overspends were mainly due to advanced procurement on Lowry Ln and Colvin St and overspend on emergent works on St Augustines Dr Sediment Forebay Replacement. Partially offset by delayed commencement on East Ipswich Stage 2, and underspend on Woodend Catchment Stage 3 and Moffat Street. Gravel Road Rehabilitation projects are currently forecast to be overspent. Park facilities are overspent mainly on unbudgeted works on Henry Lawson Bicentennial Park playground arson replacement, and works completed ahead of schedule on Rex Hawke Park fencing. Strategic transport overspends are mostly due to works carried over from 2024-25 on Springfield Greenbank Arterial Stg 3, higher service relocation costs on Springfield Parkway Stage 2, and advanced works on the Ripley and Fischer Roads upgrade projects with the latter also experiencing

some scope increases in the design process. This is partially offset by delayed commencement related to service relocations on Ripley Reif intersection upgrade and Augusta Parkway Road upgrade being put on hold.

Cash Balances

Council's cash and cash equivalents balance as at 30 April 2026 was \$201 million. In line with reporting from previous months, Council's cash balance remains above forecast due to the early receipt of grants funds and will continue to be monitored.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

Council's financial position is managed in accordance with the Financial Management Policy.

RISK MANAGEMENT IMPLICATIONS

The operating result of a \$2.6 million surplus against a budgeted deficit of \$5.9m is mainly driven by greater town planning and development fee revenue and Roads, Traffic and Parking fee revenue, higher 24/25 Ti-Tree Community Contribution, higher interest income and greater Urban Utilities tax revenue. The favourable result is partly offset by overspends on employee expenses and depreciation. Underspends in materials and services expenditure will continue to be monitored.

In coming months, accounting adjustments will be processed which will result in the transfer of capital expenditure to operating expenditure primarily related to Software as a Service. The accounting standards definitions the work delivered should be classified as an operating expense. These adjustments are due to occur in Jun-26 and will be noted in the report when they are processed.

The regular review of council's financial reports on a monthly basis will continue to be an important part of council's governance processes.

FINANCIAL/RESOURCE IMPLICATIONS

There are no specific financial implications as a result of this report.

COMMUNITY AND OTHER CONSULTATION

The contents of this report did not require any community consultation. Analysis and explanations of the variances are undertaken in conjunction with the various departments.


CONCLUSION

Regular reporting and monitoring of Council's financial position will continue during the financial year as part of Council's regular governance and reporting process.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS
RECEIVE AND NOTE REPORT
The Recommendation states that the report be received and the contents noted. The decision to receive and note the report does not limit human rights. Therefore, the decision is compatible with human rights.

ATTACHMENTS

1.	Monthly Financial Performance Report - April 2026 ↓ 
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Debra Hampson
FINANCIAL ACCOUNTING MANAGER

I concur with the recommendations contained in this report.

Christina Binoya
CHIEF FINANCIAL OFFICER

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”

Ipswich City Council

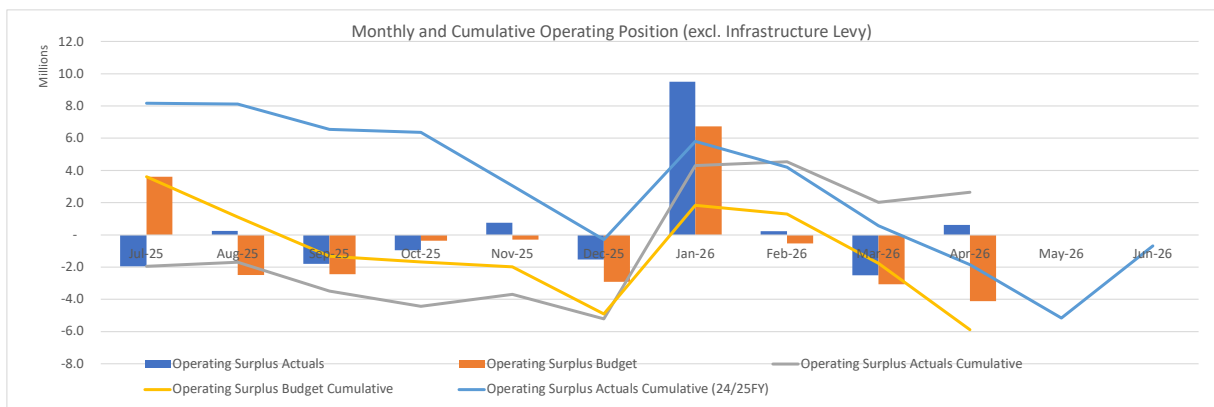
Monthly Financial Performance Report April 2026



Operational Summary

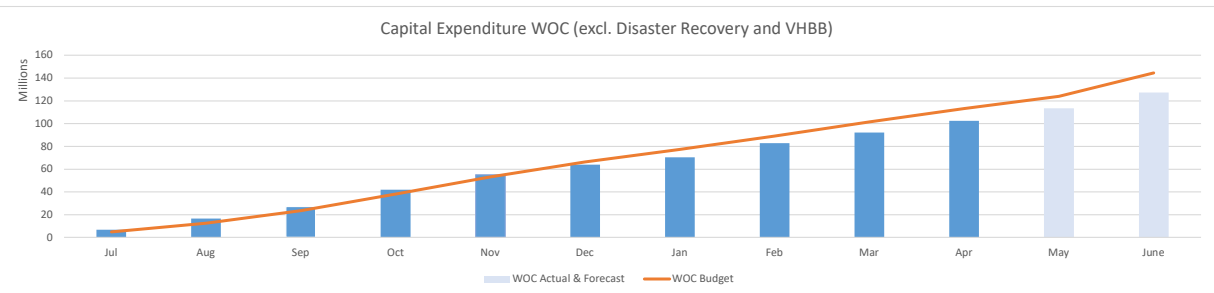
Operational Expenditure

MTD				Program	YTD				Annual Budget \$'000s
Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %		Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %	
39,518	39,166	352	0.9%	Operating Revenue	382,638	374,922	7,716	2.1%	462,700
38,438	42,830	4,392	10.3%	Operating Expense	375,399	376,300	901	0.2%	470,447
1,080	(3,664)	4,744	(129.5%)	Operating Surplus/(Deficit)	7,239	(1,378)	8,617	(625.3%)	(7,747)
615	(4,121)	4,736	(114.9%)	Operating Surplus/(Deficit) excluding Infra. Levy	2,639	(5,882)	8,521	(144.9%)	(13,163)
11,210	17,852	(6,642)	(37.2%)	Capital Revenue	130,445	127,087	3,358	2.6%	164,772
15	0	15	0.0%	Other Capital Income (Asset disposals)	207	0	207	0.0%	0
3,620	5,400	1,780	33.0%	Capital Loss (Asset write-off)	10,234	5,400	(4,834)	(89.5%)	5,400
8,685	8,788	(103)	(1.2%)	Net Result	127,657	120,309	7,348	6.1%	151,625
Forecast Operating Ratio					-0.18%				-1.67%



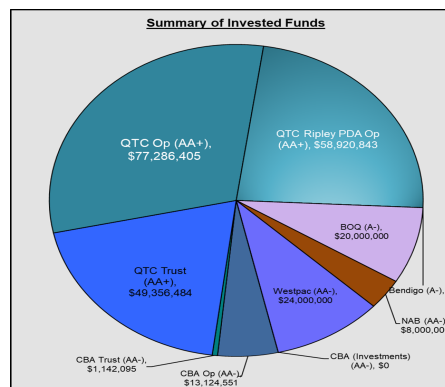
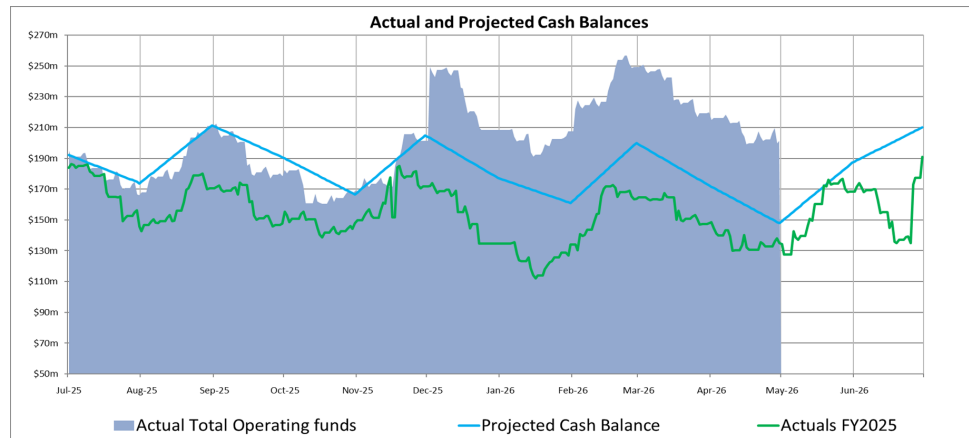
Capital Summary

MTD				Program	YTD				Annual Budget \$'000s
Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %		Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %	
6,540	15,006	8,466	56.4%	Asset and Infrastructure Services	74,907	75,744	837	1.1%	90,370
713	1,109	397	35.7%	Community, Cultural and Economic Development	4,199	10,233	6,034	59.9%	14,979
1,731	959	(772)	(80.4%)	Corporate Services	10,691	13,019	2,328	17.9%	15,955
699	1,480	781	52.8%	Environment and Sustainability	3,885	7,935	4,050	51.0%	14,051
260	455	195	42.9%	Resource Recovery	2,243	3,351	1,108	33.1%	5,464
0	1,060	1,060	100.0%	Executive	4,509	4,707	198	4.2%	4,707
38	560	522	93.2%	Nicholas Street Precinct	1,520	6,473	4,953	76.5%	9,634
101	5	(96)	(1925.8%)	Planning and Regulatory Services	400	591	191	32.3%	746
2,478	1,360	(1,118)	(82.2%)	Disaster Recovery and Voluntary Home Buy Back	11,521	10,180	(1,341)	(13.2%)	14,370
12,560	21,995	9,435	42.9%	Total Capital Expenditure	113,875	132,233	18,358	13.9%	170,276
3,473	8,800	5,327	60.5%	Donated Assets	83,832	87,997	4,165	4.7%	105,600
16,033	30,795	14,762	47.9%	Total Capital Expenditure including donated assets	197,707	220,230	22,523	10.2%	275,876



Balance Sheet

	JUN-25	APR-26	YTD Change	YTD Change
	\$'000s	\$'000s	\$'000s	%
Assets				
<i>Current assets</i>				
Cash & cash investments	192,091	201,318	9,227	4.8%
Receivables	23,766	92,409	68,644	288.8%
Other current assets	26,118	20,768	(5,350)	(20.5%)
Total current assets	241,974	314,495	72,521	30.0%
<i>Non-current assets</i>				
Investment in UU & Greenovate	461,569	461,569	0	0.0%
Property, plant & equipment & other	4,166,052	4,259,228	93,176	2.2%
Investment property	59,750	60,106	356	0.6%
Total non-current assets	4,687,370	4,780,903	93,532	2.0%
Total assets	4,929,345	5,095,398	166,053	3.4%
Liabilities				
<i>Current liabilities</i>				
Payables	43,796	33,504	(10,292)	(23.5%)
Borrowings	93,924	56,633	(37,291)	(39.7%)
Annual & long service leave	30,505	30,327	(178)	(0.6%)
Other liabilities	56,097	141,039	84,942	151.4%
Total current liabilities	224,321	261,503	37,181	16.6%
<i>Non-current liabilities</i>				
Borrowings	304,622	304,622	0	0.0%
Annual & long service leave	3,190	4,993	1,803	56.5%
Other liabilities	9,451	8,817	(634)	(6.7%)
Total non-current liabilities	317,263	318,432	1,169	0.4%
Total liabilities	541,585	579,935	38,350	7.1%
Net community assets	4,387,760	4,515,463	127,703	2.9%
Community equity				
Asset revaluation surplus	1,218,969	1,218,977	8	0.0%
Retained surplus	3,168,791	3,296,306	127,515	4.0%
Total community equity	4,387,760	4,515,283	127,523	2.9%



Investments and Earnings Summary	Margin	% Return	\$
CBA Operating Account	0.002	4.60%	\$13,124,551
Term Deposit Investments	0.002	4.56%	\$52,000,000
QTC Trust Fund Account	0.007	5.03%	\$49,356,484
QTC Operating Account - CBD	0.007	5.03%	
QTC Operating Account - General	0.007	5.03%	\$136,207,249
QTC Operating Account - Total	0.007	5.03%	\$136,207,249
Total Invested funds (W.Avg return)	0.005	4.91%	\$250,688,284
Total Operating Funds (Ex Trust)	0.005	4.88%	\$201,331,800

Cashflow

Council's cash and cash equivalents balance as at 30 April 2026 was \$201.3 million. Council's investments are made in accordance with Council's Investment Policy (adopted as part of the annual budget) with an average return percentage of 4.88%.

Detailed Operational Expenditure - Whole of Council

MTD				YTD				Annual Budget \$'000s
Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %	Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %	
<i>Operating Revenue</i>								
26,103	26,553	(450)	(1.7%)	257,353	256,507	846	0.3%	307,026
4,550	4,234	316	7.5%	40,524	37,778	2,746	7.3%	46,576
219	(2,595)	2,814	(108.4%)	9,711	8,921	790	8.9%	14,879
3,140	2,625	515	19.6%	30,280	30,874	(594)	(1.9%)	37,896
5,495	8,346	(2,851)	(34.2%)	44,694	40,817	3,877	9.5%	56,293
11	3	8	266.7%	76	25	51	204.0%	30
39,518	39,166	352	0.9%	382,638	374,922	7,716	2.1%	462,700
<i>Operating Expenses</i>								
12,136	12,787	651	5.1%	127,037	126,639	(398)	(0.3%)	160,004
229	1,532	1,303	85.1%	3,040	2,950	(90)	(3.1%)	7,946
11,721	11,042	(679)	(6.1%)	101,360	103,490	2,130	2.1%	130,426
3,137	2,361	(776)	(32.9%)	29,132	28,701	(431)	(1.5%)	35,361
2,087	2,216	129	5.8%	24,099	24,587	488	2.0%	29,046
9,128	12,892	3,764	29.2%	90,731	89,933	(798)	(0.9%)	107,664
38,438	42,830	4,392	10.3%	375,399	376,300	901	0.2%	470,447
1,080	(3,664)	4,744	(129.5%)	7,239	(1,378)	8,617	(625.3%)	(7,747)
615	(4,121)	4,736	(114.9%)	2,639	(5,882)	8,521	(144.9%)	(13,163)
<i>Capital Revenue</i>								
8,574	10,801	(2,227)	(20.6%)	111,182	108,007	3,175	2.9%	129,600
2,636	7,051	(4,415)	(62.6%)	19,263	19,080	183	1.0%	35,172
15	0	15	0.0%	207	0	207	0.0%	0
<i>Capital Expenses</i>								
3,620	5,400	1,780	33.0%	10,234	5,400	(4,834)	(89.5%)	5,400
8,685	8,788	(103)	(1.2%)	127,657	120,309	7,348	6.1%	151,625

Capital Summary									
MTD			YTD			Full Year Budget \$'000s	EOY Forecast \$'000s	Comments	
Actual \$'000s	Budget \$'000s	Variance \$'000s	Actual \$'000s	Budget \$'000s	Variance \$'000s				
Whole of Council									
Construction Program & Asset Purchase (excl. VHBB & Disaster Recovery)									
10,082	20,635	10,553	102,354	122,053	19,699	155,906	136,895		
2,478	1,360	(1,118)	11,521	10,180	(1,341)	14,370	16,588	VHBB and Disaster Recovery	
12,560	21,995	9,435	113,875	132,233	18,358	170,276	153,483	Total Capital Expenditure	
3,473	8,800	5,327	83,832	87,997	4,165	105,600	105,600	Total Donated Assets	
Executive									
0	1,060	1,060	4,509	4,707	198	4,707	4,509	Construction Program and Asset Purchase	
<p>Major Projects - \$198k underspend YTD: related to the Swifts Sports Club contribution payments, the next expected in 2026-27.</p> <p>NSP Redevelopment - \$3.6M underspend YTD: Underspends predominantly due to tenant fit-out for Tulum Walk & Venue extending into next financial year.</p> <p>NSP Facilities - \$1.3M underspend YTD: 143 Brisbane St under \$249k - mainly as a result of the lower ground incentives and deficit unspent to date with potential to carry-over into next financial year. Venue under \$87k - mainly related to the Waste Compactor. Carpark under \$131k - for camera, downpipe and lighting control projects which have the potential to carry-over into next financial year. INS under \$143k - including hot water system replacement which has potential to carry-over into next financial year. Other - Tulum Walk end of tenance refit under \$370k, and Brisbane St Scramble crossing artwork road surfacing \$92k under.</p>									
38	560	522	1,520	6,473	4,953	9,634	3,751	Nicholas Street Precinct	
38	1,620	1,582	6,029	11,180	5,151	14,341	8,260	Total Capital Expenditure	
Corporate Services									
<p>ICT Hardware - \$304k underspend YTD: On track to deliver within full year budget. In addition to standard life-cycling, still to purchase additional devices to support staff/kit out kiosks for the iVolve projects. It is anticipated that some Network budget will be used towards essential AV upgrades this financial year, however lifecycling and upgrades will be managed within the total combined Network and AV budget.</p> <p>ICT Portfolio Delivery - \$583k overspend YTD: The YTD overspend is mainly related to essential AV Equipment upgrades which have been prioritised in place of the Network Equipment program and works carried over for Mobile Device Management.</p>									
508	374	(134)	3,362	3,945	583	4,800	4,636	Construction Program and Asset Purchase	
1,210	586	(624)	7,204	8,074	870	10,155	9,436	iVolve (Capex & Opex)	
14	0	(14)	125	1,000	875	1,000	125	Facility Upgrades	
1,731	959	(772)	10,691	13,019	2,328	15,955	14,197	Total Capital Expenditure	

Item 10 / Attachment 1.

MTD			YTD			Full Year	EOY	Comments
Actual \$'000s	Budget \$'000s	Variance \$'000s	Actual \$'000s	Budget \$'000s	Variance \$'000s	Budget \$'000s	Forecast \$'000s	
Community, Cultural and Economic Development								
								<p>Major Projects - \$2.1M underspend YTD: relates to the NISEP Stg 1 Western Grandstand. Minimal early works have been required and spend is expected to increase next financial year as the project moves into construction.</p> <p>Community Facilities including Art Gallery and Minor Sport - \$130k overspend YTD: predominantly due to unbudgeted Civic Centre LED screen acquisition and related rigging and equipment that carried over from 2024-25, partially offset by a delay to the Art Gallery roof replacement which is contingent on the roof safety system project which is currently in design with construction expected in 2026-27.</p> <p>Safe City and Asset Protection - \$491k underspend YTD: mainly CCTV Infrastructure program which has experienced delays including materials availability.</p> <p>Libraries and Customer Service - \$955k underspend YTD: mainly Customer Strategy and Experience with \$478k underspent across the projects and anticipating to progress projects apart from Voice of the Customer this financial year. In Libraries, delays with the Ipswich Central Library seating project is also contributing to the underspend. Savings in the Ipswich Central Library reading nook and signage projects is offsetting Redbank Plaza refurb and furniture and fittings projects.</p> <p>Sports Facilities Infrastructure - \$2.7M underspend YTD: mainly due to deferral of the Lions 22B SF project to 2026-27, along with savings on surfacing works at Redbank Plains Recreation Reserve car park, and delayed contractor on site establishment at Redbank Plains Recreation Reserve and Tivoli Sports Complex Upgrade projects.</p> <p>Flood Recovery - \$28k overspend YTD: Relates to prior FY overhead adjustment/true-up.</p>
486	704	218	Construction Program and Asset Purchase (Other)	2,816	6,153	3,337	9,949	6,034
227	405	178	Sports Facilities	1,383	4,080	2,697	5,030	4,859
0	0	0	Disaster Recovery	28	0	(28)	0	28
713	1,109	397	Total Capital Expenditure	4,227	10,233	6,006	14,979	10,921

Item 10 / Attachment 1.

MTD			YTD			Full Year	EOY	Comments	
Actual \$'000s	Budget \$'000s	Variance \$'000s	Actual \$'000s	Budget \$'000s	Variance \$'000s	Budget \$'000s	Forecast \$'000s		
Assets and Infrastructure Services									
								<p>In April, Council adopted a budget amendment significantly impacting the Asset and Infrastructure Services (AIS) capital program. The AIS program increased due to carried-over projects, works brought forward from 2026-27, previously unbudgeted emergent and grant-funded works, and other cost pressures across the program.</p> <p>Flood Mitigation and Drainage - \$174k overspend YTD: mainly unbudgeted works on Champions Way drainage stages 2 and 3.</p> <p>Local Amenity - \$620k underspend YTD: Unmaintained Gravel Roads under \$293k - delayed commencement to Ferting Rd and Schultz Rd gravel road upgrades with both still on track to be completed by EOFY. Kerb and Channel under \$166k - Short St project is deferred.</p>	
(129)	388	517	Infrastructure Program (Other)	2,223	2,078	(145)	3,267	2,703	<p>Urban Greening under \$149k - mainly Tree Protection Bollards and Fencing.</p> <p>Asset Rehabilitation - \$213k underspend YTD: Bridge and Culvert under \$487k - drainage works bundled for procurement and delivery have resulted in a delayed commencement on the Railway St project, expected to be complete in June. Bergins Hill Rd projects and Purga School Rd are also currently behind budget.</p> <p>Drainage over \$561k - mainly advanced procurement on Lowry Ln and Colvin St and overspend on emergent works on St Augustines Dr Sediment Forebay Replacement. Partially offset by delayed commencement on East Ipswich Stage 2, and unders on Woodend Catchment Stage 3 and Moffat Street.</p> <p>Facility under \$84k - mainly market availability delaying the Ipswich Art Gallery roof safety system, now requiring construction works to be deferred to next financial year, offset by increased costs associated with latent conditions on the Ipswich Motorsport Precinct lighting project.</p> <p>Gravel Roads over \$435k.</p> <p>Kerb and Channel under \$289k - unallocated funds for 2025-26.</p> <p>Parks over \$397k - mainly unbudgeted works on Henry Lawson Bicentennial Park playground arson replacement, and works completed ahead of schedule on Rex Hawke Park fencing.</p> <p>Sealed Roads under \$231k - mainly YTD underspends on Resurfacing Program Areas 4 and 5, offset by an overspend on Area 6 and unbudgeted works carried over on Jasmine Street</p> <p>Paths under 71k - mainly traffic permit delays affecting commencement of the Cemetery Rd footpath rehabilitation project.</p> <p>Sports Facilities under \$588k - possible savings on George and Eileen Hastings lighting project, savings on completed Blue Gum Reserve lighting project with reuse of poles, and an underspend on Ipswich Cycle Park lighting.</p> <p>Street Furniture over \$135k - mainly related to the advanced progress on Brisbane Hooper traffic signals rehabilitation and overspends on the Traffic Facilities and Pavement Marking programs, offset by reduced spend on the Guardrail Roadside Furniture project.</p>
2,003	9,770	7,767	Asset Rehabilitation	41,519	41,731	213	48,543	46,944	<p>Transport and Traffic - \$1.1M overspend YTD: Road Safety and Operations under \$1.6M - mainly Smart Parking which has been delayed by international shipping pushing majority of works out to next financial year.</p> <p>Strategic Transport over \$2.9M - mostly due to works carried over from 2024-25 on Springfield Greenbank Arterial Stg 3, higher service relocation costs on Springfield Parkway Stage 2, and advanced works on the Ripley and Fischer Roads upgrade projects with the latter also experiencing some scope increases in the design process. This is partially offset by delayed commencement related to service relocations on Ripley Reif intersection upgrade and Augusta Parkway road upgrade being put on hold.</p>
4,224	4,753	529	Transport and Traffic	24,803	23,705	(1,098)	28,791	31,315	<p>Sustainable Travel under \$254k - mainly related to footpath project delays at Mansfield PI (related to overlapping TMR works), and Marsden Parade (Gordon St), offset by the grant funded Bus Expansion Program progress.</p>

Item 10 / Attachment 1.

MTD			YTD			Full Year	EOY	Comments
Actual \$'000s	Budget \$'000s	Variance \$'000s	Actual \$'000s	Budget \$'000s	Variance \$'000s	Budget \$'000s	Forecast \$'000s	
49	129	79	919	1,014	95	1,384	1,266	Parks and Recreation - \$95k underspend YTD: Upgrades under \$102k - mainly due to long lead times in procurement impacting Limestone Park dog off leash area, now scheduled to commence later in the financial year with works continuing into 2026-27.
0	(80)	(80)	0	99	99	349	100	Budget reallocated as required to new emergent projects within the financial year.
1	0	(1)	114	387	273	420	127	Equipment - \$273k underspend YTD: Survey Equipment Program yet to commence for 2025-26.
56	180	124	121	610	489	950	634	Ipswich Central Revitalisation - \$489k underspend YTD: mainly related to East St Streetscape Upgrade, Ipswich Central lighting and wayfinding projects as well as a delay with the Cultural Heart project.
337	(133)	(470)	5,209	6,120	912	6,666	7,416	Fleet - \$912k underspend YTD : mainly related to replacement programs for Trucks, Waste Trucks, and Vehicles and Major Plant acquisitions, partially offset by unbudgeted deliveries in Waste Truck and Minor Plant growth as requirements are reprioritised across the broader program in response to market availability and long lead times.
1,542	1,210	(332)	9,573	8,630	(943)	8,810	14,339	Disaster Recovery - \$943k overspend YTD: Mainly related to delays on Rivertlink Riverwalk and REPA Bertilia St Bio basin flood restoration works, partially offset by Marie St, Bradfield Bridge and Blue Gum Reserve, Robelle Domain and Riverheart restoration projects. Unbudgeted TC Alfred event restoration projects are also progressing.
936	150	(786)	1,876	1,550	(326)	5,560	2,176	Voluntary Home Buy Back Scheme - \$326k overspend YTD: restoration works continue across some sites.
9,018	16,366	7,348	86,355	85,924	(432)	104,740	107,020	
Environment and Sustainability								
699	1,480	781	3,885	7,935	4,050	14,051	9,601	Asset Rehabilitation - \$1.9M underspend YTD: Disturbed Land Management under \$773k - Relates to procurement delays for Woogaroo Closed Landfill Management, with construction now being finalised in 2026-27.
260	455	195	2,243	3,351	1,108	5,464	2,949	Sustainability - \$602k underspend YTD: Climate Resilience under \$243k - projects not identified for remaining unallocated budget. Renewable Energy under \$359k - mainly Nicholas St Green Precinct, Robelle Domain Solar Stage 1 and unallocated budget.
959	1,935	976	6,128	11,286	5,158	19,515	12,550	Disaster and Natural Hazard Management - \$164k underspend YTD: mainly DACN Camera replacements and Marburg RFS Facility upgrades. Resource Recovery - \$1.1M underspend YTD: Mainly due to a delay with the New Refuse and Recycling Centre project, rescheduling of the Riverview Refuse and Recycling Centre pit rehabilitation works to later in the financial year, and underspends in the bin replacement programs, partially offset by advanced works on the Western Refuse and Recycling Centre project.
Planning and Regulatory Services								
101	5	(96)	400	591	191	746	490	Animal Management - \$185k underspend YTD .
0	0	0	45	0	(45)	0	45	Cemeteries - \$35k overspend YTD: mainly works carried over from 2024-25 for Tallegalla Cemetery expansion offset by potential savings on fencing works at Haigslea and Ipswich General Cemeteries.
101	5	(96)	445	591	146	746	535	Flood Recovery - \$45k overspend YTD: Relates to prior FY overhead adjustment/true-up.
Donated Assets								
0	4	4	0	37	37	44	44	
0	0	0	0	0	0	0	0	
3,473	8,796	5,323	83,832	87,960	4,128	105,556	105,556	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
3,473	8,800	5,327	83,832	87,997	4,165	105,600	105,600	

Ipswich Waste Services

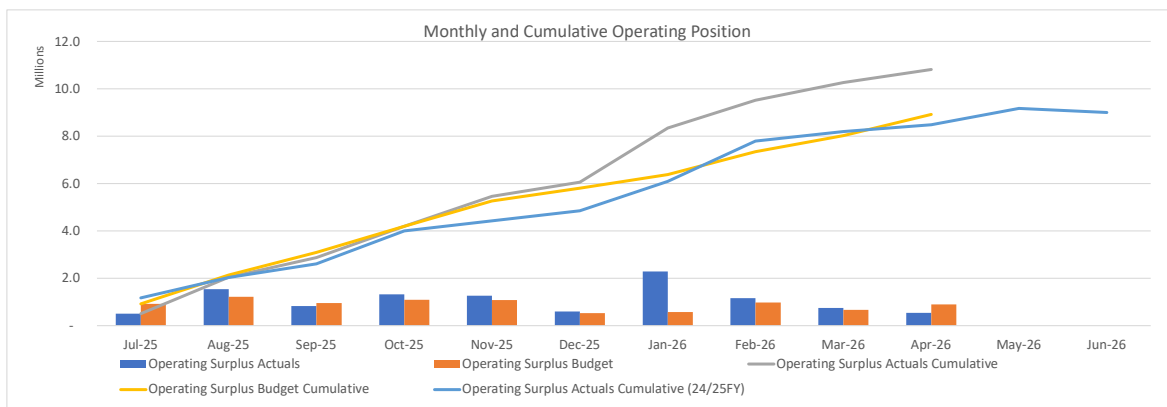
Monthly Financial Performance Report April 2026



Operational Summary

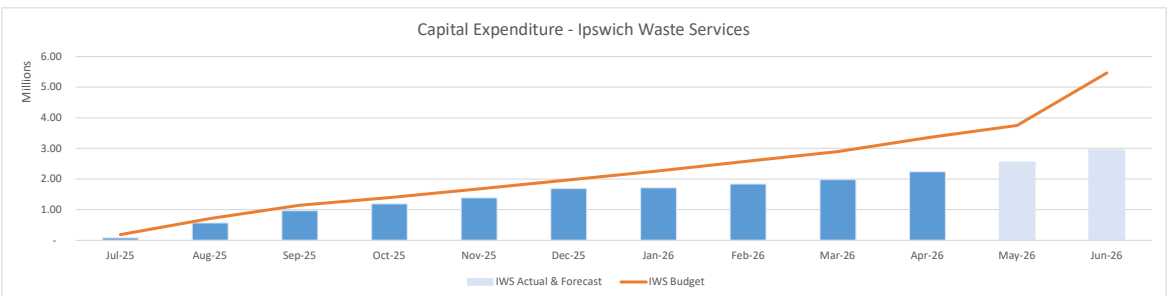
Operational Expenditure

MTD				Program	YTD				Annual Budget \$'000s
Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %		Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %	
6,257	6,074	183	3.0%	Operating Revenue	62,523	62,550	(27)	(0.0%)	74,771
5,711	4,870	(841)	(17.3%)	Operating Expense	51,703	53,325	1,622	3.0%	64,617
546	1,204	(658)	(54.7%)	Operating Surplus/(Deficit)	10,820	9,225	1,595	17.3%	10,154
546	1,204	(658)	(54.7%)	Operating Surplus/(Deficit) excluding Infra. Levy	10,820	9,225	1,595	17.3%	10,154
0	0	0	0.0%	Capital Revenue	0	0	0	0.0%	0
4	0	4	0.0%	Other Capital Income (Asset disposals)	19	0	19	0.0%	0
3	44	41	93.2%	Capital Loss (Asset write-off)	61	44	(17)	(38.6%)	44
547	1,160	(613)	(52.8%)	Net Result	10,778	9,181	1,597	17.4%	10,110
Gross Profit Margin					17.31%				13.58%



Capital Summary

MTD				Program	YTD				Annual Budget \$'000s
Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %		Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %	
260	455	195	42.9%	Resource Recovery	2,243	3,351	1,108	33.1%	5,464
260	455	195	42.9%	Total Capital Expenditure	2,243	3,351	1,108	33.1%	5,464



Detailed Operational Expenditure - Ipswich Waste Services

MTD				YTD				Annual Budget \$'000s
Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %	Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %	
<i>Operating Revenue</i>								
4,299	4,400	(101)	(2.3%)	42,575	42,518	57	0.1%	51,117
1,268	746	522	70.0%	12,564	12,704	(140)	(1.1%)	15,114
50	0	50	0.0%	1,092	1,093	(1)	(0.1%)	1,093
527	512	15	2.9%	5,075	5,118	(43)	(0.8%)	6,142
113	416	(303)	(72.8%)	1,217	1,117	100	9.0%	1,305
0	0	0	0.0%	0	0	0	0.0%	0
6,257	6,074	183	3.0%	62,523	62,550	(27)	(0.0%)	74,771
<i>Operating Expenses</i>								
1,249	1,307	58	4.4%	12,022	10,759	(1,263)	(11.7%)	13,054
12	20	8	40.0%	95	200	105	52.5%	240
1,897	1,342	(555)	(41.4%)	15,041	15,461	420	2.7%	18,268
1,971	1,463	(508)	(34.7%)	18,413	19,747	1,334	6.8%	24,671
481	620	139	22.4%	5,071	5,965	894	15.0%	6,955
101	118	17	14.4%	1,061	1,193	132	11.1%	1,429
5,711	4,870	(841)	(17.3%)	51,703	53,325	1,622	3.0%	64,617
546	1,204	(658)	(54.7%)	10,820	9,225	1,595	17.3%	10,154
546	1,204	(658)	(54.7%)	10,820	9,225	1,595	17.3%	10,154
<i>Capital Revenue</i>								
0	0	0	0.0%	0	0	0	0.0%	0
0	0	0	0.0%	0	0	0	0.0%	0
4	0	4	0.0%	19	0	19	0.0%	0
<i>Capital Expenses</i>								
3	44	41	93.2%	61	44	(17)	(38.6%)	44
547	1,160	(613)	(52.8%)	10,778	9,181	1,597	17.4%	10,110

Capital Summary									
MTD			YTD			Full Year Budget \$'000s	EOY Forecast \$'000s	Comments	
Actual \$'000s	Budget \$'000s	Variance \$'000s	Actual \$'000s	Budget \$'000s	Variance \$'000s				
Ipswich Waste Services									
260	455	195	Waste	2,243	3,351	1,108	5,464	2,949	Resource Recovery - \$1.1M underspend YTD: Mainly due to a delay with the New Refuse and Recycling Centre project, rescheduling of the Riverview Refuse and Recycling Centre pit rehabilitation works to later in the financial year, and underspends in the bin replacement programs, partially offset by advanced works on the Western Refuse and Recycling Centre project.
260	455	195	Total Capital Expenditure	2,243	3,351	1,108	5,464	2,949	
Donated Assets									
-	-	-	Ipswich Waste Services	-	-	-	-	-	
-	-	-	Total Donated Assets	-	-	-	-	-	