

TERMS OF REFERENCE

IPSWICH CITY COUNCIL STANDING COMMITTEES

Adopted Council Ordinary Meeting of

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1. ESTABLISHMENT

Ipswich City Council has established the following Standing Committee structure:

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

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

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

2. SUPPORTING LEGISLATION AND POLICY

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

- *Local Government Act 2009 ("the Act")*
- *Local Government Regulation 2012 ("the Regulation")*
- *Code of Conduct for Councillors in Queensland*
- *Ipswich City Council's Meeting Procedure Policy*
- *Ipswich City Council's Code of Conduct*

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.

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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, functions and services that each committee is responsible for, as well as the scope, membership and delegated authority (if any). The committees carry some broad alignment with the iFuture Corporate Plan:

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation.

Refer relevant Annexure for the purpose of each committee.

4. SCOPE AND LIMITATIONS

Refer relevant Annexure for the scope of each committee.

All business of Council is required to pass through the relevant Committee. On occasions due to time constraints certain matters may be presented directly to Council where authorised by the CEO. Committees make recommendations for consideration of the full council at its Ordinary meeting. Standing Committees have no delegated authority unless council delegates its authority to a committee in accordance with Section 257(1)(c).

Recommendations will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

The committees will follow the procedures for meetings of council as outlined in the Meeting Procedures Policy with the exception of the following matters which will not apply:

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

The main function of the committees are to:

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

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

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5. AUTHORITY/ DELEGATION

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

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

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

5.1 RESPONSIBILITIES

The committees are charged with considering matters of policy or strategy relating to the responsibilities and services as outlined in the relevant Annexure:

Refer relevant Annexure for the responsibilities of each committee.

6. MEMBERSHIP

Council at its Ordinary Meeting of 28 July 2020 resolved that the membership of the committees be as outlined in the relevant Annexure.

This was subsequently updated at the Council Ordinary Meeting of 27 August 2020 (refer Officer's Report 15.1 titled Councillor Committee Membership and Conference Delegates).

Refer relevant Annexure for the membership of each committee.

Councillors will be appointed to the committee for the term of the council unless otherwise removed by a resolution of council.

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

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to the scope and responsibilities of the committee, as they align to council's Corporate and Operational Plans. Committee members will consider the implementation of policies relevant to 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 or which may be contentious;
- identify any matters which need clarification or additional information to help inform their view, and to contact the Chair or relevant Department Head for further information or advice before the meeting; and
- identify any agenda items where they may have a conflict of interest and take appropriate action as required by legislation.

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6.2 APPOINTMENT OF CHAIRPERSON

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

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

6.3 ROLE OF CHAIRPERSON

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

Each Chair of a Standing Committee is required to:

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

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

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

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

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

6.4 ROLE OF DEPUTY CHAIRPERSON

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

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6.5 ADMISSION OF NON-MEMBERS TO DEBATE

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

7. MEETINGS

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

7.1 CONDUCT

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

7.2 FREQUENCY AND LOCATION

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

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

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

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

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

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

7.3 VOTING

The following practices apply to voting at the committee meeting:

- Each councillor is entitled to one vote and must be physically present at the meeting to cast their vote or 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

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the voices, by show of hands or such other electronic means as determined by council).

- A councillor who is present at a committee meeting and entitled to vote but fails to vote on a motion put to the meeting is taken to have voted in the negative.
- For all motions on the agenda and business paper the committee will record the names of those councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This clause extends to a meeting or part of a meeting that is closed to the public, noting that all motions must be moved in open session.
- Council will record all voting in a voting register managed by Meetings Coordination Section.

7.4 QUORUM

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

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

7.5 CONFLICTS OF INTEREST

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

7.6 AGENDA DISTRIBUTION

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

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

7.7 REPORTING

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

7.8 LIVESTREAMING

Meetings of all Standing Committees will be livestreamed.

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8. REVIEW AND PERFORMANCE EVALUATION

8.1 TERMS OF REFERENCE

Each committee shall review these Terms of Reference once per calendar year or as and when required.

The purpose, scope and 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.

8.2 PERFORMANCE EVALUATION

Each committee shall undergo a self-assessment process to ensure alignment with these Terms of Reference to enhance the effectiveness and relevance of the committee.

The Chairperson in consultation with the members of the committee will advise the Meetings Coordination Manager at least annually of the ongoing performance of the committee and make any recommendations for considerations by the full council..

VERSION	COUNCIL/ COMMITTEE CONSIDERATION DATE	COUNCIL ADOPTION DATE
V1	Council Ordinary Meeting	28 July 2020
V2	Council Ordinary Meeting	27 August 2020
V3		

ANNEXURE 1 – Growth, Infrastructure and Waste Committee (has delegated power)

1. PURPOSE OF COMMITTEE

The Growth, Infrastructure and Waste Committee has been established to allow a focus on the delivery of programs from primarily the Departments of Planning and Regulatory Services and Infrastructure and Environment for the responsibility areas listed below.

2. SCOPE AND LIMITATIONS

- a. This Committee deals with issues relating to council's external facing services, such as planning, heritage, development assessment, local laws and compliance, civic works, city maintenance, transport and waste.
- b. The main role of the Committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting; or
 - iv. Make a decision under delegated authority as assigned by the council.
- c. This committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.
- d. Council has resolved that in accordance with the *Local Government Act 2009*, the Growth, Infrastructure and Waste Committee has the delegated authority to determine matters as if it were a full meeting of the council. This authority can be applied at the discretion of the committee in accordance with Section 257 of the Act.
- e. Other matters that fall outside of the committee scope detailed below, that need urgent consideration may be tabled at this meeting. Approval to include matters outside of the scope of this committee will be at the sole discretion of the Chief Executive Officer.

3. RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below
- Building, Engineering and Development Approvals
- Strategic Planning
- Place making and social planning
- Health and Local Laws Licensing and Approvals
- Regulatory Matters
- Parking operations and Animal Management
- Heritage and Cemeteries
- Emerging and urgent operational matters
- Providing adequate infrastructure to support growth
- Providing a safe, reliable and sustainable transport system
- Deliver Council's Capital Works Program, managing projects through their entire lifecycle
- Management of the traffic signals network and associated systems
- Providing of efficient, reliable and sustainable waste management and recycling services
- Managing waste as a resource within a circular economy framework
- Provision of transport infrastructure to align with iGO the City of Ipswich Transport Plan

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Services:

- Transport Network Planning and Policy Development
- Delivery of Council's Capital Works Program, managing projects through their entire lifecycle (from initial concept design, details design, construction and handover)
- Professional design services for road, drainage, open space and built projects
- Program management and construction delivery services
- Response to special construction programs as needed (e.g. Flood Recovery Programs)
- Preparing and implementing plans, strategies and policies to ensure integrated and sustainable development outcomes for the City as a whole and within specific local areas
- Delivering development assessment in line with the Planning Act, the Planning Scheme and Council policies
- Identifying and protecting important natural environment areas through appropriate planning scheme mechanisms and development assessment processes
- Local Law compliance
- Maintaining an appropriate and efficient regulatory environment for development assessment and compliance
- Domestic and commercial waste service

4. MEMBERSHIP

Chairperson:

Mayor Teresa Harding

Deputy Chairperson:

Councillor Paul Tully

Members:

- *Councillor Sheila Ireland*
- *Councillor Jacob Madsen*
- *Councillor Nicole Jonic*
- *Councillor Marnie Doyle*
- *Councillor Andrew Fechner*
- *Councillor Kate Kunzelmann*
- *Councillor Russell Milligan*

5. FREQUENCY

The Growth, Infrastructure and Waste Committee will meet on a schedule set in accordance with section 7.2.

6. REPORTING

The Growth, Infrastructure and Waste Committee is required at each meeting to confirm the minutes of the previous meeting. To ensure transparency in decision making, the committee will provide a report of the decisions made to the following ordinary council meeting for adoption and noting (for matters made under delegated authority).

ANNEXURE 2– Governance and Transparency Committee

1. PURPOSE OF COMMITTEE

The Governance and Transparency Committee has been established to demonstrate the ongoing commitment to a council that operates in a manner that is consistent with the principles of good governance and allow Councillors to be fully apprised of matters for the responsibility areas listed below.

2. SCOPE AND LIMITATIONS

- a. This Committee deals with issues across Council's internal council services, such as budget development, long term financial planning, corporate risk, corporate planning, procurement, council meetings, executive support, property services and information, communication and technology.
- b. The main role of the committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. This committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3. RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below
- Provide sound and sustainable financial management and budgeting
- Provide integrated corporate planning and reporting
- Provide good governance and leadership
- Provide effective governance for comprehensive and meaningful community engagement

Services:

- Accounting, financial and business analysis functions and services
- Rating and Property Services
- Executive Support
- Council Meetings
- Corporate Planning, Reporting and Program/Project Governance
- Media and Communications
- Frameworks and guiding documents for community engagement processes
- Development, implementation and coordination of information, communication and technology (ICT) services
- Risk management and insurance services
- Corporate travel
- Right to Information and Information Privacy
- Probity
- Grant Management
- Procurement
- Human Resources (People and Culture)

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- Internal Audit

4. MEMBERSHIP

Chairperson:

Councillor Jacob Madsen

Deputy Chairperson:

Councillor Russell Milligan

Members:

- *Mayor Teresa Harding*
- *Councillor Nicole Jonic*
- *Councillor Marnie Doyle*
- *Councillor Kate Kunzelmann*

5. FREQUENCY

The Governance and Transparency Committee will meet on a schedule set in accordance with section 7.2.

ANNEXURE 3 – Community, Culture, Arts and Sport Committee

1. PURPOSE OF COMMITTEE

The Community, Culture, Arts and Sport Committee has been established to provide strategic direction on the community's priorities outlined in the responsibility areas listed below.

2. SCOPE AND LIMITATIONS

- a. This committee has been established to deal with issues across council's range of outward facing services such as listed below. Its purpose includes customer service, libraries, community safety, community development, the arts, sport and recreation and, the delivery of a broad range of related learning, support and recreation programming.
- b. The main role of the committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. This committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3. RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below
- Community development and capacity building
- Arts and cultural development and capacity building
- Sport and recreational development and capacity building
- Customer service and customer experience
- Libraries and integrated council services
- Ipswich Art Gallery, Civic Centre and other facilities
- Community Centres and other facilities
- Sport and recreational facilities, arrangements and partnerships

Services:

- Libraries and customer services (programing, partnerships, infrastructure planning, facility management, whole-of-council process management)
- Community Development (programing, partnerships, research, reporting, strategy and support)
- Community Funding and Support (funding and support program governance, management, acquittal, reporting and assistance)
- Home Assist (maintenance and modification)
- Community Facilities (infrastructure planning, programming, partnerships, services and support)
- Ipswich Art Gallery (programing, collection management, partnerships)
- Sport and Recreation (programing, partnerships, contract management, facility management, infrastructure planning)
- Community Safety (monitoring, partnerships, infrastructure planning, support)

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4. MEMBERSHIP

Chairperson:

Councillor Andrew Fechner

Deputy Chairperson:

Councillor Kate Kunzelmann

Members:

- *Mayor Teresa Harding*
- *Councillor Nicole Jonic*
- *Councillor Jacob Madsen*

5. FREQUENCY

The Community, Culture, Arts and Sport Committee will meet on a schedule set in accordance with section 7.2.

ANNEXURE 4 – Economic and Industry Development Committee

1. PURPOSE OF COMMITTEE

The Economic and Industry Development Committee has been established to provide direction on the responsibilities as outlined below.

2. SCOPE AND LIMITATIONS

- a. This committee has been established to deal with Council's range of economic and workforce development matters such as employment, local business growth, investment attraction, industry coordination and major project advocacy across priority sectors of the region.
- b. The main role of the committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, the committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3. RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below
- Local business growth
- Adapting to economic, industry and workforce disruption
- Key industry development
- Tourism and events
- Advocacy and promotion

Services:

- Economic Development (investment attraction, commercial promotion, business liaison, skills development, industry advocacy, business events, international delegations, research and reporting)
- Marketing and Promotions (content development, graphic design, advertising, digital, photography, videography, collateral and merchandise)
- Events (planning, venue and site management, staging, catering, and risk management and procedure)
- Destination development (destination marketing, industry development, event maximisation, visitor servicing, sales and wayfinding)

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4. MEMBERSHIP

Chairperson:

Councillor Nicole Jonic

Deputy Chairperson:

Councillor Jacob Madsen

Members:

- *Mayor Teresa Harding*
- *Councillor Andrew Fechner*
- *Councillor Kate Kunzelmann*

5. FREQUENCY

The Economic and Industry Development Committee will meet on a schedule set in accordance with section 7.2.

ANNEXURE 5 – Environment and Sustainability Committee

1. PURPOSE OF COMMITTEE

The Environment and Sustainability Committee has been established to provide direction on the community's priorities as outlined below.

2. SCOPE AND LIMITATIONS

- a. This committee has been established to deal with the management of natural areas, open spaces, waterways and floodplains, disaster management, maintenance of parks and open spaces as well as assets including the management and maintenance of Council's vehicle fleet including car, trucks and machinery.
- b. The main role of the committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, the committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3. RESPONSIBILITIES

Responsibilities:

- Policy formulation and review as it relates to matters below
- Conserve important areas of native habitat and vegetation
- Implement Ipswich Enviroplan
- Develop conservation partnerships with key community and government stakeholders
- Protect waterways, wetlands and floodplains
- Enhance urban greening
- Use resources efficiently and sustainably, including waste reduction, re-use and recycling
- Improve environmental awareness and education
- Cultural Heritage and Native Title values are recognized and managed in accordance with legislation
- Planning of the open space network
- Management, maintenance and operations services/activities to the whole of Council asset base

Services:

- Identifying, protecting and promoting places of cultural heritage significance and landscape value
- Management and maintenance of Council's vehicle fleet including car, trucks and machinery
- Maintenance of parks and open spaces
- Conservation Estate and Natural Area planning and management
- Waterway, wetland and floodplain management planning and management
- Stormwater Quality Offsets planning and delivery
- Disaster management planning

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- Fire and Hazard Reduction planning and management
- Delivery of community activities such as tree planting days, Kids Go Wild, etc.

4. MEMBERSHIP

Chairperson:

Councillor Russell Milligan

Deputy Chairperson:

Councillor Andrew Fechner

Members:

- *Mayor Teresa Harding*
- *Councillor Jacob Madsen*
- *Councillor Kate Kunzelmann*

5. FREQUENCY

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

ANNEXURE 6 – Ipswich Central Redevelopment Committee

1. PURPOSE OF COMMITTEE

The Ipswich Central Redevelopment Committee enables Council to provide an appropriate and effective governance structure to oversee and manage the Ipswich Central Redevelopment Project within the constraints of the budget approved by whole of Council.

2. SCOPE AND LIMITATIONS

- a. This committee provides the governance structure and strategic direction for the planning and delivery of the Ipswich Central Redevelopment Project ensuring that the strategic objectives of Council are delivered.
- b. The main role of the committee is to:
 - i. Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - ii. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - iii. Formulate recommendations to the Ordinary Council meeting.
- c. In addition to the above, the committee is charged with monitoring the activities of any convened advisory or special committees relating to the committee's responsibilities.

3. RESPONSIBILITIES

Responsibilities:

- Management of the Ipswich Central Redevelopment Project
- Oversee and guide the activities for the Ipswich Central retail and commercial assets and the precinct's future activation
- Ensure appropriate reporting and reviews are in place to provide confidence and transparency in the project's delivery and future operational success
- Identify any strategic program risks

4. MEMBERSHIP

Chairperson:

Councillor Marnie Doyle

Deputy Chairperson:

Councillor Nicole Jonic

Members:

- *Mayor Teresa Harding*
- *Councillor Kate Kunzelmann*
- *Councillor Russell Milligan*

5. FREQUENCY

- a. The Ipswich Central Redevelopment Committee will meet on a schedule set in accordance with section 7.2.
- b. This committee may convene a special meeting in accordance with the provisions of section 254C of the *Local Government Regulation 2012* to ensure the scope of the committee is undertaken where time constraints apply.