Ipswich City Council Standing & Advisory Committees

TERMS OF REFERENCE

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1. Establishment

Ipswich City Council has established the following committee structure:

- Infrastructure, Planning and Assets Committee
- Finance and Governance Committee
    - Regulation Advisory Committee
- Community and Sport Committee
    - Libraries and Customer Services Advisory Committee
    - Sport and Recreation Advisory Committee
    - Multicultural Advisory Committee
- Economic and Cultural Development Committee
    - Advocacy Advisory Committee
- Environment and Sustainability Committee

They are established in accordance with section 264 of the Local Government Regulation 2012.

2. Supporting Legislation and Policy

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

- Local Government Act 2009 ("the Act")
- Local Government Regulation 2012 ("the Regulation")
- Code of Conduct for Councillors in Queensland
- Ipswich City Council's Meeting Procedure Policy
- Ipswich City Council's Code of Conduct
- Ipswich City Council's Good Governance Policy
- Media and Corporate Communications Policy

All committee members must abide by the local government principles as outlined in the Act which are:

a. Transparent and effective processes, and decision-making in the public interest
b. Sustainable development and management of assets and infrastructure, and delivery of effective services
c. Democratic representation, social inclusion and meaningful community engagement
d. Good governance of, and by, local government
e. Ethical and legal behaviour of councillors and local government employees.

3. Purpose

Council is committed to deliver increased transparency and accountability to its decision-making process. This Terms of Reference for Standing Committees is intended to provide clear and specific information on the purpose, scope, responsibilities, members and delegated authority (if any) of each committee.

The committees align with iFuture Corporate Plan and council's core business services which ensures that matters considered by committees are focused on achieving the strategic objectives and strategies of council.

Refer relevant Annexure for the purpose of each committee.

4. Scope and Limitations

Refer relevant Annexure for the scope of each committee.

For a matter requiring a decision to be made by Council, it is necessary for a report to be prepared, to be initially considered by the relevant committee. Committees make recommendations for consideration of the full Council at its Ordinary meeting.

Matters may only proceed straight to a Council Ordinary Meeting if:

a. it does not relate to the scope of services of any committee, or
b. requires an urgent Council resolution (with express written authorisation by the Chairperson, Mayor and CEO).

Standing Committees have no delegated authority unless Council delegates its authority to a committee in accordance with Section 257(1)(c).

The committees will follow the procedures for committee meetings of Council as outlined in the *Meeting Procedures Policy*.

The main function of the committees are to:

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

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

5. Authority / Delegation

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

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

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

6. Role and Responsibilities

The committees are charged with considering matters of policy, strategy and performance relating to the responsibilities and services outlined in the relevant Annexure. This in turn assists councillors to achieve their responsibilities as detailed in Section 12 of the Act.

Refer relevant Annexure for the role and responsibilities of each committee.

7. Membership

Membership of the committees is outlined in the relevant Annexure with the Mayor and Deputy Mayor a member of each Standing Committee.

Councillors may request appointment or removal from committee membership via the committee. To enact the change, the Chairperson will move a motion at committee recommending that the councillor be appointed or removed. With the support of the committee, and upon Council resolution, the membership change will be enacted.

An alternative member may be appointed in accordance with section266 of the Regulation.

Where section 162 (When a councillor's office becomes vacant) of the Act, applies to any member of a committee, the membership immediately ceases.

7.1 Role of Committee Members

The role of a committee member is to consider and make recommendations on matters relating to the scope and responsibilities of the committee, as they align to council's Corporate and Operational Plans. Committee members will participate in policy development relevant to the achievement of council's corporate functions in relation to the current and future interests of the residents of the local government area.

Committee members are responsible for reading the agenda papers and accompanying reports in advance of committee meetings to:

- identify matters of particular interest to the council, committee or community;
- identify any matters which need clarification or additional information to help inform their view, and to contact the Chairperson or relevant General Manager for further information or advice before the meeting; and
- identify any agenda items where they may have a conflict of interest and take appropriate action as required by legislation.

Membership allows a deeper understanding of strategic issues, objectives and strategies relating to the scope of the committee. As members, councillors can act as the community representative 'sounding board', and relay community views and sentiment in relation to a matter before the committee back to Council. Generally, committee members are champions for the advancement of Council's key priorities and decisions relevant to the committee area.

Members will be provided corporate support on strategic areas within their committee's focus. General managers will ensure that:

- members are made aware of any matters of strong public interest or community/stakeholder significance or any operational matters that may have a strategic impact on the council's performance or budget,
- members are across the relevant details of reports coming before the committee including being informed of any risks or implications of decisions on other levels of government or external bodies,
- Chairpersons are aware of matters planned for consideration at future meetings.

7.2 Appointment of Chairperson

The Chairperson of the relevant committee shall be appointed by the Council in accordance with section 267 (Chairperson of committee) of the Regulation.

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

7.3 Role of Chairperson

The Chairperson is to ensure that the committee agenda meets the priorities set by the Council for the committee and that processes adhere to the *Meetings Procedures Policy*.

Each Chairperson of a committee is required to:

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

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

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

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

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

7.4 Role of Deputy Chairperson

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

7.5 Portfolio Lead

A Portfolio Lead (where appointed by the committee) will allow a committee member to take additional responsibility on behalf of the Chairperson for one or more assigned responsibilities to support achievement of the committee's purpose. The role of Portfolio Lead allows that councillor to specialise in the assigned service category area relating to the relevant committee.

Each Portfolio Lead shall:

- Meet formally with senior management as required for the assigned area of responsibility
- Liaise and meet with subject matter experts, on an as required basis, on emerging council issues in relation to the assigned service category area of responsibility
- Be an additional point of contact for other councillors, and where appropriate, members of the public in relation to a particular service category.

7.6 Admission of Non-members to Debate

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

8 Meetings

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

8.1 Conduct

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

8.2 Frequency and Location

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

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

Advisory committees will meet on a schedule as determined by the responsible committee.

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

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

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

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

8.3 Voting

The following practices apply to voting at the committee meeting:

- Each member is entitled to one vote and must be participating in the meeting in accordance with the Meetings Procedures Policy or the Local Government Regulation 2012.
- Voting at the committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A member who is present at a committee meeting and entitled to vote but fails to vote (abstains) on a motion put to the meeting, that vote is counted as a vote in the negative. The member who abstains to vote may provide a reason for the minutes.
- A committee member may not award a proxy vote to another committee member.
- For all motions on the agenda and business paper the committee will record the names of those members who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This clause extends to a meeting or part of a meeting that is closed to the public, noting that all motions must be moved in open session.
- Council will record all voting.

8.4 Quorum

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

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

8.5 Conflicts of Interest

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

8.6 Agenda Distribution

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

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

8.7 Reporting

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

8.8 Livestreaming

Meetings of all standing committees will be livestreamed. Committee recordings may differ to recordings of the Council Ordinary Meeting.

9. Advisory Committees

In accordance with section 265 of the Regulation, an advisory committee (or sub-committee) may be established by a standing committee (or Council) from time to time or as an ongoing arrangement to allow a greater focus on a particular service area, initiative, or project of the Council. If required, a terms of reference, approved by the overarching committee, will define the advisory committee's role, membership, meeting arrangements (including who is responsible for meetings coordination and secretariat functions) and reporting.

The committee may elect to include councillors, council officers or external representatives as advisory committee members where a subject matter expert is required. Meetings will occur on a frequency and schedule as determined by the committee.

The nature and type of reports made to an advisory committee will be in line with the service areas it is responsible for. The lead committee may also refer reports back to the advisory committee where further work or deliberation is required.

Advisory committees are required to keep formal minutes of their proceedings in accordance with section 254F of the Regulation and must provide a written report of the committee's deliberations and its advice or recommendations to the relevant responsible committee.

Advisory committees may be disbanded when they have fulfilled their role as outlined in the terms of reference or at the request of the overarching committee Chairperson or Council.

Where appropriate, a less formal advisory group may be formed in lieu of an advisory committee (determined by the advice of the committee Chairperson).

10. Review and Performance Evaluation

10.1 Terms of Reference

Each committee shall review these Terms of Reference biennially or as and when required. The purpose, scope and roles and responsibilities of each committee as detailed in the relevant annexures should be reviewed for ongoing accuracy and to ensure the committee is receiving reports that are related to its areas of responsibility.

10.2 Performance Evaluation

Each committee shall undergo a self-assessment process biennially to ensure alignment with these Terms of Reference and to ensure the services, responsibilities and business of the committee is being dealt with in an efficient and effective manner and in accordance with the Act.

Definitions

Ipswich City Council Core Business Services means the core business services listed in the current financial year Annual Plan adopted by Council. The Core Business Services is a section of the Annual Plan available on council's website.

Version control

VERSION	REASON FOR CHANGE	COUNCIL/COMMITTEE	COUNCIL ADOPTION DATE
Details of earlier versions available upon request.			
V6.0	Review at start of 2024 term.	Council Ordinary Meeting	23 May 2024
V7.0	Advisory Committee Terms added and membership change to F&G Committee	Council Ordinary Meeting	20 June 2024
V7.1	Correction to Advocacy Advisory Committee s.3 made administratively on 9/08/24	-	-
V7.2	Update to membership made administratively on 31/08/24	-	-
V8.0	Incorporating adopted changes to membership and two new advisory committees.	Council Ordinary Meeting	12 September 2024
V9.0	New Deputy Chair E&CD Committee	Council Ordinary Meeting	24 October 2024
V10.0	Cr David Martin membership updates	Council Ordinary Meeting	28 November 2024
V11	Cr Marnie Doyle membership updates and minor amendment	Council Ordinary Meeting	27 March 2025
V12	Cr Pye Augustine membership update	Council Ordinary Meeting	30 April 2025
V13	Cr David Martin membership updates	Council Ordinary Meeting	29 May 2025
V14	Review and performance evaluation. Advocacy Advisory Committee membership updates	Council Ordinary Meeting	28 August 2025
V15	Multicultural Advisory Committee terms	Council Ordinary Meeting	25 September 2025

Annexure 1 – Infrastructure, Planning and Assets Committee

1. PURPOSE OF THE COMMITTEE

The Infrastructure, Planning and Assets Committee has been established to allow a focus on the delivery of services and programs from primarily the Departments of Planning and Regulatory Services and Asset and Infrastructure Services and to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE

The Infrastructure, Planning and Assets Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Animal Management Services (domestic animals and animal regulation) ** Planning and Development	Planning and Regulatory Services Department
City Maintenance – Facilities City Maintenance – Roads and Drainage City Maintenance – Technical Support and Aquatic Construction City Assets Fleet Infrastructure Strategy & Planning	Asset and Infrastructure Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

** Responsibility for this service category is shared with the Environment and Sustainability Committee

3. ADVISORY COMMITTEES

The Infrastructure, Planning and Assets Committee has no established advisory or sub committees.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. RESPONSIBILITIES

The role of the Infrastructure, Planning and Assets Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officer) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Cr Andrew Antoniolli
Deputy Chairperson: Cr Paul Tully
Members:

Mayor Teresa Harding	Cr Jim Madden	Cr David Martin
Deputy Mayor Nicole Jonic	Cr Marnie Doyle	Cr Pye Augustine

7. FREQUENCY

The Infrastructure, Planning and Assets Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 2 – Finance and Governance Committee

1. PURPOSE OF THE COMMITTEE

The Finance and Governance Committee has been established to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Finance and Governance Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Elected Council Support Strategic and Corporate Planning	Office of the Chief Executive Officer
Financial Services Governance ICT Services, Strategy & Project Delivery People and Culture Procurement Property and Facilities Workplace Health and Safety	Corporate Services Department
Media and Communications	Community, Cultural and Economic Development Dept
Local Laws and Regulatory Compliance Services	Planning and Development Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

3. ADVISORY COMMITTEES

The Finance and Governance Committee has established the Regulation Advisory Committee. Refer to the advisory committee terms of reference for the purpose, scope, responsibilities and members of the Regulation Advisory Committee.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. ROLE AND RESPONSIBILITIES

The role of the Finance and Governance Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Paul Tully
Deputy Chairperson: Councillor Jacob Madsen
Members:

Mayor Teresa Harding	Cr Jim Madden	Cr Andrew Antoniolli
Deputy Mayor Nicole Jonic	Cr Marnie Doyle	

7. FREQUENCY

The Finance and Governance Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 2.1 – Regulation Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees* ***Annexure 2 – Finance and Governance Committee***.

1. PURPOSE AND SCOPE

The Regulation Advisory Committee was established by Council on 23 May 2024 to consider matters relating to the Local Laws and Regulatory Compliance Services category specified in the Ipswich City Council Core Business Services.

2. AUTHORITY

Advisory committees operate in accordance with the *Ipswich City Council Standing Committees Terms of Reference* and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Finance and Governance Committee.

3. ROLE AND RESPONSIBILITIES

The role of the Regulation Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Finance and Governance Committee.

It is responsible for considering matters specifically relating to the Local Laws and Regulatory Compliance Services core business category.

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

4. MEMBERSHIP

Membership of the Regulation Advisory Committee is recommended by the Finance and Governance Committee.

Chairperson: Councillor Paul Tully
Deputy Chairperson: Councillor Jim Madden
Members:

- Cr Marnie Doyle
- Cr Andrew Antoniolli

5. MEETING FREQUENCY AND ARRANGEMENTS

The Regulation Advisory Committee will meet on a schedule set by the Finance and Governance Committee or as required to consider matters assigned to it.

Annexure 3 – Community and Sport Committee

1. PURPOSE OF THE COMMITTEE

The Community and Sport Committee has been established to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Community and Sport Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Sport and Recreation Community Development and Research Libraries and Customer Services Community Safety	Community, Cultural and Economic Development Department
Community Health and Education	Planning and Regulatory Services Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.

3. ADVISORY COMMITTEES

The Community and Sport Committee has established the Libraries and Customer Services Advisory Committee and the Sport and Recreation Advisory Committee. Refer to the Annexures 3.1 and 3.2 for the terms of reference of these advisory committees.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. RESPONSIBILITIES

The role of the Community and Sport Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Jacob Madsen
Deputy Chairperson: Councillor Pye Augustine
Members:

Mayor Teresa Harding	Cr Andrew Antoniolli	Cr David Martin
Deputy Mayor Nicole Jonic	Cr Jim Madden	Cr Marnie Doyle

7. FREQUENCY

The Community and Sport Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 3.1 – Libraries and Customer Services Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees* ***Annexure 3 – Community and Sport Committee***.

1. PURPOSE AND SCOPE

The Libraries and Customer Services Advisory Committee was established by Council on 12 September 2024 to consider matters relating to the Libraries and Customer Services category specified in Ipswich City Council Core Business Services.

2. AUTHORITY

Advisory committees operate in accordance with the Ipswich City Council Standing Committees Terms of Reference and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Community and Sport Committee.

3. ROLE AND RESPONSIBILIITIES

The role of the Libraries and Customer Services Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Community and Sport Committee.

It is responsible for considering matters specifically relating to the Libraries and Customer Services core business category.

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

4. MEMBERSHIP

Membership of the Libraries and Customer Services Advisory Committee is recommended by the Community and Sport Committee.

Chairperson: Councillor Jacob Madsen
Deputy Chairperson: Councillor Pye Augustine
Members:

- Deputy Mayor Nicole Jonic
- Cr Jim Madden
- Cr Andrew Antoniolli

5. MEETING FREQUENCY AND ARRANGEMENTS

The Libraries and Customer Service Advisory Committee will meet on a schedule set by the Community and Sport Committee or as required to consider matters assigned to it.

Annexure 3.2 – Sport and Recreation Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees* ***Annexure 3 – Community and Sport Committee***.

1. PURPOSE AND SCOPE

The Sport and Recreation Advisory Committee was established by Council on 12 September 2024 to consider matters relating to the Sport and Recreation service category specified in Ipswich City Council Core Business Services.

2. AUTHORITY

Advisory committees operate in accordance with the Ipswich City Council Standing Committees Terms of Reference and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Community and Sport Committee.

3. ROLE AND RESPONSIBILIITIES

The role of the Sport and Recreation Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Community and Sport Committee.

It is responsible for considering matters specifically relating to the Sport and Recreation core business category.

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

4. MEMBERSHIP

Membership of the Sport and Recreation Advisory Committee is recommended by the Community and Sport Committee.

Chairperson: Councillor Jacob Madsen
Deputy Chairperson: Councillor Pye Augustine
Members:

- Deputy Mayor Nicole Jonic
- Cr Andrew Antoniolli
- Cr Jim Madden

5. MEETING FREQUENCY AND ARRANGEMENTS

The Sport and Recreation Advisory Committee will meet on a schedule set by the Community and Sport Committee or as required to consider matters assigned to it.

Annexure 3.3 – Multicultural Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees* ***Annexure 3 – Community and Sport Committee***.

1. PURPOSE AND SCOPE

The Multicultural Advisory Committee was established by Council on 29 May 2025 for an initial period of six months to consider matters relating to the sub activity of diversity and multiculturalism under the Core Service of Community Development and Research.

This Advisory Committee provides a council forum for discussion on council's strategy and service delivery to multicultural communities.

2. AUTHORITY

Advisory Committees operate in accordance with the Ipswich City Council Standing Committees Terms of Reference and the same legislative instruments and policies apply excluding Section 8.3 –Voting which will generally not be required unless deemed necessary by the Chairperson or required for a conflict declaration.

This Advisory Committee has the power only to advise and recommend a course of action to the Community and Sport Committee.

3. ROLE AND RESPONSIBILIITIES

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

The Multicultural Advisory Committee will:

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

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

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

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

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

4. MEMBERSHIP

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

Chairperson: Councillor Pye Augustine
Deputy Chairperson: Councillor Jacob Madsen
Members:

Councillor Andrew Antoniolli Councillor Marnie Doyle Councillor David Martin

5. MEETING FREQUENCY AND ARRANGEMENTS

The Multicultural Advisory Committee will meet on a schedule set by the Community and Sport Committee or as required to consider matters assigned to it.

Annexure 4 – Economic and Cultural Development Committee

1. PURPOSE OF THE COMMITTEE

The Economic and Cultural Development Committee has been established to provide strategic direction and leadership on the community's priorities in relation to the matters detailed in Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Economic and Cultural Development Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Advocacy Services Economic Development Destination Development Arts and Cultural Services City Events and Marketing Services Ipswich Central Revitalisation Olympics and Paralympics Games	Community, Cultural and Economic Development Department
Ipswich Central (Nicholas Street Precinct) Redevelopment	Office of the Chief Executive Officer

*Refer to the *Ipswich City Council Core Business Services* for further detail.

3. ADVISORY COMMITTEES

The Economic and Cultural Development Committee has established the Advocacy Advisory Committee (including Advocacy Services and Olympics and Paralympics Games). Refer to the advisory committee terms of reference for the purpose, scope, responsibilities and members of the Advocacy Advisory Committee.

4. AUTHORITY

This committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. ROLE AND RESPONSIBILITIES

The role of the Economic and Cultural Development Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Pye Augustine
Deputy Chairperson: Councillor Marnie Doyle
Members:

Mayor Teresa Harding	Cr Andrew Antoniolli	Cr Jim Madden
Deputy Mayor Nicole Jonic	Cr Jacob Madsen	Cr David Martin

7. FREQUENCY

The Economic and Cultural Development Committee will meet on a schedule set in accordance with section 7.2 of the Terms of Reference.

Annexure 4.1 – Advocacy Advisory Committee

This advisory committee terms of reference is an annex to the *Ipswich City Council Terms of Reference for Standing Committees* ***Annexure 4 – Economic and Cultural Development Committee***.

1. PURPOSE AND SCOPE

The Advocacy Advisory Committee was established by Council on 23 May 2024 to consider matters relating to Advocacy Services and the Olympic and Paralympic Games.

The Advocacy Advisory Committee is a requirement of the Advocacy for Regionally Significant Projects Policy. This committee is responsible for providing leadership and oversight to Council's advocacy program and to endorse advocacy plans before presentation to Council.

2. AUTHORITY

Advisory committees operate in accordance with the *Ipswich City Council Standing Committees Terms of Reference* and the same legislative instruments and policies apply excluding Section 8.3 – Voting which will generally not be required unless deemed necessary by the chairperson or required for a conflict declaration.

This advisory committee has the power only to advise and recommend a course of action to the Economic and Cultural Development Committee.

3. ROLE AND RESPONSIBILITIES

The role of the Advocacy Advisory Committee is to consider all matters within its assigned scope and formulate recommendations and advice to the Economic and Cultural Development Committee. It is responsible for considering matters specifically relating to Advocacy Services and the Olympic and Paralympic Games.

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

Following the Council having determined the Regionally Significant Projects and their priority, the role of the Advocacy Advisory Committee is to:

a) Provide a forum to discuss the advocacy priorities and activities for the organisation and elected representatives
b) Consider and endorse advocacy plans before presentation to Council
c) Consider and endorse significant advocacy communications and messaging
d) Monitor progress of approved advocacy plans and activities.

Advocacy is proposed to involve elected representatives, members of the ELT and nominated Council officers. The committee's primary role is to create a collaboration of Councillors and Council employees who meet regularly to provide oversight of Council's advocacy program.

In discharging their role, members have a duty to act in the best interests of Council as a whole, in accordance with Council's Code of Conduct and the Councillor Code of Conduct.

4. MEMBERSHIP

Membership of the Advocacy Advisory Committee is recommended by the Economic and Cultural Development Committee.

Chairperson: Mayor Teresa Harding
Deputy Chairperson: Councillor Marnie Doyle
Members:

Deputy Mayor Nicole Jonic	Cr Pye Augustine	Cr David Martin
Cr Jim Madden	Cr Jacob Madsen	Cr Andrew Antoniolli

5. MEETING FREQUENCY AND ARRANGEMENTS

The Advocacy Advisory Committee will meet on a schedule set by the Economic and Cultural Development Committee or as required to consider matters assigned to it.

Annexure 5 – Environment and Sustainability Committee

1. PURPOSE OF THE COMMITTEE

The Environment and Sustainability Committee has been established to provide strategic direction and leadership on matters detailed in the Scope (section 2) and Roles and Responsibilities (section 5).

This committee allows councillors to be fully appraised of matters for the service areas listed below and demonstrates the ongoing commitment to a Council that operates in a manner that is consistent with the principles of good governance.

2. SCOPE AND LIMITATIONS

The Environment and Sustainability Committee is charged with responsibility for the following core business service categories*:

Committee scope	Delivery department
Animal Management Services (biosecurity, pest plants and animals)** Natural Environment and Land Management Resource Recovery Sustainability and Emergency Management	Environment and Sustainability Department
City Maintenance – Open Space City Maintenance – Urban Forest and Natural Area	Asset and Infrastructure Services Department

*Refer to the *Ipswich City Council Core Business Services* for further detail.
** Responsibility for this service category is shared with the Infrastructure, Planning and Assets Committee

3. ADVISORY COMMITTEES

The Environment and Sustainability Committee has no established advisory or sub committees.

4. AUTHORITY

This Committee has the power only to recommend a course of action to Council (unless otherwise delegated by Council).

5. RESPONSIBILITIES

The role of the Environment and Sustainability Committee is to receive and consider reports from the Chief Executive Officer (or delegated authorised officers) and to provide recommendations and advice to Council.

Its responsibilities include:

- policy formulation and review as it relates to the scope of services;
- council's service performance and achievement toward the corporate plan; and
- being accountable for the achievement of council's approved strategies, plans/planning and programs.

6. MEMBERSHIP

Chairperson: Councillor Jim Madden
Deputy Chairperson: Councillor Andrew Antoniolli
Members:

Mayor Teresa Harding	Cr Pye Augustine	Cr Marnie Doyle
Deputy Mayor Nicole Jonic	Cr Jacob Madsen	

7. FREQUENCY

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