



City of
Ipswich

**IPSWICH
CITY
COUNCIL**

AGENDA

of the

**ECONOMIC AND INDUSTRY DEVELOPMENT
COMMITTEE**

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

On Thursday, 20 August 2020
At 10 minutes after conclusion of Community, Culture, Arts and Sport Committee

<u>MEMBERS OF THE ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE</u>	
Councillor Nicole Jonic (Chairperson) Councillor Jacob Madsen (Deputy Chairperson)	Mayor Teresa Harding Councillor Andrew Fechner Councillor Kate Kunzelmann

ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE AGENDA

*10 minutes after conclusion of Community, Culture, Arts and Sport
Committee on **Thursday**, 20 August 2020
Council Chambers*

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** Item includes confidential papers

ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE NO. 1

20 AUGUST 2020

AGENDA

1. **THE CITY OF IPSWICH DEFENCE INDUSTRY DEVELOPMENT AND ATTRACTION COMMITTEE UPDATE**

This is a report concerning the position of Chair of the City of Ipswich Defence Industry Development and Attraction Committee, it recommends Council endorse the City of Ipswich Mayor as Chair replacing the Ipswich City Council Chief Executive Officer.

Ipswich City Council established the City of Ipswich Defence Industry Development and Attraction Committee (CIDIDAC) in 2017. Since then it has guided the implementation of the City of Ipswich Defence Industry Action Plan and advocated for the local defence industry.

In July 2020 the current Chair and Ipswich City Council CEO sought the response of all CIDIDAC members to the recommendations that CIDIDAC install Mayor Teresa Harding as Chair and the CIDIDAC Terms of Reference be amended to recognise the Mayor of the City of Ipswich as Chair and the CEO of Ipswich City Council as Deputy Chair. A majority positive response was received from CIDIDAC members.

RECOMMENDATION

- A. That Council endorse Mayor Teresa Harding as Chair of the City of Ipswich Defence Industry Development and Attraction Committee.
- B. That Council endorse Ipswich City Council Chief Executive Officer David Farmer as Deputy Chair of the City of Ipswich Defence Industry Development and Attraction Committee.

2. **QUEENSLAND SMALL BUSINESS FRIENDLY COUNCIL**

This is a report concerning Council's progress in becoming Queensland's first Small Business Friendly Council.

Ipswich City Council has partnered with the Queensland Government Department of Employment, Small Business and Training (DESBT) to assist in the design, development and pilot implementation of a Queensland Small Business Friendly Council program, which may then be released to other Queensland Councils in 2021.

By agreeing to be part of this program, Ipswich City Council will adopt the Queensland Government Small Business Friendly Council Charter which commits Council to support the small business community, reduce regulatory burdens, create opportunities, and make it easier to do business in the Ipswich Region for small businesses of the region.

Queensland is aligning with other States of Australia that already have Small Business Friendly Local Government initiatives in place, the common thread shared between these programs is the focus for Councils to reduce red tape and increase opportunities to support small business activity.

RECOMMENDATION

That the report concerning Council's progress in becoming Queensland's first Small Business Friendly Council be received and its contents noted.

3. CHAMBER OF COMMERCE - 2020/2021 PARTNERSHIP AGREEMENTS

This report concerns the renewed formal relationship between Ipswich City Council and the city's two Chambers of Commerce through partnership agreements and an investment of \$39,044.50 total for the 2020-2021 financial year.

The Ipswich region supports two Chambers of Commerce; the Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce. The Bremer Region Chamber of Commerce merged with the Ipswich Region Chamber of Commerce in 2019 but still continues to service the Rosewood and surrounding areas.

In September 2019 Council resolved the cessation of partnership agreements with the Chambers of Commerce to be replaced with a new cooperative model to be co-developed with the Chambers. By 2020 Council and the Chambers had been unable to resolve the new arrangements.

However, the impacts on local businesses following the onset of COVID-19 has kept Council and the Chambers actively engaged on a range of outreach and assistance activities throughout most of 2020.

Concurrently, Council's Coordinator – Local Business and Investment has been coordinating with both Chambers on renewed formal arrangements based on the priorities and preferences of each region, those arrangements have now been finalised and executed.

RECOMMENDATION

That the report concerning Council's 2020-2021 partnership agreements with the Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce be received and the contents noted.

** Item includes confidential papers

and any other items as considered necessary.

Doc ID No: A6391939

ITEM: 1

SUBJECT: THE CITY OF IPSWICH DEFENCE INDUSTRY DEVELOPMENT AND ATTRACTION
COMMITTEE UPDATE

AUTHOR: SENIOR INDUSTRY DEVELOPMENT OFFICER

DATE: 30 JULY 2020

EXECUTIVE SUMMARY

This is a report concerning the position of Chair of the City of Ipswich Defence Industry Development and Attraction Committee, it recommends Council endorse the City of Ipswich Mayor as Chair replacing the Ipswich City Council Chief Executive Officer.

Ipswich City Council established the City of Ipswich Defence Industry Development and Attraction Committee (CIDIDAC) in 2017. Since then it has guided the implementation of the City of Ipswich Defence Industry Action Plan and advocated for the local defence industry.

In July 2020 the current Chair and Ipswich City Council CEO sought the response of all CIDIDAC members to the recommendations that CIDIDAC install Mayor Teresa Harding as Chair and the CIDIDAC Terms of Reference be amended to recognise the Mayor of the City of Ipswich as Chair and the CEO of Ipswich City Council as Deputy Chair. A majority positive response was received from CIDIDAC members.

RECOMMENDATION/S

- A. That Council endorse Mayor Teresa Harding as Chair of the City of Ipswich Defence Industry Development and Attraction Committee.**
- B. That Council endorse Ipswich City Council Chief Executive Officer David Farmer as Deputy Chair of the City of Ipswich Defence Industry Development and Attraction Committee.**

RELATED PARTIES

The members of the City of Ipswich Defence Industry Development and Attraction Committee include:

- RAAF Base Amberley, Australian Defence Force
- Queensland Government, Defence Jobs Queensland
- Boeing Defence Australia

- Rheinmetall Defence Australia
- Northrop Grumman Australia
- TAE Aerospace
- University of Queensland
- Queensland University of Technology
- University of Southern Queensland
- Australian Industry and Defence Network

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

Defence is a priority industry for the City of Ipswich, generating annual exports worth \$2.2 billion which accounts for 22.2% of Queensland's total defence export and 17.5% of the State's defence employment in 2017-18.

The Australian Defence Force directly contributed over 5,500 jobs, \$350 million in workforce investment, \$31 million in recurrent operational expenses and an estimated \$183 million in capital projects within the Ipswich region and economy in 2016-17.

To support the continued growth of the industry and foster a robust defence industry ecosystem in the region, Ipswich City Council established the City of Ipswich Defence Industry Development and Attraction Committee (CIDIDAC) in 2017.

As per section 4 of the CIDIDAC Terms of Reference (Attachment 1), the membership of CIDIDAC is comprised of key decision makers in defence organisations, government and academia. CIDIDAC provides broad-based expertise and independent advice to Council on defence industry initiatives.

CIDIDAC has been instrumental in guiding Council in the development of the Defence Ipswich Action Plan (the only local government defence industry strategy in Australia) and the delivery of the Queensland Defence Summit: Ipswich 2018 and Defence Ipswich Supply Chain Opportunities Symposium 2019.

With more than 10 years in senior roles with the Department of Defence and strong political and strategic networks with state and federal governments, CIDIDAC will benefit from the experience and expertise of Mayor Teresa Harding as its Chair.

To maintain continuity and allow a proxy for the Mayor, it has also been agreed by CIDIDAC members that the CEO of Ipswich City Council be appointed as Deputy Chair.

The current CIDIDAC Terms of Reference do not specify a process for the appointment of a Chair, as such the recommendations have been put to members by the current Chair and in the majority supported.

With the endorsement of Council, the CIDIDAC Terms of Reference will be amended and the Mayor will assume duties of the Chair.

LEGAL/POLICY BASIS

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

RISK MANAGEMENT IMPLICATIONS

There are no significant risk management implications associated with this report.

FINANCIAL/RESOURCE IMPLICATIONS

CIDIDAC Secretariat support and expenses are carried out as business as usual by Council's Economic Development section.

COMMUNITY AND OTHER CONSULTATION

Responses were requested and received from all CIDIDAC members with majority support.

Additional feedback signalled the preference for CIDIDAC to remain apolitical and ensure a balance of council and industry interests are represented and maintained.


CONCLUSION

The City of Ipswich Defence Industry Development and Attraction Committee has been a positive vehicle for local defence industry advancement and advocacy since 2017.

CIDIDAC members recognise the defence industry experience which Mayor Harding brings to Council and could better leverage as Chair of CIDIDAC.

With the endorsement of Council, the CIDIDAC Terms of Reference will be amended and the Mayor will assume duties of the Chair.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	CIDIDAC Final Terms of Reference Clean Version August 2020 ↓ 
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Tamanna Monem

SENIOR INDUSTRY DEVELOPMENT OFFICER

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

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

Item 1 / Attachment 1.



**CITY OF IPSWICH DEFENCE INDUSTRY DEVELOPMENT AND ATTRACTION
COMMITTEE**

Terms of Reference

IPSWICH CITY COUNCIL



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CITY OF IPSWICH

DEFENCE INDUSTRY DEVELOPMENT AND ATTRACTION COMMITTEE

TERMS OF REFERENCE

2 BACKGROUND

The Ipswich region plays an integral part in securing Defence expenditure for Queensland. Ipswich's strategic advantage gained from hosting Australia's largest military air base, establishment of MILVEHCOE and being the second largest destination of primes in Queensland after Brisbane enables local SMEs to supply to Defence contractors in Australia and participate in export markets.

The announcement of \$195 billion by Australian Government through Integrated Investment Program in new capability expenditure positioned the Australian defence sector as a highly attractive marketplace playing an important contributory role in increasing the capabilities of Defence. The Commonwealth's plan to achieve sovereign capability provides opportunity to support defence industry development and attraction for defence projects in the region.

To maximise the opportunities arising from Commonwealth and State outlooks on Defence and defence industry development, Ipswich City Council proactively led development of the Defence Ipswich Action Plan, to support industry growth and expansion through defence projects. This plan coordinates and empowers Ipswich to become a national leader in defence industry activity and opportunity. It's the first defence plan (strategy) of its type in local government, not just in Queensland, but Australia.

Ipswich City Council (ICC) in partnership with industry, established the City of Ipswich Defence Industry Development & Attraction Committee (CIDIDAC), a triple helix collaboration partnership model with representatives from three levels of Government, Industry and Academia, to guide defence industry activities for the City of Ipswich.

2.1 PURPOSE

The CIDIDAC is a high-level steering committee committed to guide and provide strategic advice on attraction of defence investment and enhanced defence industry eco system development of the City of Ipswich. The investment and industry driven eco system will maximise opportunities for the industrial estates, such as Ipswich CBD, Springfield, Ripley, Redbank, Willowbank/Ebenezer and other emerging industrial estates, to cater for future defence requirements and boost economic development of the region.

The CIDIDAC will play important role in guiding and connecting the City of Ipswich based on the following:

- Advice on implementation of the Defence Ipswich Strategy 2018 – 2023, to achieve the 5 Strategic Goals (SG):
 - SG1 - Position and promote Ipswich as a strategic growth location for defence capability, innovation and growth
 - SG2 - Advocate for and support defence within the Ipswich region and community
 - SG3 - Facilitate and develop the regional defence industry supply chain ecosystem
 - SG4 - Enable defence Industry employment and business development opportunities
 - SG5 - Enhance government, industry, academia and entrepreneurial collaboration and innovation
- Connect opportunities to grow regional defence industry capabilities
- Advocacy to national and international defence stakeholders to increase defence investment for the City of Ipswich

3 SCOPE

The City of Ipswich Defence Industry Development and Attraction Committee will provide broad-based expertise and independent advice to Ipswich City Council on Defence Industry projects and initiatives. The experience and expertise of the CIDIDAC will maximise opportunities and ensure that the initiatives undertaken by the Council to facilitate a robust eco system for Defence, industry supply chain and attraction of defence projects are being effectively targeted.

Ipswich City Council acknowledges the importance and engagement of CIDIDAC members in their given industry and / organisations and the members are recognised through their expertise and role in identified area.

The CIDIDAC members may participate in separate advisory, tender and / or assessment activities for given industry. In these situations, all members are required to declare any actual or perceived conflict of interest.

The CIDIDAC is a voluntary and non – decision making body.

The CIDIDAC aims to:

- Support co-ordinated representation to the Department of Defence, to leverage on opportunities focusing on:
 - international defence relations
 - defence scientific research and development
 - defence procurement and purchasing
 - defence industry development and co-operation
 - partnerships with centres such as the Centre for Defence Industry Capability (CDIC), defence export;
- Guide and provide input to commissioned studies for defence industry development, investment and attraction;
- Promote events and showcasing that support defence investment, eco-system and attraction; and
- Provide recommendations on initiatives to grow defence industry cluster in the region, leveraging on existing policies and institutional programs which will benefit the Ipswich region
- Support the Commonwealth and Queensland Governments to deliver major defence projects and facilities in the region
- Support facilitation of defence investment, expansion and aftercare of major contractors and corporates
- Support connecting Ipswich SMEs to build capability to enter defence contracts by maximising existing capability development programs and input in the development of scaling up accelerator programs for SMEs to be defence and export ready.

4 AUTHORITY AND MEMBERSHIP

The CIDIDAC includes Chair, Deputy Chair, appointed members, supporting member and Secretariat.

The members will comprise of key decision makers in defence organisations, government and academia with credibility through their skills and expertise highly relevant to defence portfolio, engagement and active decision making roles in defence and defence industry. Government representation should not be disproportionate to that of industry representation.

4.1 CURRENT AND PROPOSED COMPOSITION:

Member	Name	Title	Department	Category
Chair	Teresa Harding	Mayor, City of Ipswich	Ipswich City Council	City Mayor, Local Government
Deputy Chair	David Farmer	Chief Executive Officer	Ipswich City Council	Local Government
Appointed Members	Group Captain Iain Carty	Senior ADF Officer (SADFO)	RAAF Base Amberley	Commonwealth Government
Appointed Members	Mal Lane	Executive	Department of State Development, Tourism and Innovation	State Government
Appointed Members	- Not yet	-	CDIC	Commonwealth Government
Appointed	Andrew	Managing Director	TAE Aerospace	Industry – Defence

Item 1 / Attachment 1.

Members	Sanderson			Organisation
Appointed Members	Chris Gray	Program Director	Boeing Defence Australia	Industry – Defence Organisation
Appointed Members	Russ Cowton	Director	Northrop Grumman Australia	Industry – Defence Organisation
Appointed Members	Lee Davis	General Manager	Rheinmetall Defence Australia	Industry – Defence Organisation
Appointed Members	Joseph McLean	Director – Research Partnerships	University of Queensland	Industry – Academia
Appointed Members	Ali Buchberger	Director – Industry Engagement	QUT	Industry – Academia
Appointed Members	Prof Peter Schubel	Director – Centre for Future Materials	University of Southern Queensland	Industry – Academia
Appointed Members	Carl Quarterman	President	Australian Industry and Defence Network (AIDN Qld)	Industry Representative
Supporting Member Observer	Cat Matson	Economic and Community Development Manager	Ipswich City Council	Local Government
Secretariat	Tamanna Monem	Lead – Defence Industry Development	Ipswich City Council	Local Government

4.2 KEY ROLES AND RESPONSIBILITIES

Title	Roles and responsibilities
Chair	<ul style="list-style-type: none"> Set the direction, role and objectives of the steering committee Drive the strategic positioning and objectives in line with defence industry objectives of the Council Approve significant changes to the Terms of Reference Appoint CIDIDAC members Conduct and Chair CIDIDAC meetings Endorse CIDIDAC agenda, meetings papers, policy and program recommendations Ensure action items and outstanding issues are adequately addresses in required timeframes Ensure the meetings achieve their stated purpose, professionally and efficiently coordinated Represent CIDIDAC at key events Request members to lead initiatives relevant to their roles and advocacy on behalf of CIDIDAC that will benefit the industry for the region, State and Federal
Deputy Chair	<ul style="list-style-type: none"> Ensure meetings run effectively to achieve the stated purpose Decision making in consultation with Chair for any declared conflicts of interest Undertake operational duties at the request of the Chair Provide advice to Chair on opportunities and issues which can impact on regional defence strategy
Appointed Members	<ul style="list-style-type: none"> Attend all scheduled meetings If unable to attend, arrange a representative and inform the Secretariat in a timely manner

	<ul style="list-style-type: none"> • Convey a collaborative view, offer advice and input to all discussions • Hold an industry position relevant to the purpose statement of CIDIDAC. • If a members primary employment changes they should notify the Chair or secretariat in writing within 14 days of circumstances changing. • Share knowledge, understanding and expertise to facilitate discussions • Make timely recommendations and suggest options • Advice and input towards CIDIDAC discussion papers, initiatives and events • Nominate and engage with key speakers for attendance at CIDIDAC and relevant initiatives • Inform Secretariat on any initiatives that require CIDIDAC participation • Maintain confidentiality and treat commercial-in-confidence information shared at meetings appropriately • On request of the Chair, lead initiatives and also champion the CIDIDAC deemed appropriate
Supporting Member (Observer)	<ul style="list-style-type: none"> • Provide information and updates on the Office of Economic Development • Ensure relevant assigned actions and decisions are acted upon by Secretariat • Maintain confidentiality and treat commercial-in-confidence information shared at meetings appropriately
Secretariat	<ul style="list-style-type: none"> • Organise meetings and support all meetings • Develop meeting agenda and papers in consultation with, and with the approval of, the Chair • Prepare the meeting minutes for the approval of the Chair and circulation to the members • Research and provision of background briefing material • Consultation with CIDIDAC on agenda and implementation, provide support to effective engagement of key stakeholders to achieve CIDIDAC outcomes • Ensure to disseminate member requests / initiatives / invitations to CIDIDAC on time • Ensure meetings are accurately minuted and recommendations or resolutions documented and disseminated to the appropriate stakeholders • Maintain a record of meeting outcomes, decisions and actions • Management of the conflict of interest register • Manage the implementation of actions arising from the meetings • Facilitate the reporting obligations of the Chair to Council Committee

5 ARRANGEMENT FOR MEMBERS

5.1 POSITIONS

5.1.1 CHAIR

The position of CIDIDAC Chair is an ex-officio role held by the Chief Executive Officer, Ipswich City Council and / or City Mayor to be appointed.

5.1.2 DEPUTY CHAIR

Nominations for Deputy Chair can arise from CIDIDAC members. The Deputy Chair will be appointed by the Chair for three year duration.

5.1.3 MEMBERS

The Chair of CIDIDAC will appoint all members to the steering committee. All appointments will be undertaken for an initial term of three year.

The members will comprise of key decision makers in defence organisations, government and academia with credibility through their expertise highly relevant to defence portfolio, engagement and active decision making roles in defence and defence industry. Government representation should not be disproportionate to that of industry representation.

5.1.4 OBSERVER

Senior members of the Ipswich City Council will attend as Observer as appropriate to inform and advise on the Ipswich City Council initiatives and programs.

5.1.5 SECRETARIAT

Defence Industry Lead within the Office of Economic Development undertakes a Secretariat function, providing all research, administrative, operational and logistical functions.

5.1.6 SUB COMMITTEES / WORKING GROUPS

Sub-committees can be formulated as required, with the agreement of the Chair and / or Deputy Chair. Such groups will address specific issues which may arise from time to time to assist the CIDIDAC.

Such groups may also include co-opted experts in relevant fields to work with the seconded Panel member/s to enable the best possible advice to be provided to the CIDIDAC.

5.1.7 GUEST SPEAKERS

Meetings can include guest speakers, who are current serving members of Defence, former Defence personnel, experts from industry and academia in the field of defence. CIDIDAC members provide suggestions on potential speakers and ensure to communicate with Chair and Secretariat on timely manner to ensure effective coordination of the program.

5.2 APPOINTMENT PROCESS

To initiate the process, the Chair will invite the Head of Departments relevant to Defence and defence organisations to be sitting member of the Committee. In their absence, Chair will consider nominations of their representatives who are active decision makers and recognised for their engagement in Defence and defence industry.

Current membership expires on 21 November 2022.

The Secretariat will provide new members with the following:

- Approved Terms of Reference
- Agenda and Minutes of the last three meetings
- List of current committee members.

5.3 INDUCTION

External members will be offered an induction on ICC policy, the workings of the Council, its role and responsibilities, administrative arrangements.

5.4 REIMBURSEMENT

Participation in the CIDIDAC is voluntary. Reimbursement, for example, out-of-pocket expenses (e.g. travel and accommodation costs for members, car parking fees to attend meetings) to members, will be provided in accordance with Ipswich City Council.

CIDIDAC members will be requested to consider co-investment by relevant stakeholders if there is any special study and / or events to be undertaken as joint initiative to benefit CIDIDAC member organisation and to promote as the CIDIDAC initiatives.

5.5 CIDIDAC OPERATIONAL EXPENSES

CIDIDAC meetings and member's attendance expenses will be met by current Office of Economic Development allocations.

Ipswich City Council will provide venue, catering, logistics support, and maintain operations budget to carry out costs related to CIDIDAC expenses.

5.6 FINANCIAL ACCOUNTABILITY REQUIREMENTS

The chair will adhere to all relevant Ipswich City Council financial accountability requirements.

5.7 RESIGNATIONS

Any resignations should be notified to the Chair or Secretariat in writing. The Chair will recommend and appoint a replacement following consultation with the Deputy Chair and Secretariat.

The Chair reserves the right to cancel the membership of any member who no longer falls within the defined roles of membership or fails to comply with confidentiality and declaration of interest requirements.

5.8 PROXIES

Membership requires a commitment to attend meetings and carry out all aspects of the CIDIDAC role. Proxy members will be used, and require to inform Secretariat within time.

If there is any special circumstances that the members are in overseas and / or family matters, a representative within the organisation will require to attend.

5.9 REPORTING

The Chair will provide an annual update to Council through the Economic Development Committee for the calendar year.

6 CONFLICT OF INTEREST

Members should perform their functions in good faith, honestly and impartially and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest.

6.1 CONFIDENTIALITY / DISCLOSURE

Members may receive information that is commercially sensitive and confidential, and must not disclose this information to parties outside the committee. Members may be required to execute a confidentiality agreement in this respect.

Members are to be aware that meetings, including agenda material and minutes, are deemed confidential. Therefore, release of CIDIDAC correspondence or papers can only be made with the approval of the Chair. All documents should be kept secure to ensure that this confidentiality is maintained.

Although members are naturally free to express their own views based on their expertise within the context of the CIDIDAC meetings, or the general business, members should publicly support a course of action or position decided by the CIDIDAC. If a member is unable to support a majority view or course of action, it is that member's responsibility not to publicly comment on the CIDIDAC's position or deliberations. Disclosure of the CIDIDAC's business to anyone outside must be pertinent to the member's work only and discreet. ICC will be consulted by members in all regards concerning and prior to disclosure of information pertaining to their CIDIDAC matters.

6.2 DECLARATION OF INTERESTS

All members will require to declare any actual or perceived conflicts of interests at each meeting which will be recorded in the meeting minutes.

In occasion of any conflict actual / perceived interest arises, members would require to inform the Chair and members promptly and abstain from being involved in or influencing any related decision.

The Secretariat shall review conflicts of interest and provide advice to the Chair required.

6.3 RECORDING AND ASSESSMENT

The Secretariat shall review the conflict of interest disclosures made by the CIDIDAC upon appointment and provide advice to the Chair, or Deputy Chair, as to whether or not the conflict of interest is material.

In addition, at the commencement of each meeting, the Secretariat shall assess any conflict of interest disclosure made by members relating to the discussion topics for the meeting and determine whether or not they constitute a material conflict of interest.

6.4 MANAGEMENT

The Chair, or Deputy Chair, shall determine the management approach based on the advice from the Secretariat as to whether or not the conflict of interest is a material conflict of interest.

7 MEETING PROCEDURES

7.1 FREQUENCY

The CIDIDAC will meet approximately every 12 weeks or as determined by the Chair. The secretariat will provide quarterly reports and distribute to members

7.2 AGENDA AND MEETING DOCUMENTS

An agenda will be prepared, with supporting papers and distributed to members electronically. Meeting papers will be distributed for each meeting at least three working days prior to the meeting occurring.

7.3 MEETING RECORDS

Ipswich City Council will establish and maintain information management and record keeping processes for the steering committee in accordance with the Public Records Act 2002 and ICC Policy through the Secretariat.

7.4 IMPLEMENTATION AND FOLLOW UP

Secretariat will undertake follow up and arrange implementation of the recommendations.

7.5 QUORUM

A quorum for a meeting is at least half the membership (including the Chair or Acting Chair).

8 REVIEW

Following its initial term of three year, the CIDIDAC will review of its membership profile, individual member attendance and contribution and overall output.

Doc ID No: A6401937

ITEM: 2
SUBJECT: QUEENSLAND SMALL BUSINESS FRIENDLY COUNCIL
AUTHOR: COORDINATOR - LOCAL BUSINESS AND INVESTMENT
DATE: 4 AUGUST 2020

EXECUTIVE SUMMARY

This is a report concerning Council's progress in becoming Queensland's first Small Business Friendly Council.

Ipswich City Council has partnered with the Queensland Government Department of Employment, Small Business and Training (DESBT) to assist in the design, development and pilot implementation of a Queensland Small Business Friendly Council program, which may then be released to other Queensland Councils in 2021.

By agreeing to be part of this program, Ipswich City Council will adopt the Queensland Government Small Business Friendly Council Charter which commits Council to support the small business community, reduce regulatory burdens, create opportunities, and make it easier to do business in the Ipswich Region for small businesses of the region.

Queensland is aligning with other States of Australia that already have Small Business Friendly Local Government initiatives in place, the common thread shared between these programs is the focus for Councils to reduce red tape and increase opportunities to support small business activity.

RECOMMENDATION/S

That the report concerning Council's progress in becoming Queensland's first Small Business Friendly Council be received and its contents noted.

RELATED PARTIES

The Queensland Government Department of Employment, Small Business and Training will manage and certify the Queensland Small Business Friendly Council program.

Each department in Ipswich City Council will have some responsibility to the successful delivery of this program.

The Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce will be key partners in the development and deployment of this program.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

In 2019 the Ipswich LGA had over 9,900 registered businesses with approximately half of those total registered businesses fitting the basic Queensland Government small business definition of employing less than 20 staff.

Almost a quarter of the total number of small businesses registered in Ipswich are in the Construction industry, the Professional Services industry is the next largest with 11% of small business registrations followed by Retail Trade with 8.5% of small business registrations.

Since March 2020, Council's Local Business and Investment team has refocused its resources and in partnership with the Chambers of Commerce developed and delivered a series of outreach and assistance activities to help the local small businesses of Ipswich navigate the impacts of COVID-19, this included:

Business Resilience Workshops

Leveraging local expertise to facilitate 28 online workshops which were delivered and attended by over 400 business people.

Small Business Concierge

Outreach and visitation program where staff met with local businesses to understand immediate needs and connect them with local, state and federal support programs.

Small Business Funding Program

A quick response support fund of \$200,000 to get small businesses back to doing business whilst also stimulating the local economy with local procurement during COVID-19.

Advancing Regional Innovation Program

A co-funded business resilience support fund of \$30,000 facilitated on behalf of the Queensland Government to help local businesses adapt to doing business during COVID-19.

Pilot Façade Improvement Program

A co-funded incentive program of \$100,000 to support businesses to improve their facades and stimulate investment in Ipswich Central.

Chamber of Commerce Partnerships

Renewed formal agreements with both Chambers of Commerce focused on providing support, education and networking opportunities for more of the region's businesses.

These local small business outreach and assistance activities have been positively received by industry and stakeholders and they are an example of the focus of Council's Local Business and Investment team's progress towards the principles of being a Small Business Friendly Council.

Queensland Small Business Friendly Council Charter

Council's Local Business and Investment team is actively working with DESBT on the draft Charter and evaluating Council's processes and priorities in relation to the proposed requirements.

The draft Charter includes a range of commitments to small businesses which Council not only agrees to action but is also monitored and evaluated against, they include:

- A) Communication and engagement
- B) Raising small business profile and capability
- C) Simplifying administration and regulation (red tape reduction)
- D) Ensuring fair procurement and prompt payment terms
- E) Supporting resilience and recovery
- F) Nomination of place-based activities
- G) Reporting
- H) Evaluation
- I) Promotion

Each of these items A to I have a number of sub-actions which detail more specifically the expectations of a Small Business Friendly Council.

Council currently meets or exceeds around 60% of the requirements of the draft Charter, and over the next three months the Local Business and Investment team will prioritise efforts to meet and exceed 100% of the draft Charter requirements.

The most significant sub-project for Council is the mapping of all processes and their internal interdependencies as they relate to any interaction a small business may have with Council. The team is utilising Promapp to identify and improve what is expected to be hundreds of processes across all Council departments over the next six months.

LEGAL/POLICY BASIS

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

RISK MANAGEMENT IMPLICATIONS

The interdependencies of internal processes across all Council departments is viewed to be the most significant risk associated with Council's ability to achieve and maintain the requirements of a Queensland Small Business Friendly Council.

This risk is being managed through the formal process mapping sub-project to identify all process owners so that appropriate consultation, confirmation and improvements can be actioned and monitored.

FINANCIAL/RESOURCE IMPLICATIONS

There are no significant financial/resource implications associated with this report which cannot be managed within the current financial and resource allocations of the Branch.

COMMUNITY AND OTHER CONSULTATION

The Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce have been consulted and have agreed to provide their support.

The Queensland Small Business Commissioner has been consulted and agreed to provide support.

CONCLUSION

Ipswich City Council has prioritised local small business outreach and assistance activities.

In partnership with the Queensland Government Department of Employment, Small Business and Training, Council is assisting in the design, development and pilot implementation of a Queensland Small Business Friendly Council program.

Over the next three to six months, Council will review its relevant processes and systems to identify and improve its servicing and support of local small business.

Ralph Breaden

COORDINATOR - LOCAL BUSINESS AND INVESTMENT

I concur with the recommendations contained in this report.

Cat Matson

MANAGER, ECONOMIC AND COMMUNITY DEVELOPMENT

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

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

Doc ID No: A6408710

ITEM: 3
SUBJECT: CHAMBER OF COMMERCE - 2020/2021 PARTNERSHIP AGREEMENTS
AUTHOR: COORDINATOR - LOCAL BUSINESS AND INVESTMENT
DATE: 7 AUGUST 2020

EXECUTIVE SUMMARY

This report concerns the renewed formal relationship between Ipswich City Council and the city's two Chambers of Commerce through partnership agreements and an investment of \$39,044.50 total for the 2020-2021 financial year.

The Ipswich region supports two Chambers of Commerce; the Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce. The Bremer Region Chamber of Commerce merged with the Ipswich Region Chamber of Commerce in 2019 but still continues to service the Rosewood and surrounding areas.

In September 2019 Council resolved the cessation of partnership agreements with the Chambers of Commerce to be replaced with a new cooperative model to be co-developed with the Chambers. By 2020 Council and the Chambers had been unable to resolve the new arrangements.

However, the impacts on local businesses following the onset of COVID-19 has kept Council and the Chambers actively engaged on a range of outreach and assistance activities throughout most of 2020.

Concurrently, Council's Coordinator – Local Business and Investment has been coordinating with both Chambers on renewed formal arrangements based on the priorities and preferences of each region, those arrangements have now been finalised and executed.

RECOMMENDATION/S

That the report concerning Council's 2020-2021 partnership agreements with the Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce be received and the contents noted.

RELATED PARTIES

The Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

The purpose of this report is for Council to again formally recognise the importance of the Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce.

Both Chambers of Commerce provide valued support to their membership bases and strong advocacy for the City of Ipswich as a whole.

Council's 2020-2021 agreements with the Chambers outline partnerships focused on providing support, education and networking opportunities for more of the region's local businesses than Ipswich City Council could deliver on its own.

For example, some of the activities to be delivered by the Chambers of Commerce partnership agreements before 30 June 2021 (subject to COVID19 restrictions) include:

- Small Business Expo
- Small Business Innovation Program
- Ipswich City Small Business Growth Summit
- Joint venture programs to benefit local businesses

Therefore the region will see more events and more programs aimed at small businesses and local businesses with the partnership agreements in place.

The partnership agreements and the ongoing relationship with the Chambers of Commerce will be managed by Council's Coordinator – Local Business and Investment Ralph Breaden and Manager – Economic and Community Development Cat Matson.

LEGAL/POLICY BASIS

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

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL/RESOURCE IMPLICATIONS

The final arrangements and financial commitments are a result of direct negotiation with both Chambers in relation to their priorities and preferences:

- Ipswich Region Chamber of Commerce - \$22,000
- Greater Springfield Chamber of Commerce - \$17,044.50

COMMUNITY AND OTHER CONSULTATION

The Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce.

CONCLUSION

The Ipswich Region Chamber of Commerce and the Greater Springfield Chamber of Commerce are key drivers of local business and economic development.

To maximise the resources being applied to local business development, Council has renewed its formal relationship with both Chambers via partnership agreements for the 2020-2021 financial year.

Ralph Breaden

COORDINATOR - LOCAL BUSINESS AND INVESTMENT

I concur with the recommendations contained in this report.

Cat Matson

MANAGER, ECONOMIC AND COMMUNITY DEVELOPMENT

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

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