TERMS OF REFERENCE

IPSWICH CITY COUNCIL'S

ECONOMIC DEVELOPMENT COMMITTEE

GROWTH AND INFRASTRUCTURE COMMITTEE

COMMUNITIES COMMITTEE

ENVIRONMENT COMMITTEE

GOVERNANCE COMMITTEE

Adopted at the Council Ordinary Meeting held on 13 November 2018

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IPSWICH CITY COUNCIL
STANDING COMMITTEES
TERMS OF REFERENCE

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1. ESTABLISHMENT

Ipswich City Council's committees comprising the Economic Development Committee, Growth and Infrastructure Committee, Communities Committee, Environment Committee and the Governance Committee are established as Standing Committees 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")
- *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.

3. PURPOSE

The Committees will broadly align with the following Advance Ipswich 2015 Community Plan Themes:
Economic Development Committee – "Strengthening our local economy and building prosperity"
Growth and Infrastructure – "Managing growth and delivering key infrastructure"
Communities Committee - "Caring for the Community".
Environment Committee – "Caring for the Environment"
Governance Committee – "Listening Leading and Finance Management"

Refer relevant Annexure for the purpose of each committee.

4. SCOPE AND LIMITATIONS

Refer relevant Annexure for the scope of each committee.

Recommendations to council 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 make recommendations for consideration of the full council at its Ordinary meeting. The Committees have no delegated authority**.**

The main functions 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 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 the Media Policy.*(to be submitted to the December Governance Committee)*

5. AUTHORITY/ DELEGATION

The Committees have the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Committees 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 16 October 2018 resolved that the membership of the Committees be appointed in accordance with section 264 (Appointment of Committees) and section 266 (Alternate Members of Committee) of the Regulation and that Membership will be as outlined in the relevant Annexure.

Refer relevant Annexure for the membership of each committee.

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

In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, the office of a Councillor of any of the Committees will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councillor under Division 1 (Qualifications for Councillors); or
- is found, on a judicial review, to be ineligible to continue to be a Councillor; or
- does not comply with section 169 (Obligations of Councillors before acting in office); or
- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer; or
- dies; or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

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 Advance Ipswich Community Plan and the 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
- identify any agenda items where they may have a material personal interest or conflict of interest and be ready to take appropriate action

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 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 the Meeting Procedure Policy.

The role of Chairperson allows that Councillor to specialise in the areas relating to the relevant Committee's scope and responsibilities.

In relation to the interaction of the Chairperson and members of the committee with staff, the committee members are to adhere to the policy titled Councillor 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.

6.4 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.

7. MEETINGS

All meetings of the Committees shall be open to the public unless 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 275 (Closed Meeting) of the Regulation, namely:

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 Procedure Policy and Council's Code of Conduct for councillors

7.2 FREQUENCY AND LOCATION

The relevant Committee meetings are held at the Council Chambers located at 45

Roderick Street, Ipswich, pursuant to section 257 (Frequency and Place of Meetings) of the Regulation.

The Committees will meet on Tuesday the week prior to the Council Ordinary Meeting at the times set out in the relevant Annexure.

Refer relevant Annexure for the timing of each committee.

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

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

In accordance with section 277 (2) (Public Notice of Meetings) of the Regulation the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per section 277 (Public Notice of Meetings) of the Act. Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with section 258 (Notice of Meetings) of the Act.

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.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 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.
- Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

7.4 QUORUM

A quorum of the Committees are defined in accordance with section 269 (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 MATERIAL PERSONAL INTEREST/CONFLICT OF INTEREST

In accordance with section 175C – Councillor's material personal interest and 175E - Councillor's conflict of interest of the Act, committee members must declare their interest, whether they be personal, material, real or perceived.

7.6 AGENDA DISTRIBUTION

The Agenda for all committees will be distributed in accordance with section 258 (Notice of Meetings) of the Regulation. Council aims to distribute the committee agenda at least two (2) clear business days prior to the meeting date.

7.7 REPORTING GUIDELINES

In accordance with section 272(6) of the Regulation Council resolved at its Post-Election Meeting held on 8 April 2016 to exempt its standing committees from keeping minutes of its proceedings.

In accordance with section 272(8) of the Regulation, Council will continue with the existing practice of providing a written report of committee recommendations to the Ordinary Council meeting for consideration and adoption.

Even though written reports of the committee's proceedings are submitted to Council, in keeping with the local government principle relating to 'transparent and effective processes and decision making in the public interest', reports of the committee will now include a statement of reasons for any amendments to an officer's recommendation as well as a written record of any significant points of discussion regarding the report and its recommendation/s.

8. REVIEW AND PERFORMANCE EVALUATION

8.1 TERMS OF REFERENCE

Each Committee shall review these Terms of Reference at the first meeting of each calendar year or as and when required.

8.2 PERFORMANCE EVALUATION

The committee shall undergo a self-assessment process to ensure alignment with these Terms of Reference, enhance the effectiveness of the committee by identifying strengths and weaknesses, flagging areas for improvement and planning for future action as appropriate.

To ensure all the services, functions and business of the Committees are undertaken in an appropriate and effective manner, the self-assessment process shall be undertaken on a six monthly basis, in June and December each year.

- An evaluation form (attached), along with a covering email, will be sent to members of the committee in June and December each year so that the evaluation can be undertaken, assessed and an outcome report submitted in time for the July and January meetings.
- The covering email will explain how to complete the survey, when it must be returned by, where it must be sent and what will be done with the results. Evaluation forms are to be returned to the Chief Executive Officer who will then collate them for panel review.
- The panel shall comprise of the Mayor, Chairperson of the Committee, Deputy Chairperson and Chief Executive Officer (Chair).
- The panel will review and moderate the responses.
- Any moderated score of 4 or 5 will require action to be recommended back to the committee.
- A report with the results of the survey and any recommended actions by the panel will be submitted for implementation to the July and January meetings.

9. EVALUATION OF THE OPERATION OF THE COMMITTEE

Name of Committee Member (optional): _____

Strongly Agree	Agree	Neither Agreenor Disagree	Disagree	Strongly Disagree
1	2	3	4	5

Please circle your response in accordance with the above range.

LEADERSHIP TEAMWORK AND RELATIONSHIPS

1. Do members of the Committee maintain a workable relationship with other members of the Committee?

1	2	3	4	5

2. Does a relationship of respect exist between each member of the Committee?

1	2	3	4	5

3. Are the views of all members respected during discussions at Committee Meetings?

1	2	3	4	5

4. Is the involvement of all Committee members sought by the Chairperson?

1	2	3	4	5

5. Are differences of opinion on issues resolved to the satisfaction of the Committee?

1	2	3	4	5

6. Do the members challenge the Chair as appropriate?

1	2	3	4	5

MEETINGS

7. Do all members arrive on time for the commencement of Committee Meetings?

1	2	3	4	5

8. Is sufficient time allowed for members to prepare for meetings?

1	2	3	4	5

9. Do Committee members allocate sufficient time in the day to dedicate to Committee business?

1	2	3	4	5

10. Is sufficient information supplied to members prior to the Meeting?

1	2	3	4	5

11. Do agendas, presentations and format of papers suit the needs of the members?

1	2	3	4	5

12. Are meetings productive and effective?

1	2	3	4	5

13. Is the focus of the Committee on important strategic and policy issues?

1	2	3	4	5

14. Is the duration of the meetings appropriate?

1	2	3	4	5

REPORTS AND RESOURCES

15. Does the Committee engage outside experts as appropriate?

1	2	3	4	5

16. Are the outcomes of meetings clear and concise?

1	2	3	4	5

17. Has the Committee adequate and ready access to appropriate resources?

1	2	3	4	5

18. Are all reports thoroughly reviewed, including enquiry into financial and risk management?

1	2	3		4	5

19. Do you feel conflict of interest or material personal interests in committee are dealt with in an appropriate way that is consistent with current legislation?

1	2	3	4	5

20. I am satisfied with my commitment and contribution to the Committee's deliberations?

1	2	3	4	5

21. Other comments / suggestions (Please detail)

22. The strengths of the Committee are: (Please specify)

23. Improvement opportunities of the Committee are: (Please specify)

24. What are the most pressing priorities for the Committee to consider at this time?: (Please specify)

Date

VERSION	COMMITTEE CONSIDERATION DATE	COUNCIL ADOPTION DATE
V1	Council Ordinary Meeting	16 October 2018
V2	Council Ordinary Meeting	13 November 2018
V3		

ANNEXURE 1 – Economic Development Committee

3. PURPOSE OF COMMITTEE

The Economic Development Committee provides direction on the responsibilities listed below recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with issues across Council's range of economic development related issues such as employment, business, tourism, education etc., relevant to the residents and business of Ipswich. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

5.1 RESPONSIBILITIES

Responsibilities:

- Business advancement and attraction
- Technology advancement to strengthen the digital economy
- Trade and export links
- Lifelong learning and skills enhancement
- Developing Ipswich City Centre as the regional capital of the Western Corridor of SEQ and as an important regional employment centre
- Supporting the growth and operation of RAAF Base Amberley and associated aerospace and defence industries
- Diversifying the local economy

Services:

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

Council business referred to above will include such business relating to the Advance Ipswich Community Plan Theme "Strengthening our local economy and building prosperity".

6. MEMBERSHIP

Chairperson:
Greg Chemello (Interim Administrator)

Members:

- *Greg Chemello (Interim Administrator)*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*

Alternate Member:

- *Insert Councillor name*

7.2 FREQUENCY

The Economic Development Committee will meet on the Tuesday the week prior to the Council Ordinary Meeting at 8.30am, unless otherwise agreed by resolution of Council

ANNEXURE 2 – Growth and Infrastructure Committee

3. PURPOSE OF COMMITTEE

The Growth and Infrastructure Committee provides strategic direction on the community's priorities listed in section 5.1 while recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with issues across a range of Growth and Infrastructure related issues such as land use planning, local area planning, master planning, traffic and transport planning, infrastructure management (including construction of new assets and maintenance of current assets), , conservation of places of cultural heritage significance. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

5.1 RESPONSIBILITIES

Responsibilities:

- Managing growth and development in order to create a socially, ecologically and economically sustainable environment
- Developing a compact, sustainable, mixed use urban form
- Meeting the community's housing needs while encouraging housing diversity
- Establishing business and industry activity nodes
- Providing an integrated open space network
- Conserving places of cultural heritage significance
- 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 (from identification concept design, detailed design, construction and handover)
- Management of the traffic signals network and associated systems, ITS technologies e.g. Connected Intelligent Traffic System (C-ITS)
- Provision of transport infrastructure to align with iGO the City of Ipswich Transport Plan

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
- Identifying, protecting and promoting places of cultural heritage significance and streetscape value
- Identifying and protecting important natural environment areas through appropriate planning scheme mechanisms and development assessment processes
- Maintaining an appropriate and efficient regulatory environment for development assessment and compliance.

Council business referred to above will include such business relating to the Advance

Ipswich Community Plan Theme “Managing growth and delivering key infrastructure”.

6. MEMBERSHIP

Chairperson:
Greg Chemello (Interim Administrator)

Members:

- *Greg Chemello (Interim Administrator)*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*

Alternate Member:

- *Insert Councillor name*

7.2 FREQUENCY

The Growth and Infrastructure Committee will meet will meet on Tuesday the week prior to the Council Ordinary Meeting at 9.30 am or within any period of time up to a maximum of 10 minutes after the conclusion of the Economic Development Committee, unless otherwise agreed by resolution of Council.

ANNEXURE 3 – Communities Committee

3. PURPOSE OF COMMITTEE

The Communities Committee provides strategic direction on the community's priorities listed in section 5.1 while recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

The Communities Committee deals with issues across Council's range of arts, culture and community services, including Library Services, the Ipswich Art Gallery, performing arts and other Council owned venues and community facilities. Its purpose includes community safety, community engagement and the delivery of a broad range of learning and recreation programming.

5.1 RESPONSIBILITIES

Responsibilities:

- Strengthening City's identity and branding
- Engagement with the community
- Collection and analysis of data relating to communities in Ipswich
- Managing Council owned community facilities including but not limited to libraries, performing and visual arts, sports clubs and community centres
- Establishing and fostering collaborative partnerships to enhance outcomes for the community
- Promoting sustainable, healthy lifestyles, including promoting and supporting participation in sports
- Facilitating community safety and crime prevention and awareness
- Developing community resilience and readiness relating to disaster management

Services:

- Library Services
- Function, venue hire and catering services
- Ipswich Art Gallery

Council business referred to above will include such business relating to the Advance Ipswich Community Plan Theme "Caring for the Community".

6. MEMBERSHIP

Chairperson:
Greg Chemello (Interim Administrator)

Members:

- *Greg Chemello (Interim Administrator)*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*

Alternate Member:

- *Insert Councillor name*

7.2 FREQUENCY

The Communities Committee will meet at 10.30 am or within any period of time up to a maximum of 10 minutes after the conclusion of the Growth and Infrastructure Committee, unless otherwise agreed by resolution of Council.

ANNEXURE 4 – Environment Committee

3. PURPOSE OF COMMITTEE

The Environment Committee provides direction on the community's priorities listed in section 5.1 while recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with issues across Council's range of sport and community services, management of parks, open spaces, council's sporting venues, disaster management, maintenance of parks and open spaces and delivery of community activities such as tree planting days etc. The Committee also deals with the management and maintenance of Council's vehicle fleet including car, trucks and machinery. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

5.1 RESPONSIBILITIES

Responsibilities:

- Conserve important areas of native habitat and vegetation
- Implement Ipswich Enviroplan
- Develop conservation partnerships with key community and government stakeholders
- Protect waterways
- Enhance urban greening
- Use resources efficiently and sustainably, including waste reduction, re-use and recycling
- Improve environmental awareness, education and compliance
- Management, maintenance and operations services/activities to the whole of Council asset base
- Planning of the open space network

Services:

- Delivery and activation of sport and recreation opportunities within the City
- Management and maintenance of Council's vehicle fleet including car, trucks and machinery
- Maintenance of parks and open spaces
- Delivery of community activities such as tree planting days, Kids Go Wild, etc.
- Disaster Management Planning

Council business referred to above will include such business relating to the Community Plan Theme "Caring for the Environment".

6. MEMBERSHIP

Chairperson:
Greg Chemello (Interim Administrator)

Members:

- *Greg Chemello (Interim Administrator)*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*

Alternate Member:

- *Insert Councillor name*

7.2 FREQUENCY

The Environment Committee will meet on the Tuesday the week prior to the Council Ordinary Meeting at 11.30 am or within any period of time up to a maximum of 10 minutes after the conclusion of the Communities Committee, unless otherwise agreed by resolution of Council.

ANNEXURE 5– Governance Committee

3. PURPOSE OF COMMITTEE

The Governance Committee provides direction on the community's priorities listed in section 5.1 while recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with issues across Council's internal council services, such as budget development, long term financial planning, corporate risk, committee services, Councillor support, property services and customer service, and Information and Communication. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

5.1 RESPONSIBILITIES

Responsibilities:

- Provide sound and sustainable financial management and budgeting
- Provide good governance and leadership
- Provide comprehensive and meaningful community engagement
- Create good neighbourly relations through community information, education and necessary compliance action
- Maintain a consistent and efficient approach to law enforcement and compliance actions

Services:

- Accounting, financial and business analysis functions and services
- Customer services
- rates/property services
- Delivery of training
- Development, implementation and coordination of information, communication and technology (ICT) services
- Risk management and insurance services,
- Committee process
- Corporate travel
- Right to Information and Information Privacy
- Probity
- Property services
- Business improvement and corporate services

Council business referred to above will include such business relating to the Advance Ipswich Community Plan Theme "Listening Leading and Finance Management".

6. MEMBERSHIP

Chairperson:
Greg Chemello (Interim Administrator)

Members:

- *Greg Chemello (Interim Administrator)*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*

Alternate Member:

- *Insert Councillor name*

7.2 FREQUENCY

The Governance Committee will meet on the Tuesday the week prior to the week prior to the Council Ordinary Meeting at 12.30 pm or within any period of time up to a maximum of 10 minutes after the conclusion of the Environment Committee, unless otherwise agreed by resolution of Council