

## MEMORANDUM OF UNDERSTANDING

### BETWEEN

#### IPSWICH CITY COUNCIL

### AND

#### THE URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA QUEENSLAND IPSWICH BRANCH

---

#### OBJECTIVE

To build a balanced and sustainable Ipswich with a strong economy, key infrastructure and a community that cares for each other and the environment.

The Ipswich City Council and the Urban Development Institute of Australia Queensland (the Institute) are working to support the economy, value the environment, strengthen the community and provide targeted investments in employment, infrastructure, community development, and lifestyle.

It is Council's and the Institute's objective to balance the desires and demands of the development industry and the community to produce a sustainable and viable development industry and community and to produce better outcomes for our residents.

#### PURPOSE STATEMENT

The purpose of the Memorandum of Understanding (MOU) is to create a strong, transparent and positive working relationship between the Ipswich City Council and the Institute's Ipswich Branch, to advance good planning and development and to promote the region and attract investment.

This will be achieved by:

- Mutual understanding and respect of each other's role, responsibilities and needs
- Participation in regular forums to discuss issues of mutual interest and resolve problems
- Open, honest and transparent communication
- Development of a co-operative culture
- Jointly keeping the community informed on development issues.

#### ROLES AND RESPONSIBILITIES OF THE IPSWICH CITY COUNCIL AND IPSWICH BRANCH

Mutual understanding of the roles and responsibilities of each organisation is an important factor in fostering a strong relationship. The following describes the roles and responsibilities of each organisation in broad terms.

##### **Ipswich City Council**

*"Together we proudly enhance the quality of life for our community"*

Advance Ipswich

The themes within Advance Ipswich identify areas for action and provide information for the planning and service delivery of Council's Corporate and Operational Plans.

Relevant Themes for this MOU would be:

- Strengthening our local economy and building prosperity
- Managing growth and delivering key infrastructure

##### **The Ipswich Branch**

The Institute is the peak body representing the Australian property development industry and our business is about building diverse and affordable communities.

The UDIA is a national not-for-profit organisation. Established in 1971, the Queensland office is the largest of the Institute's state bodies. The Institute has 11 regional branches, including the Ipswich Branch. The Institute's extensive network of on-the-ground metropolitan and regional members ensures we are able to speak with an informed voice on the complex issues our industry faces. The Institute's Research Foundation also provides specialist insight into a range of industry and community issues, consumer views and quantitative market data throughout Queensland, forming an integral component of the Institute's activities and policy response.

The development industry is a key driver of economic activity and jobs in Queensland and in Ipswich. A healthy property development sector will encourage significant capital investment and employment creation and ensure equitable access to a diverse range of housing products.

The Institute will:

- Constructively engage with local government to achieve positive outcomes for the industry and the community
- Keep its members up to date and well informed on industry issues
- Encourage excellence in development including through Branch, State and National Awards
- Promote a Code of Ethics, and in particular:
  - Demonstrate ethical principles and observe the highest standards of integrity and honesty in all professional and personal dealings
  - Uphold and promote the reputation of the Institute and not misuse authority of office for personal gain
  - Respect the confidentiality of information given to the member in the course of the Institute's work, and maintain a commitment to openness and transparency in all dealings with Council.

In addition to the above, the Ipswich Branch has an overarching objective of working with Council to foster development, enhance the growth of the region and build a better community.

## **FOSTERING A POSITIVE RELATIONSHIP**

There are several strategies for establishing a positive working relationship. These strategies include:

- Council / Ipswich Branch Joint Working Group
- Education programs
- Use of media
- Consultation on key new planning documents or policy and changes to development related matters
- Provision of relevant Research Foundation findings directly to Council
- Jointly represent the region to other levels of government and the development industry
- Representation on development related steering committees
- Committees for specific matters as required.

### Council / Ipswich Branch Joint Working Group

A joint working group between Council and the Ipswich Branch will be established and will meet on at least a quarterly basis or on an as needed basis if required more often.

Meetings of the Joint Working Group will provide:

- A link between both organisations
- A forum for open and transparent communication
- An opportunity for both parties to raise issues of mutual interest.

It is acknowledged that the Institute's national charter is not to lobby on behalf of a specific development or firm or seek to resolve individual disputes between developers and Council.

### Education Programs

The Ipswich Branch may hold workshops or seminars. Councillors and Council Staff will be invited to attend these sessions. Similarly, should Council conduct training/education sessions that would be of interest to the Ipswich Branch, an invitation will be extended.

## Use of Media

Both Council and the Institute have well established relationships with a range of media outlets.

Both parties respect that each party has a separate role; one as regulator and the other as industry advocate. Views may differ on occasion, but we will professionally respect the other if media is involved. Further, both parties acknowledge and respect the other's media policies.

## **IMPLEMENTATION**

For the implementation of this MOU to be fully effective each organisation commits to the following principles:

### *Commitment*

It is agreed there must be a strong commitment to consulting and partnering at all levels within each organisation.

### *Equity*

Each organisation's interests, role and expectations must be given regard to by the other organisation.

### *Communication*

Open and honest communication is a necessary component of this MOU. It is acknowledged that at times Council is bound by various Acts to maintain confidentiality. Office bearers of the Institute are also, from time to time, bound by confidentiality.

### *Respect*

Both organisations and each person within them agree to treat each other with respect and integrity in all of its actions and communications.

## **TERM**

The term of this agreement is for 12 months from the date of signing. At the conclusion of this period both parties will review the processes established under the Memorandum of Understanding.

SIGNED FOR AND ON BEHALF OF  
Ipswich City Council

.....  
Signature of Mayor

.....  
Signature of Chief Executive  
Officer

.....  
Full name of Mayor (print)

.....  
Full name of Chief Executive  
Officer (print)

.....  
Date

.....  
Date

URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA QUEENSLAND

EXECUTED by

.....  
Signature of Chief Executive Officer

.....  
Signature of Chair – Ipswich Branch

Kirsty Chessher Brown  
Full name of Chief Executive Officer (print)

.....  
Full name of Chair – Ipswich Branch (print)

.....  
Date

.....  
Date

## Joint Working Committee

### Objective

To act as a forum for the Council and the Ipswich Branch to raise issues relevant to the development industry and its relationship with the region.

### Scope

Provide opportunity to raise matters of general interest and/or concern to the Industry or Council. The forum is not the vehicle to resolve individual disputes regarding specific projects. Issues raised are to concentrate on the "big picture" issues affecting the Ipswich development industry and community.

### Representation

The Joint Working Committee is to consist of

IPSWICH CITY COUNCIL	Mayor (2) Councillors CEO General Manager- Planning & Regulatory Service: Manager- Development Planning Manager- City Design Manager- Engineering, Health & Environment
Ipswich Branch	Ipswich Branch Chair Policy Committee (up to three representatives)

Other people may be invited from time to time to discuss particular issues or give presentations.

### Conduct of Meetings

- Chair – Either the Mayor or Chair of Ipswich Branch
- Ideally, meetings will be held at least quarterly, and any other time as required
- Agenda and Minutes to be prepared and distributed by Council. Agendas are to be distributed two (2) weeks prior to the meeting. Draft minutes are to be provided to the Ipswich Branch Chair for confirmation of accuracy prior to finalisation two weeks following a meeting.
- Council to store minutes in a publicly accessible manner on its website.

### Confidentiality

- Council, at its discretion, may wish to present confidential information for comment or general feedback.
- Therefore, a confidential level will be determined at the outset by Council.

### Agenda Items

Items for the agenda are to be provided to Council at least two (2) days before the distribution of the agenda.

New agenda items are to be accompanied by:

- A brief outline of the issue
- A suggested course of action (if relevant)

Agenda items requested by the Institute's members are to be forwarded to the Ipswich Branch Chair for collation before forwarding a list to Council. Items requested by Council staff will be collated by **[INSERT]**.