



City of
Ipswich

AGENDA

GOVERNANCE AND TRANSPARENCY COMMITTEE

Thursday, 9 February 2023

10 minutes after the conclusion of the Growth, Infrastructure and Waste Committee or such later time as determined by the preceding committee

Council Chambers, Level 8
1 Nicholas Street, Ipswich

MEMBERS OF THE GOVERNANCE AND TRANSPARENCY COMMITTEE

Deputy Mayor Jacob Madsen (**Chairperson**)
Councillor Russell Milligan (**Deputy Chairperson**)

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

GOVERNANCE AND TRANSPARENCY COMMITTEE AGENDA

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** Item includes confidential papers

GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 1

9 FEBRUARY 2023

AGENDA

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2022(11) OF 29 NOVEMBER 2022**

RECOMMENDATION

That the Minutes of the Meeting held on 29 November 2022 be confirmed.

OFFICERS' REPORTS

2. **QUARTER 2 - OPERATIONAL PLAN 2022-2023 QUARTERLY PERFORMANCE**

This is a report concerning an assessment of Council's progress towards implementation of the 2022-2023 Operational Plan with notable achievements that have occurred during quarter two (Q2) (October to December).

RECOMMENDATION

That the Quarter 2 Operational Plan 2022-2023 Quarterly Performance report be received and noted.

3. **QUARTERLY REPORT TO THE DEPARTMENT OF STATE DEVELOPMENT, INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING**

This is a report concerning a request from the Director-General, Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) for Council to provide a series of quarterly performance reports.

This report represents the October to December 2022 quarter and is reflective of the scope requested by the Director-General in June 2022.

RECOMMENDATION

That the Committee endorse the draft letter to the Director-General (DSDILGP) containing the quarterly update for October to December 2022 as set out in Attachment 1.

4. UPDATE TO COUNCIL'S MEETING CONDUCT POLICY, MEETING PROCEDURES POLICY AND PUBLIC PARTICIPATION POLICY

This is a report concerning recent minor updates to the State Government's *Model Meeting Procedures* and *Best Practice Example - Standing Orders for Local Government and Standing Committee Meetings* and updating Council's Meeting Procedures Policy, Meeting Conduct Policy and Public Participation Policy so they are not inconsistent with the State Government model as per legislative requirements.

RECOMMENDATION

- A. That the updated policy titled 'Meeting Conduct' as outlined in Attachment 3, be adopted.
- B. That the updated policy titled 'Meeting Procedures' as outlined in Attachment 6, be adopted.
- C. That the updated policy titled 'Public Participation at Ordinary Council Meetings' as outlined in Attachment 9 and the revised 'Public Participation Application Form' as outlined in Attachment 11, be adopted.

5. **DISPOSAL OF INTEREST IN LAND FOR EASEMENT PURPOSES OVER PART OF 1 HAIG STREET, BRASSALL

This is a report concerning the disposal of an interest in land to grant a new easement for a sewerage purpose in favour of Urban Utilities. This easement will connect to the existing Urban Utilities sewerage treatment plant that is currently being upgraded located at 13 Haig Street, Brassall, described as Lot 1 on RP115168.

RECOMMENDATION

- A. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemption referred to in section 236(1)(c)(iv) of the Regulation applies for the disposal of the easement interest of part of 1 Haig Street,

Brassall, described as Lot 4 on RP8227 (“the Land”), by way of a new easement arrangement for sewerage purposes between Council and Urban Utilities.

- B. That pursuant to s257 (1) (b) of the *Local Government Act 2009* Council resolve to delegate the power to the Chief Executive Officer to be authorised to negotiate and finalise the terms of the proposed easement as detailed in Recommendation A of this report and to do any other acts necessary to implement Council’s decision.

6. PROCUREMENT: RATES MODELLING SOFTWARE (EASYREV) MAINTENANCE AND SUPPORT AGREEMENT - EXTENSION TO CONTRACT 12472

This is a report seeking Council Resolution by Ipswich City Council (Council) to undertake a direct engagement with Harbour Software Pty Ltd (Harbour Software). It is proposed, to extend the current contract by a further three (3) years on a 1+1+1 arrangement, for the continuation of the Rates Modelling Software (EasyRev) maintenance and support. It is intended that this software is replaced under the iVolve Project during the upcoming implementation process. The current software has been used by the Treasury Department since 2016 and is a key tool to provide the capture, analysis and calculation of rating scenarios. The current contract expires on 30 April 2023.

RECOMMENDATION

- A. That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical and disadvantageous to invite quotes for the provision of the Rates Modelling Software (EasyRev) maintenance and support.
- B. That Council enter into a contractual arrangement (Council file reference number 12472) with Harbour Software Pty Ltd, at an approximate purchase price of \$24,000.00 (excluding GST) over the entire term, being an initial term of one (1) year, with options for extension at the discretion of Council (as purchaser), of an additional two (2) X one (1) year terms.

7. PROCUREMENT: SUPPLY OF UNBOUND PAVEMENT MATERIAL FOR MAINTENANCE OF COUNCIL'S UNSEALED ROADS

This is a report concerning an increase in the approximate value for the Procurement of Supply of Unbound Pavement Material for Maintenance of Council’s Unsealed Roads.

RECOMMENDATION

- A. That Council vary the contractual arrangement with CW & EJ Russell for an additional approximate purchase price of \$3,000,000 excluding GST over the entire term of up to three (3) years, being an initial term of one (1) year, with options for extension at the discretion of Council (as purchaser), for an additional two (2) x one (1) year terms.
- B. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take “contractual action” pursuant to section 238 of the Regulation, in order to implement Council’s decision.

8. PROCUREMENT: CUSTOMER EXPERIENCE MATURITY ASSESSMENT

This is a report concerning the procurement of a supplier to conduct annual maturity assessments of Council’s Customer Experience Strategy over a three (3) year period from 2023 to 2025 without first inviting written quotes or tenders. Section 235(b) of the *Local Government Regulation 2012* allows a local government to enter into a medium or large sized contractual arrangement, if the local government resolves that the services provided are of a specialised nature.

RECOMMENDATION

- A. That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical to invite quotes for the provision of the annual Customer Experience Maturity Assessment.
- B. That Council enter into a contractual arrangement (Council file reference number 19806) with Ipsos Pty Ltd, at an approximate purchase price of \$70,000 excluding GST over the entire term, being an initial term of one (1) year with options for extension at the discretion of Council (as purchaser), of an additional two (2) X one (1) year terms.

9. PROCUREMENT: WASTE MANAGEMENT SOFTWARE SOLUTION CONTRACTS 12759 AND 14024

This a report seeking a resolution by Council to vary contract 14024 with existing supplier Mandalay Technologies Pty Ltd and contract 12759 with existing supplier 3 Logix Pty Ltd to add further extension options until 30 June 2026 to continue the uninterrupted provision of Council’s core community waste collection service systems whilst awaiting an iVolve outcome to be determined. The contracts are for

the provision of Council's transfer station operations system and waste collection vehicle operational system respectively.

This matter is required as officers seek Council resolution that the exception under section 235(a) of the *Local Government Regulation 2012* applies to the uninterrupted continuation of these key systems for the operational functionality required. The specialised nature of these systems provided means that the incumbent suppliers are the only suppliers reasonably available to continue the provision of these systems for the duration. Further, due to the identified iVolve relevance of the systems, it is more costly and disadvantageous to Council to go to tender until the iVolve impact is assessed and understood.

A resolution of Council is sought to vary the contractual arrangements with both suppliers to allow further optional extensions until 30 June 2026. This will increase the total value of the contract 14024 to approximately two hundred and fifty-five thousand dollars (\$255,000.00) excluding GST, and the total value of contract 12759 to approximately two million, one hundred and sixty thousand dollars (\$2,160,000.00) excluding GST for the full extended term of the contracts if all extension options are exercised.

RECOMMENDATION

- A. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that there is only one supplier who is reasonably available for the ongoing provision of the transfer stations operations system and related ancillary items provided by Mandalay Technologies Pty Ltd (Mandalay).
- B. That the contractual arrangement 14024 with Mandalay for the transfer stations operations system and related ancillary items be extended for a further optional period(s) until 30 June 2026 at an approximate value of \$77,281.00 + GST over the additional term (increasing the approximated contract value to \$255,000.00 + GST over the entire extended term of the contract if all options are utilised).
- C. That Council enter into a Deed of Variation with Mandalay to appropriately amend the existing contractual arrangement.
- D. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that there is only one supplier who is reasonably available for the ongoing provision of the waste collection vehicle operations system and related ancillary items provided by 3 Logix Pty Ltd (3 Logix).
- E. That the contractual arrangement 12759 with 3 Logix for the waste collection vehicle operations system and related ancillary items for a further optional period(s) until 30 June 2026 at an approximate value of \$309,355.00 + GST over the additional term (increasing the approximated contract value to \$2,160,000.00 + GST over the entire extended term of the contract if all options are utilised).

-
- F. That Council enter into a Deed of Variation with 3 Logix to appropriately amend the existing contractual arrangement.
- G. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take “*contractual action*” pursuant to section 238 of the Regulation, in order to implement Council’s decision.

10. PROCUREMENT: DISC PROFILE SOLUTION

This is a report concerning a contractual arrangement with INTEGRO Learning Company Pty Ltd (INTEGRO), to provide continued servicing of the DISC profile solution.

The Council is requested to consider and resolve that the exception set out in section 235(a) of the *Local Government Regulation 2012* applies due to INTEGRO being the authorised Australian distributor of Wiley’s Everything DiSC assessment tools. The value of the arrangement is estimated to be \$60,000 excluding GST per annum, for three (3) years to February 2026 up to the sum of \$200,000 excluding GST.

RECOMMENDATION

- A. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that INTEGRO is the only supplier reasonably available to provide the John Wiley & Sons Everything DiSC assessment tool through INTEGRO for the current DiSC system for the following reason:
1. As the current DiSC profile system is under an arrangement between the John Wiley & Sons and INTEGRO which has established a sole supplier arrangement for the DiSC John Wiley & Sons Everything DiSc profile system.
- B. That Council enter into a contractual arrangement with INTEGRO for the provision of the DiSC profile system for a period of one (1) year with the option to extend for an additional two (2) years.

NOTICES OF MOTION

MATTERS ARISING

GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2022(11)

29 NOVEMBER 2022

MINUTES

COUNCILLORS' ATTENDANCE: Deputy Mayor Jacob Madsen (Chairperson); Councillors Russell Milligan (Deputy Chairperson), Mayor Teresa Harding, Marnie Doyle, Kate Kunzelmann and Nicole Jonic

COUNCILLOR'S APOLOGIES: Nil

OFFICERS' ATTENDANCE: Chief Executive Officer (Sonia Cooper), General Manager Corporate Services (Matt Smith), General Manager Planning and Regulatory Services (Peter Tabulo), General Manager Community, Cultural and Economic Development (Ben Pole), Manager Procurement (Richard White), Acting Property Services Manager (Alicia Rieck), Senior Property Officer (Tenure) Kerry Perrett, Chief of Staff Office of the Mayor (Melissa Fitzgerald), Manager, Executive Services (Wade Wilson), Senior Policy and Communications Officer (Linda Clayton), Senior Media Officer (Jodie Richter), Senior Media Officer (Darrel Giles), Customer Strategy and Experience Manager (Anne Cahill), and Theatre Technician (Trent Gray)

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

The Chairperson, Deputy Mayor Jacob Madsen delivered the Acknowledgement of Country.

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

1. **RESPONSE TO COUNCIL RESOLUTION - REPORTING PROCESSES**

This report is in response to resolution 14.1 'Transparency and Integrity' of the Ordinary Council meeting on 28 July 2022:

That a report be prepared for a future meeting of Council with recommendations for the inclusion of a reporting process that will ensure transparent sharing of information amongst Councillors.

- *It will outline options for a reporting process whereby if a report is published on council systems in accordance with council procedures, and is subsequently removed for editing, those amendments are outlined in a notification to all Councillors including the reasons for the amendments being made.*
- *Specifically, this proposal should aim to capture matters before Council that have any risk management implications; and any interactions with identified reports would require appropriate tracking to strengthen the Councillors' consideration on matters in the Public Interest.*

RECOMMENDATION

- A. That this report, responding to a previous resolution of Council (minute item 14.1 'Transparency and Integrity' dated 28 July 2022), be received and noted.
- B. That the revised Acceptable Requests Guideline and Staff Interaction Policy (Attachment 2) be adopted.

Councillor Nicole Jonic proposed the following additional recommendation:

- C. That the internal processes relating to this matter be reviewed in 12 months.

RECOMMENDATION

Moved by Councillor Nicole Jonic:

Seconded by Councillor Marnie Doyle:

- A. That this report, responding to a previous resolution of Council (minute item 14.1 'Transparency and Integrity' dated 28 July 2022), be received and noted.**
- B. That the revised Acceptable Requests Guideline and Staff Interaction Policy (Attachment 2) be adopted.**
- C. That the internal processes relating to this matter be reviewed in 12 months.**

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

CONFIRMATION OF MINUTES

ADJOURN MEETING

Moved by Mayor Teresa Harding

That the meeting be adjourned at 10.06 am to reconvene at 10.36 am.

AFFIRMATIVE

Councillors:

Milligan

Harding

Doyle

Kunzelmann

Jonic

NEGATIVE

Councillors:

Madsen

The meeting reconvened at 10.38 am.

2. **CONFIRMATION OF MINUTES OF THE GOVERNANCE AND TRANSPARENCY
COMMITTEE NO. 2022(10) OF 10 NOVEMBER 2022**

RECOMMENDATION

That the Minutes of the Governance and Transparency Committee Meeting held on 10 November 2022 be confirmed.

Deputy Mayor Jacob Madsen (Chairperson) proposed the following variation

That the words 'noting the amendments made to Items 5 and 11 at the Council Ordinary Meeting on 24 November 2022, be added to the end of the recommendation.

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Councillor Marnie Doyle:

That the Minutes of the Governance and Transparency Committee Meeting held on 10 November 2022 be confirmed, noting the amendments made to Items 5 and 11 at the Council Ordinary Meeting on 24 November 2022.

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

NEGATIVE

Councillors:

Nil

Kunzelmann
Jonic

The motion was put and carried.

OFFICERS' REPORTS

3. DISPOSAL OF COUNCIL FREEHOLD LAND - ACCESS RESTRICTION STRIP LOCATED AT LOT 24 WEST STREET, REDBANK PLAINS

This is a report concerning the disposal of freehold land for road purpose located at Lot 24 West Street, Redbank Plains, described as Lot 24 on SP229262. The lot, owned by Ipswich City Council (**Council**), is identified as an Access Restriction Strip (**ARS**), and is proposed to be opened as road as part of a proposed Development Application for a Material Change of Use (**the Development Application**).

"The attachment/s to this report are confidential in accordance with section 254J(3)(g) of the *Local Government Regulation 2012*."

RECOMMENDATION

Moved by Councillor Nicole Jonic:
Seconded by Councillor Marnie Doyle:

- A. **That Council declare the Access Restriction Strip located at Lot 24 West Street, Redbank Plains, described as Lot 24 on SP229262, surplus to Council requirements and available for disposal for road purposes.**
- B. **That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exception referred to in section 236(1)(i) of the Regulation apply to the disposal of the Access Restriction Strip located at Lot 24 West Street, Redbank Plains, described as Lot 24 on SP229262, to the State of Queensland (represented by the Department of Resources (DoR)).**
- C. **That Council resolve under section 257(1)(b) of the *Local Government Act 2009* to delegate the power to the Chief Executive Officer, to be authorised to negotiate and finalise the terms of disposal of the Access Restriction Strip described in Recommendation B for road purposes.**

AFFIRMATIVE
Councillors:
Madsen
Milligan
Harding
Doyle

NEGATIVE
Councillors:
Nil

Kunzelmann
Jonic

The motion was put and carried.

4. DISPOSAL OF COUNCIL FREEHOLD LAND - ACCESS RESTRICTION STRIP LOCATED AT LOT 149 PERDITA STREET, BELLBIRD PARK

This is a report concerning the disposal of freehold land for road purposes located at Lot 149 Perdita Street, Bellbird Park, described as Lot 149 on SP248802. The lot, owned by Ipswich City Council (**Council**), is identified as an Access Restriction Strip (**ARS**), and is proposed to be opened as road, as part of Development Application 3931/2019/MAMC/A (the "Development Application") to reconfigure a lot.

"The attachment/s to this report are confidential in accordance with section 254J(3)(g) of the *Local Government Regulation 2012*."

RECOMMENDATION

Moved by Councillor Nicole Jonic:
Seconded by Councillor Russell Milligan:

- A. That Council declare the Access Restriction Strip located at Lot 149 Perdita Street, Bellbird Park, described as Lot 149 on SP248802, surplus to Council requirements and available for disposal for road purposes.**
- B. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exception referred to in section 236(1)(i) of the Regulation applies to the disposal of the Access Restriction Strip located at Lot 149 Perdita Street, Bellbird Park, described as Lot 149 on SP248802, to the State of Queensland (represented by the Department of Resources (DoR)).**
- C. That Council resolve under section 257(1)(b) of the *Local Government Act 2009* to delegate the power to the Chief Executive Officer, to be authorised to negotiate and finalise the terms of disposal of the Access Restriction Strip described in Recommendation B for road purposes.**

AFFIRMATIVE

Councillors:
Madsen
Milligan
Harding
Doyle
Kunzelmann

NEGATIVE

Councillors:
Nil

Jonic

The motion was put and carried.

5. IVOLVE PROGRAM (STAGE 3) QUARTERLY STATUS UPDATE

Please note that:

1. The Oracle Remediation project has been renamed the “Oracle Fusion” project.
2. This report provides two status updates. One for the iVolve program and one for the Oracle Fusion project.
3. The risk statuses in this report are subjective.

iVolve Program Final Business Case Amber

The iVolve Program, culminating in a final business case, is on track. The Expression of Interest (EOI) from suppliers closed on 28 October 2022. There is expected to be several challenges in the next period to digest and evaluate the information received from the EOI to enable a coherent final business case and technology roadmap to be produced.

Key risks to the Program are summarised below:

1. Governance for the iVolve Program is being updated to reflect upcoming activities.
2. The EOI outcome may not result in definitive solution(s) chose, which may lead to further procurement activities and scheduled delays.
3. The outcome of the iVolve EOI may be incompatible with the Oracle Fusion project, i.e. what happens if the EOI chooses a product for finance and procurement that is not Oracle Fusion?

All of the issues above are being actively worked on to remediate any risk or resolve the specific issue.

iVolve Program Oracle Fusion project Red

For Stage 3, the majority of the procurement for the Oracle Fusion project is underway. There have been schedule delays in the procurement activities, which may place the 30 June 2023 deadline at risk. Once the Project Manager for the delivery of this work is confirmed and the delivery partner identified, this date can then be reviewed to see if it is viable.

There is preparation work occurring for Stage 4, including:

1. Finalising the project governance framework
2. Agreeing on a procurement approach for the engagement of a partner to help manage the Stage 4 Oracle Fusion delivery project
3. Finalising Stage 4 resource planning and subsequent hiring.

RECOMMENDATION

Moved by Deputy Mayor Jacob Madsen:
Seconded by Councillor Kate Kunzelmann:

That the report be received and the contents noted.

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

6. **QUEENSLAND AUDIT OFFICE 2022 FINAL AUDIT REPORT**

This is a report concerning the Queensland Audit Office findings and recommendations from the 2021-2022 external audit of Ipswich City Council.

RECOMMENDATION

Moved by Mayor Teresa Harding:
Seconded by Councillor Russell Milligan:

That the 2021-2022 final management report for Ipswich City Council, as detailed in Attachment 1, be received and the contents noted.

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

NEGATIVE

Councillors:

Nil

Kunzelmann
Jonic

The motion was put and carried.

7. ANNUAL FINANCIAL STATEMENTS FOR CONTROLLED ENTITIES

This is a report concerning the Annual Financial Statements for the following controlled entities of Ipswich City Council (**Council**):

- Ipswich City Enterprises Pty Ltd;
- Ipswich City Enterprises Investments Pty Ltd; and
- Cherish the Environment Foundation Limited.

RECOMMENDATION

Moved by Councillor Marnie Doyle:
Seconded by Mayor Teresa Harding:

That the report be received and the contents noted.

AFFIRMATIVE
Councillors:
Madsen
Milligan
Harding
Doyle
Kunzelmann
Jonic

NEGATIVE
Councillors:
Nil

The motion was put and carried.

8. CEO PERFORMANCE APPRAISAL 2021-2022

This is a report concerning the appraisal of the Chief Executive Officer (CEO) performance for the period 23 November 2021 to 30 June 2022, and the associated remuneration review.

“The attachment/s to this report are confidential in accordance with section 254J(3)(a) of the *Local Government Regulation 2012*.”

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Councillor Marnie Doyle:

- A. That the CEO Performance Review Report FY2022 be noted.**
- B. That the CEO Annual Performance Plan for FY2023 be noted.**
- C. That Council endorse the variation to the CEO's Employment Contract.**
- D. That the Mayor be authorised to execute the Employment Contract Variation Agreement on behalf of Council.**

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

MATTERS ARISING

Item 9 was referred from the Growth, Infrastructure and Waste Committee for consideration at the Governance and Transparency Committee

9. **RENEWAL OF LIQUID PETROLEUM GAS (LPG) FOR BUNDAMBA AND GOODNA AQUATIC CENTRES**

This is a report concerning the renewal of the supply agreement for Liquid Petroleum Gas (LPG) for the Bundamba and Goodna Aquatic Centres with Origin Energy Retail Ltd to enable continuity of gas supply to these facilities. Leichhardt Aquatic Centre is replacing the current gas heater to an electric heater and is no longer part of this arrangement.

This report recommends that Council resolve that the exception under section 235(b) of the *Local Government Regulation 2012* applies and that Council proceeds with the engagement of Origin Energy Retail Ltd to provide LPG Sale and Supply Agreements for Bundamba and Goodna Aquatic Centres for two (2) years.

The estimated sum for this period is two hundred and seventy-five thousand dollars (\$275,000) excluding GST for the two (2) sites.

RECOMMENDATION

Moved by Councillor Russell Milligan:
Seconded by Mayor Teresa Harding:

- A. That Council resolve it is satisfied under section 235(b) of the Local Government Regulation 2012 (regulation) that the exception under section 235(b) of the regulation applies and that Origin Energy Retail Ltd is the only supplier reasonably available to provide the LPG supply agreement for Bundamba, and Goodna Aquatic Centres for the following reasons:**
- (a) The number of suppliers for heating LPG is limited.**
 - (b) The equipment at the Council Aquatic Centres is owned by the supplier and Council pays a rent and supply of gas cost.**
 - (c) The cost to Council for a new supplier for the removal and replacement of the current infrastructure at the aquatic centres.**
- B. That Council enter into a supply agreement with Origin Energy Retail Ltd for the provision of the LPG sale and supply agreement for Bundamba, and Goodna Aquatic Centres for a period of two (2) years for the estimated sum of two hundred and seventy five thousand dollars (\$275,000) excluding GST.**

AFFIRMATIVE
Councillors:
Madsen
Milligan
Harding
Doyle
Kunzelmann
Jonic

NEGATIVE
Councillors:
Nil

The motion was put and carried.

NOTICES OF MOTION

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 9.54 am.

The meeting closed at 10.58 am.

Doc ID No: A8597978

ITEM: 2
SUBJECT: QUARTER 2 - OPERATIONAL PLAN 2022-2023 QUARTERLY PERFORMANCE
AUTHOR: SOCIAL DATA OFFICER
DATE: 19 JANUARY 2023

EXECUTIVE SUMMARY

This is a report concerning an assessment of Council's progress towards implementation of the 2022-2023 Operational Plan with notable achievements that have occurred during quarter two (Q2) (October to December).

RECOMMENDATION/S

That the Quarter 2 Operational Plan 2022-2023 Quarterly Performance report be received and noted.

RELATED PARTIES

There was no declaration of conflicts of interest.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The 2022-2023 Operational Plan was formally adopted by Council on 30 June 2022. Section 174 of the *Local Government Regulation 2012* states the Chief Executive Officer must present to the local government a written assessment of progress towards implementation of the Operational Plan at a minimum of quarterly intervals.

An assessment of council's progress during Q2, being 1 October to 31 December 2022, has been prepared from commentary provided by the responsible officers and is contained in Attachment 1. Council's Finance Branch provides to council a separate report with high-level details on the financial performance. A full report of performance against the 2022-2023 Operational Plan will be included in council's Annual Report to be presented at a future Council meeting in 2023.

In Q1 an additional table was provided to indicate and report on items that are identified as Corporate Capital Projects in the 2022-2023 Annual Plan Capital Works Program. This table has been continued in Q2 providing updates for all 11 Corporate Capital Projects.

The table below provides a snapshot of the current positioning of each deliverable against the stated target. To clarify the progress statements used in the table, please refer to the legend also included below:

Deliverable status	Number	%
On Track	22	71%
Needs Attention	4	13%
At Risk	1	3%
Other	3	10%
Complete	1	3%
Total	31	100%

Deliverable status legend	
On Track	This status represents activity which is delivering as planned through operational plan deliverables, core service activities, corporate projects or an item in the capital works program.
Needs Attention	This status represents activity which is no longer delivering as scheduled however is not yet At Risk.
At Risk	This status represents activity which is at risk of not being completed by EOFY or not achieving its targeted outcome.
Other	This status represents activity which is outside the standard status indicators. Reasons for use of this status include items that are amended, discontinued, scheduled to start in a later quarter, deferred, may have no available reporting.
Complete	This status represents activity which has been completed and has achieved the targeted outcome.

Budget status	Number	%
On Track	17	55%
Under / Over	7	23%
Other	0	0%
No Budget Allocated	6	19%
Complete	1	3%
Total	31	100%

Budget status legend	
On Track	This status represents budget activity that is delivering as planned.
Under / Over	This status represents budget activity that is delivering over or under planned budget allocation.
Other	This status represents activity which is outside the standard status indicators. Reasons for this status may include items of expenditure which are completed, delayed, deferred or future scheduled.
No Budget Allocated	This status represents activity which has no budget allocation.

Section 174 of the *Local Government Regulation 2012* states that a local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.

There were no amendments made in quarter two of the 2022-2023 financial year.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions: *Local Government Regulation 2012*

POLICY IMPLICATIONS

There are no policy implications for this report.

RISK MANAGEMENT IMPLICATIONS

Section 174 of the *Local Government Regulation 2012* states that the Chief Executive Officer must present to the local government a written assessment of progress towards implementation of the Operational Plan at a minimum of quarterly intervals.

The highest risk is political/reputational should council fail to meet the mandated deadline for adoption of the Operational Plan Quarterly Report.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial or resource implications for this report.

COMMUNITY AND OTHER CONSULTATION

The content of this report has been developed from information provided by each department. This information provides an update on council's progress towards achieving the objectives of council's Operational Plan 2022-2023 and presents notable achievements during Q2.

CONCLUSION

This is a report concerning an assessment of Ipswich City Council's progress towards implementation of the Operational Plan 2022-2023 and notable achievements that have occurred during the quarter.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS
RECEIVE AND NOTE REPORT
The Recommendation states that the report be received and the contents noted. The decision to receive and note the report does not limit human rights. Therefore, the decision is compatible with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Q2 Operational Plan  
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Josh Mallet
SOCIAL DATA OFFICER

I concur with the recommendations contained in this report.

Candice Johns
PRINCIPAL OFFICER (STRATEGY PERFORMANCE)

I concur with the recommendations contained in this report.

Maree Walker
ACTING MANAGER, PERFORMANCE

I concur with the recommendations contained in this report.

Barbara Dart
ACTING GENERAL MANAGER COORDINATION AND PERFORMANCE

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IPSWICH CITY COUNCIL ■ OPERATIONAL PLAN

2022-2023

QUARTER 2  **REPORT**



Doc ID No: A8536584

ITEM: 3

SUBJECT: QUARTERLY REPORT TO THE DEPARTMENT OF STATE DEVELOPMENT,
INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING

AUTHOR: ACTING ENTERPRISE PROGRAM MANAGEMENT OFFICE MANAGER

DATE: 18 JANUARY 2023

EXECUTIVE SUMMARY

This is a report concerning a request from the Director-General, Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) for Council to provide a series of quarterly performance reports.

This report represents the October to December 2022 quarter and is reflective of the scope requested by the Director-General in June 2022.

RECOMMENDATION/S

That the Committee endorse the draft letter to the Director-General (DSDILGP) containing the quarterly update for October to December 2022 as set out in Attachment 1.

RELATED PARTIES

There is no potential, perceived or actual conflict of interest to disclose.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The draft letter included as Attachment 1 to this report, represents the October to December 2022 quarter and is reflective of the revised scope requested by the Director-General in June 2022, focussing on the following matters:

- any significant changes to governance policies and processes and the rationale for such changes;
- any significant issues relating to senior staff changes; and
- any issues which may identify corruption risks.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 2004
Industrial Relations Act 2016
Crime and Corruption Act 2001

RISK MANAGEMENT IMPLICATIONS

There continues to be significant investment in good corporate governance and risk management. Council has implemented an Enterprise Risk Management Framework and has developed and is implementing a Five-Year Risk Maturity Roadmap to continue to mature its approach to identifying and managing risks.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS
NON-DISCRETIONARY DECISION
The Recommendation of this report arises from a requirement under section 115 of the <i>Local Government Act 2009</i> that allows for the monitoring of a local government's performance and do not impact individuals. Therefore, the decision will not be unlawful under the <i>Human Rights Act 2019</i> .

FINANCIAL/RESOURCE IMPLICATIONS

The collation of the quarterly performance report has been undertaken by the Enterprise Program Management Office (ePMO) of Council within the existing resource allocation and has been given priority over other responsibilities given the legislative obligation. All future performance reports will continue to be coordinated by the ePMO up until 31 March 2024.



COMMUNITY AND OTHER CONSULTATION

The performance report has been coordinated by the ePMO with input and content verified by the relevant Council officers. Consultation on the draft letter has also been undertaken with the Chief Executive Officer.

CONCLUSION

This quarterly performance report for the period October to December 2022 represents Council's compliance with the requested continuation of a revised reporting requirement through to 31 March 2024.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	DG Letter - DRAFT Cover Letter, October to December 2022  
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Anna Payne

ACTING ENTERPRISE PROGRAM MANAGEMENT OFFICE MANAGER

I concur with the recommendations contained in this report.

Maree Walker
ACTING MANAGER, PERFORMANCE

I concur with the recommendations contained in this report.

Sonia Cooper
CHIEF EXECUTIVE OFFICER

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Doc ID No: A8589566

ITEM: 4

SUBJECT: UPDATE TO COUNCIL'S MEETING CONDUCT POLICY, MEETING PROCEDURES POLICY AND PUBLIC PARTICIPATION POLICY

AUTHOR: MANAGER, EXECUTIVE SERVICES

DATE: 16 JANUARY 2023

EXECUTIVE SUMMARY

This is a report concerning recent minor updates to the State Government's *Model Meeting Procedures* and *Best Practice Example - Standing Orders for Local Government and Standing Committee Meetings* and updating Council's Meeting Procedures Policy, Meeting Conduct Policy and Public Participation Policy so they are not inconsistent with the State Government model as per legislative requirements.

RECOMMENDATION/S

- A. That the updated policy titled 'Meeting Conduct' as outlined in Attachment 3, be adopted.**
- B. That the updated policy titled 'Meeting Procedures' as outlined in Attachment 6, be adopted.**
- C. That the updated policy titled 'Public Participation at Ordinary Council Meetings' as outlined in Attachment 9 and the revised 'Public Participation Application Form' as outlined in Attachment 11, be adopted.**

RELATED PARTIES

Mayor and Councillors

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The *Local Government Act 2009* (LGA) prescribes that all councils are required to adopt the Model Meeting Procedures or, prepare and adopt other procedures that are not inconsistent with the model procedures for the conduct of its meetings and meetings of its committees.

Late in 2022, the Department of State Development, Infrastructure, Local Government and Planning reviewed the Model Meeting Procedures and Best Practice Example - Standing Orders and made a number of amendments. These updated documents can be found online at: <https://www.statedevelopment.qld.gov.au/local-government>

The key changes made by the state were to the COVID-19 pandemic safety provisions and clarification around closing meetings to discuss the local government’s budget. A number of other minor refinements have been noted, primarily wording and clarification on intent.

To ensure council’s adopted Meeting Procedures Policy, Meeting Conduct Policy and Public Participation Policy continue to meet legislative requirements, a review was undertaken. The proposed policy amendments have been made to ensure our policies in this space remain not inconsistent with the state provided model. A number of minor formatting, layout and grammar changes have also been proposed to both improve the consistency throughout the policies and improve clarity on the process.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009
Local Government Regulation 2012

POLICY IMPLICATIONS

The proposed changes are limited to the Meeting Procedures Policy, Meeting Conduct Policy and Public Participation Policy.

RISK MANAGEMENT IMPLICATIONS

Council is required by section 150G of the LGA to either adopt the model procedures or prepare and adopt procedures for the conduct of its meetings and meetings of its committees.

FINANCIAL/RESOURCE IMPLICATIONS

There are no changes proposed as a result of this report to the resourcing or budget required for the operation of council meetings.

COMMUNITY AND OTHER CONSULTATION

The requirements for meeting procedures are prescribed by legislation and no additional consultation has been undertaken.

CONCLUSION












The changes proposed ensure council remains compliant with legislation and that we continue to conduct meetings of council to a high standard.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That the updated policy titled ‘Meeting Conduct’ as outlined in Attachment 3, be adopted.

	<p>That the updated policy titled ‘Meeting Procedures’ as outlined in Attachment 6, be adopted.</p> <p>That the updated policy titled ‘Public Participation at Ordinary Council Meetings’ as outlined in Attachment 9 and the revised ‘Public Participation Application Form’ as outlined in Attachment 11, be adopted.</p>
(b) What human rights are affected?	No human rights are affected by this decision
(c) How are the human rights limited?	No human rights are limited by this decision
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	N/A
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Meeting Conduct Policy - current version ↓ 
2.	Meeting Conduct Policy - tracked changes ↓ 
3.	Meeting Conduct Policy - clean copy ↓ 
4.	Meeting Procedures Policy - current version ↓ 
5.	Meeting Procedures Policy - tracked changes ↓ 
6.	Meeting Procedures Policy - clean copy ↓ 
7.	Public Participation Policy - current version ↓ 
8.	Public Participation Policy - tracked changes ↓ 
9.	Public Participation Policy - clean copy ↓ 
10.	Public Participation Application Form - current version ↓ 
11.	Public Participation Application Form - clean copy ↓ 

Wade Wilson

MANAGER, EXECUTIVE SERVICES

I concur with the recommendations contained in this report.

Barbara Dart

ACTING GENERAL MANAGER COORDINATION AND PERFORMANCE

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Doc ID No: A8508707

ITEM: 5

SUBJECT: DISPOSAL OF INTEREST IN LAND FOR EASEMENT PURPOSES OVER PART OF 1 HAIG STREET, BRASSALL

AUTHOR: PROPERTY OFFICER

DATE: 5 DECEMBER 2022

EXECUTIVE SUMMARY

This is a report concerning the disposal of an interest in land to grant a new easement for a sewerage purpose in favour of Urban Utilities. This easement will connect to the existing Urban Utilities sewerage treatment plant that is currently being upgraded located at 13 Haig Street, Brassall, described as Lot 1 on RP115168.

RECOMMENDATION/S

- A. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemption referred to in section 236(1)(c)(iv) of the Regulation applies for the disposal of the easement interest of part of 1 Haig Street, Brassall, described as Lot 4 on RP8227 (“the Land”), by way of a new easement arrangement for sewerage purposes between Council and Urban Utilities.**
- B. That pursuant to s257 (1) (b) of the *Local Government Act 2009* Council resolve to delegate the power to the Chief Executive Officer to be authorised to negotiate and finalise the terms of the proposed easement as detailed in Recommendation A of this report and to do any other acts necessary to implement Council’s decision.**

RELATED PARTIES

Central SEQ Distributor-Retailer Authority trading as Urban Utilities (UU)

There is no declaration of conflicts of interest

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

Central SEQ Distributor-Retailer Authority trading as Urban Utilities (UU) own freehold land located at 13 Haig Street, Brassall, described as Lot 1 on RP115168. The land contains the

sewerage treatment plant for the greater Brassall area and is currently land-locked by Council freehold land located at 15 Haig Street, Brassall, described as Lot 1 on RP146565.

UU have planned to upgrade the sewerage treatment plant as the plant has suffered a major failure after recent flooding. The upgrade will be inclusive of new underground pipework for the disposal of the treated effluent.

A new easement for sewerage purpose will be required over part of Council owned freehold land located at 1 Haig Street, Brassall, described as part of Lot 4 on RP8227. The new easement will be for the installation of new infrastructure to dispose of the treated effluent.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:

Local Government Act 2009

Local Government Regulation 2012

Acquisition of Land Act 1967

Property Law Act 1974

Land Title Act 1994

RISK MANAGEMENT IMPLICATIONS

The sewerage easements will ensure the proper disposal of the treated effluent.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Creation of a new easement for public infrastructure
(b) What human rights are affected?	No human rights are affected by this decision to support the disposal of an interest in land for an easement for sewerage purposes under the <i>South-East Queensland Water (Distribution and Retail Restructuring) Act 2009</i> . The decision by Council to grant the easement means that UU can install new infrastructure and for the pipeworks to dispose of treated effluent. Central SEQ Distributor-Retailer Authority are a trading as Urban Utilities does not have human rights as it is not an individual; this decision will not affect human rights. End of assessment
(c) How are the human rights limited?	Not applicable
(d) Is there a good reason for limiting the relevant rights?	Not applicable

Is the limitation fair and reasonable?	
(e) Conclusion	The decision is consistent with human rights.

FINANCIAL/RESOURCE IMPLICATIONS

All costs associated with the creation of the new easement will be at the expense of UU.

COMMUNITY AND OTHER CONSULTATION





Internal consultation has occurred with members of the Open Space and Facilities Team, Road Corridor Management Team and Property Services Team. UU contractors were also consulted to discuss the location and requirements of the easement.

The proposed area of the easement has been supported by stakeholders involved in the project internally and externally. The location of the sewerage easement has been agreed to in principle and the associated construction will occur once an Access and Works Deed has been signed. The finalised cadastral survey will be prepared once associated construction works are completed as the underground conditions cannot be specifically determined until the construction is fully completed. UU will be responsible for providing a survey plan for the easements when the construction works have been finalised.

CONCLUSION

It is recommended that Council support the disposal of an interest in land for a new easement for sewerage purpose, located at 1 Haig Street, Brassall, for nil consideration, with all construction works undertaken to comply with applicable Council standards.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Proposed Easement Plan - Lot 4 RP8227  
2.	Title Search - Lot 4 on RP8227 - 1 Haig Street, Brassall  
	CONFIDENTIAL
3.	Title Search - Lot 1 RP115168 - 13 Haig Street, Brassall

Judi Howard
PROPERTY OFFICER

I concur with the recommendations contained in this report.

Alicia Rieck
ACTING PROPERTY SERVICES MANAGER

I concur with the recommendations contained in this report.

Anthony Dunleavy

MANAGER, LEGAL AND GOVERNANCE (GENERAL COUNSEL)

I concur with the recommendations contained in this report.

Matt Smith
GENERAL MANAGER CORPORATE SERVICES

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Doc ID No: A8385818

ITEM: 6

SUBJECT: PROCUREMENT: RATES MODELLING SOFTWARE (EASYREV) MAINTENANCE AND SUPPORT AGREEMENT - EXTENSION TO CONTRACT 12472

AUTHOR: PROCUREMENT OFFICER (OPERATIONAL)

DATE: 15 DECEMBER 2022

EXECUTIVE SUMMARY

This is a report seeking Council Resolution by Ipswich City Council (Council) to undertake a direct engagement with Harbour Software Pty Ltd (Harbour Software). It is proposed, to extend the current contract by a further three (3) years on a 1+1+1 arrangement, for the continuation of the Rates Modelling Software (EasyRev) maintenance and support. It is intended that this software is replaced under the iVolve Project during the upcoming implementation process. The current software has been used by the Treasury Department since 2016 and is a key tool to provide the capture, analysis and calculation of rating scenarios. The current contract expires on 30 April 2023.

RECOMMENDATION

- A. That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical and disadvantageous to invite quotes for the provision of the Rates Modelling Software (EasyRev) maintenance and support.**
- B. That Council enter into a contractual arrangement (Council file reference number 12472) with Harbour Software Pty Ltd, at an approximate purchase price of \$24,000.00 (excluding GST) over the entire term, being an initial term of one (1) year, with options for extension at the discretion of Council (as purchaser), of an additional two (2) X one (1) year terms.**

RELATED PARTIES

Ipswich City Council

Harbour Software Pty Ltd

There was no declaration of conflicts of interest

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Purpose:

The purpose of this report is to make a recommendation to continue with the EasyRev maintenance and support agreement, currently supplied by Harbour Software Pty Ltd to ensure the capture of data, for the analysis and calculation of rating scenarios.

Background:

In 2016 the market was approached via a three (3) quote process to engage a suitable supplier to provide a Rates Modelling Software package that would enable the Treasury Department to capture, analyse and calculate rates for Ipswich Residents. The evaluation panel for this process deemed Harbour Software as the preferred supplier and a two (2) year contract, with two (2) x one (1) year extensions was entered into by Council.

A further one (1) year extension was granted by the Manager, Procurement whilst discussions between the Treasury Department and the ICT Branch took place to approach the market again to ensure Council has in place an appropriate rates modelling software package that aligns with best practice. These discussions have led to a decision that this software will be incorporated into the iVolve project, however that process is likely to take some time as Council work to finalise the iVolve project roll out schedule.

The term recommended in this report is to ensure there is a 12 month overlap with supplies should a new supplier be appointed once the iVolve outcome is complete, ensuring business continuity, compliance and transfer of data.

Harbour Software Pty Ltd are currently operating in a manner sufficient to Council's needs.

The total cost for a further 3-year extension on a 1+1+1 basis is approximately \$24,000.00 (ex GST). This figure is based on past annual spend of approximately \$8,000.00 (ex GST).

Ipswich City Council wish to continue the relationship with Harbour Software Pty Ltd, by extending the current contract 12472 whilst the iVolve commitment is undertaken to ensure an ongoing service is provided through that time.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:

- *Local Government Act 2009*
- *Local Government Regulation 2012*

RISK MANAGEMENT IMPLICATIONS

The continuation of the provision of this software is necessary for the Treasury section to carry out the function of calculating rating scenarios for the Ipswich ratepayers.

Under the Local Government Act, Council is able to pass a rating resolution only once per year, and as such faces a significant financial risk if the calculations informing this resolution are not correct.

The risk of not approving the recommendation would see Council reverting to a manual/self-developed calculation of rates alone, which does not provide external validation or surety of the calculations. At present, the internal model is used as secondary validation of the EasyRev model outputs.

To assist in mitigating the risk of errors, Treasury ensures a cross-over of at least one annual rating cycle (Feb-June) when swapping between rates modelling software packages. At this time, it is therefore likely to be necessary, to extend the contract with Harbour Software by one (1) year at a minimum, however for business continuity, while the iVolve program of work is implemented the additional optional 1+1 years will alleviate the risks already described.

It should be noted that a risk with the ongoing use of this software solution is that although operational, it is a relatively old software package. The level of support available and the minor patches and upgrades that have and are planned to continue to be implemented are likely to allow the product to continue to be usable but may not deliver the best available solution. This risk has been considered by ICT as secondary to the imperative of integrating all future software replacements into the iVolve program.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That Council extend the current contract 12472 with Harbour Software Pty Ltd for a further one (1) year term, with two (2) x one (1) year extension options for the provision of the Rates Modelling Software (EasyRev) maintenance and support agreement.
(b) What human rights are affected?	No human rights are affected as it is a company
(c) How are the human rights limited?	Not applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable
(e) Conclusion	The decision is consistent with human rights.

FINANCIAL/RESOURCE IMPLICATIONS

There are no resourcing or budgeting implications. The operational costs associated with the proposed Contract have been allocated within the Corporate Services, Finance Branch's operational budget.

COMMUNITY AND OTHER CONSULTATION

The Procurement Branch has consulted with the Treasury Department and ICT Branch who support the recommendations of this report.

CONCLUSION

In order for this service to continue, it is recommended Council resolve to extend the current contract with Harbour Software Pty Ltd for a further one (1) year term, plus two (2) x one (1) year extension options for cover until April 2025.

Nicky Weldon

PROCUREMENT OFFICER (OPERATIONAL)

I concur with the recommendations contained in this report.

Jacquie Whitham

ICT CATEGORY MANAGER

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Jeffrey Keech

CHIEF FINANCIAL OFFICER

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER CORPORATE SERVICES

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Doc ID No: A8456725

ITEM: 7

SUBJECT: PROCUREMENT: SUPPLY OF UNBOUND PAVEMENT MATERIAL FOR
MAINTENANCE OF COUNCIL'S UNSEALED ROADS

AUTHOR: CATEGORY SPECIALIST

DATE: 15 NOVEMBER 2022

EXECUTIVE SUMMARY

This is a report concerning an increase in the approximate value for the Procurement of Supply of Unbound Pavement Material for Maintenance of Council's Unsealed Roads.

RECOMMENDATION

- A. That Council vary the contractual arrangement with CW & EJ Russell for an additional approximate purchase price of \$3,000,000 excluding GST over the entire term of up to three (3) years, being an initial term of one (1) year, with options for extension at the discretion of Council (as purchaser), for an additional two (2) x one (1) year terms.
- B. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take "contractual action" pursuant to section 238 of the Regulation, in order to implement Council's decision.

RELATED PARTIES

- Ipswich City Council; and
- CW & EJ Russell

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

On 28 July 2022, Council adopted the recommendations as detailed within item 2 of the Governance & Transparency Committee for the provision of unbound pavement material for the maintenance of Councils' unsealed roads as outlined below:

- | | | |
|---|---------------------|--|
| <p>GOVERNANCE AND
TRANSPARENCY
COMMITTEE – ITEM 2</p> <p>PROCUREMENT:
SUPPLY OF UNBOUND
PAVEMENT MATERIAL
FOR MAINTENANCE
OF COUNCIL'S
UNSEALED ROADS</p> | <p>A.</p> <p>B.</p> | <p>That pursuant to Section 235(b) of the <i>Local Government Regulation 2012</i> (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical and disadvantageous to invite quotes for the provision of Unbound Pavement Material for maintenance of Council's unsealed roads.</p> <p>That Council enter into a contractual arrangement with CW & EJ Russell for three (3) years for a value up to one million dollars GST exclusive (\$1,000,000).</p> |
|---|---------------------|--|

Recommendation part B detailed that Council enter into a contractual arrangement with CW & EJ Russell for three (3) years for a value up to one million dollars GST exclusive (\$1,000,000).

This report is to seek approval to increase the approximate value of the contract by \$3,000,000 for an approximate total of \$4,000,000 over an entire term of up to three years, being an initial term of one year with options for extension at the discretion of Council for an additional two x one year terms.

The estimated value of \$4,000,000 excluding GST incorporates the supply and demand by Ipswich City Council for business-as-usual maintenance activities and flood recovery works required under Stream 1 of Council's Flood Recovery Coordination Program.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009
Local Government Regulation 2012

POLICY IMPLICATIONS

The matter of this report is consistent with the Procurement Policy. No other policies have been identified that would be impacted.

RISK MANAGEMENT IMPLICATIONS

Contract 19214 Supply of Unbound Pavement Material for Maintenance of Council's Gravel Roads was executed on 21 October 2022 by Ipswich City Council's Chief Executive Officer.

The Chief Executive Officer exercised their delegation in accordance with the recommendations adopted by Council 28 July 2022. The contract was executed under the condition that the contract was approved to a maximum expenditure of \$1,000,000 excluding GST. Based on spend data this would see the expenditure being encroached by March 2023, therefore an additional report is required to secure adoption of the necessary additional estimated spend for the term of the contract of \$4,000,000 excluding GST.

FINANCIAL/RESOURCE IMPLICATIONS

Financial and resource implications have been considered in making the recommendation. Financial provisions and budget are ongoing for the maintenance of Council's unsealed roads

and CW & EJ Russell continue to maintain pricing that is favourable to Council and the community.

Funding is covered by Council for its business-as-usual maintenance activities. Funding for flood recovery works for repairing works to unsealed roads is covered by Queensland Reconstruction Authority (QRA).

The following table details the estimated spend over the term of the contract. Riparian works required by the QRA for unsealed roads is scheduled to be completed by November 2023.

	TONNAGE	VALUE	%
BAU	144,000	\$2,880,000	72%
FLOOD	56,000	\$1,120,000	28%
TOTAL		\$4,000,000	100%

COMMUNITY AND OTHER CONSULTATION

Consultation was undertaken with internal stakeholders who have an invested interest in the outcome of the recommendation. All parties consulted are in favour of the recommendation.



CONCLUSION

The adoption of the recommendations within this report is required to allow continued provision of unbound pavement material from CW & EJ Russell for maintenance of Councils' unsealed roads under executed contractual arrangement.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That Council an increase in the approximate value of the contract for the Procurement of Supply of Unbound Pavement Material for Maintenance of Council's Unsealed Roads
(b) What human rights are affected?	The decision to enter into a contract will not affect human rights. The entities that Council proposes to engage is a companies/corporation and the subject matter of the contract will not affect human rights.
(c) How are the human rights limited?	Not applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Extract of Council Minutes 28 July 2022 for Item 2 of Governance and Transparency Committee ↓ 
2.	19214 Supply & Demand Forecast v1.1 ↓ 

David Niebling

CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Wayne Bichel

BUILDING CONSTRUCTION AND MAINTENANCE CATEGORY MANAGER

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Graeme Martin

MANAGER, CAPITAL PROGRAM DELIVERY

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Doc ID No: A8583067

ITEM: 8

SUBJECT: PROCUREMENT: CUSTOMER EXPERIENCE MATURITY ASSESSMENT

AUTHOR: CATEGORY SPECIALIST

DATE: 12 JANUARY 2023

EXECUTIVE SUMMARY

This is a report concerning the procurement of a supplier to conduct annual maturity assessments of Council's Customer Experience Strategy over a three (3) year period from 2023 to 2025 without first inviting written quotes or tenders. Section 235(b) of the *Local Government Regulation 2012* allows a local government to enter into a medium or large sized contractual arrangement, if the local government resolves that the services provided are of a specialised nature.

RECOMMENDATION

- A. **That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies because of the specialised nature of the services that are sought and it would be impractical to invite quotes for the provision of the annual Customer Experience Maturity Assessment.**

- B. **That Council enter into a contractual arrangement (Council file reference number 19806) with Ipsos Pty Ltd, at an approximate purchase price of \$70,000 excluding GST over the entire term, being an initial term of one (1) year with options for extension at the discretion of Council (as purchaser), of an additional two (2) X one (1) year terms.**

RELATED PARTIES

Ipswich City Council

Ipsos Pty Ltd (ABN 69 079 539 196)

There are no conflicts of interest identified or declared in relation to the contents of this report.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Council has embarked on an exciting chapter with a re-focus on the way in which customer-centric services are delivered. Customer facing services, or front-line staff within the council play a critical role in building a positive image of Council and the city through a combination of customer services centres, libraries, contact centre, online and other council services.

In recognition of the central role that customer service functions play in the community, Council is undergoing a range of organisation change initiatives aimed at re-prioritising customer-centric functions, including the adoption of a Customer Experience (CX) Strategy.

Council actively commenced the development of a CX Strategy in March 2021 with the appointment of Ipsos Pty Ltd to work with Council in assessing the current state and then engaging with the organisation in a CX Benchmarking Maturity Assessment.

Benchmarking allowed Council to understand our current strengths and opportunities which informed the development of the CX Strategy. The CX Strategy was adopted by Council in October 2021, with the implementation commencing in July 2022.

In 2021 Councils benchmark CX maturity level was determined through the qualitative assessment to be 33% or 'Foundation Level'. 285 of our people took part in this assessment. Our goal is to have a maturity level of 'Leading', that is above 80%, in three years. In order to understanding if we are moving in this direction, we need to undertake annual maturity assessments over the three year term of the strategy.

As Ipsos Pty Ltd has been engaged in the initial stages of the CX benchmarking assessment and strategy, they have developed a specialised knowledge and it would be disadvantageous and impractical to invite quotes from other organisations to undertake the annual maturity assessments in 2023, 2024 and 2025.

- Ipsos Pty Ltd undertook the initial CX maturity benchmarking in 2021;
- The outcome of the CX maturity benchmarking was instrumental in the development of the CX framework and strategy;
- The annual CX maturity assessments will measure Councils maturity level against the CX framework and strategy;
- The continued engagement with Ipsos Pty Ltd will ensure consistency of data collection and reporting methods;
- Repeated maturity assessments should be consistently measured to provide accurate results;
- Ipsos Pty Ltd hold the historical data and will be able to compare the results with previous assessments to highlight successes, identify opportunities and focus areas.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:

Local Government Act 2009

Local Government Regulation 2012

POLICY IMPLICATIONS

The matter of this report is consistent with the Procurement Policy. No other policies have been identified that would be impacted.

RISK MANAGEMENT IMPLICATIONS

There are no discernible risk management implications associated with approving the recommendations of this report.

FINANCIAL/RESOURCE IMPLICATIONS

An indicative quote of \$20,800.00 (ex GST) has been obtained from Ipsos Pty Ltd for the 2023 CX maturity assessment and appropriate budget has been allocated in the 2022/2023 financial year.

Should Council wish to extend the engagement beyond the first year and exercise the two (2) x one (1) year extension options, the estimated total cost of the full arrangement is \$70,000.00 excluding GST.

A dedicated team of resources is allocated within the Libraries and Customer Services Branch for the CX Strategy.

COMMUNITY AND OTHER CONSULTATION

The Libraries and Customer Services Branch was consulted during the development of this report. This report does not require community consultation.

CONCLUSION

A direct engagement with Ipsos Pty Ltd for the annual CX maturity assessments will ensure measurements are collated and compared consistently, providing an accurate evaluation of Councils progression throughout the CX strategy.

It is recommended council resolve that it is impractical and disadvantageous for quotes to be invited for the provision of annual CX maturity assessments and enter into a contractual arrangement direct with Ipsos Pty Ltd for a up to a three (3) year period.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That Council resolve that it is impractical and disadvantageous for quotes to be invited for the provision of annual CX Maturity Assessments and enter into a contractual arrangement (Council reference 19806) with Ipsos Pty Ltd for a one (1) year term with two (2) x one (1) year extension options

(b) What human rights are affected?	No human rights are affected by this decision. This is because both parties are corporate entities and only individuals have human rights.
(c) How are the human rights limited?	Not applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable
(e) Conclusion	The decision is consistent with human rights.

Shyanne Ward
CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Juliana Jarvis
GOODS AND SERVICES CATEGORY MANAGER

I concur with the recommendations contained in this report.

Richard White
MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Samantha Chandler
MANAGER, LIBRARIES AND CUSTOMER SERVICES

I concur with the recommendations contained in this report.

Ben Pole
GENERAL MANAGER, COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

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Doc ID No: A8588515

ITEM: 9

SUBJECT: PROCUREMENT: WASTE MANAGEMENT SOFTWARE SOLUTION CONTRACTS
12759 AND 14024

AUTHOR: CONTRACTS OFFICER ICT

DATE: 16 JANUARY 2023

EXECUTIVE SUMMARY

This a report seeking a resolution by Council to vary contract 14024 with existing supplier Mandalay Technologies Pty Ltd and contract 12759 with existing supplier 3 Logix Pty Ltd to add further extension options until 30 June 2026 to continue the uninterrupted provision of Council's core community waste collection service systems whilst awaiting an iVolve outcome to be determined. The contracts are for the provision of Council's transfer station operations system and waste collection vehicle operational system respectively.

This matter is required as officers seek Council resolution that the exception under section 235(a) of the *Local Government Regulation 2012* applies to the uninterrupted continuation of these key systems for the operational functionality required. The specialised nature of these systems provided means that the incumbent suppliers are the only suppliers reasonably available to continue the provision of these systems for the duration. Further, due to the identified iVolve relevance of the systems, it is more costly and disadvantageous to Council to go to tender until the iVolve impact is assessed and understood.

A resolution of Council is sought to vary the contractual arrangements with both suppliers to allow further optional extensions until 30 June 2026. This will increase the total value of the contract 14024 to approximately two hundred and fifty-five thousand dollars (\$255,000.00) excluding GST, and the total value of contract 12759 to approximately two million, one hundred and sixty thousand dollars (\$2,160,000.00) excluding GST for the full extended term of the contracts if all extension options are exercised.

RECOMMENDATION

- A. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that there is only one supplier who is reasonably available for the ongoing provision of the transfer stations operations system and related ancillary items provided by Mandalay Technologies Pty Ltd (Mandalay).**
- B. That the contractual arrangement 14024 with Mandalay for the transfer stations operations system and related ancillary items be extended for a further optional period(s) until 30 June 2026 at an approximate value of \$77,281.00 + GST over the**

additional term (increasing the approximated contract value to \$255,000.00 + GST over the entire extended term of the contract if all options are utilised).

- C. That Council enter into a Deed of Variation with Mandalay to appropriately amend the existing contractual arrangement.**
- D. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that there is only one supplier who is reasonably available for the ongoing provision of the waste collection vehicle operations system and related ancillary items provided by 3 Logix Pty Ltd (3 Logix).**
- E. That the contractual arrangement 12759 with 3 Logix for the waste collection vehicle operations system and related ancillary items for a further optional period(s) until 30 June 2026 at an approximate value of \$309,355.00 + GST over the additional term (increasing the approximated contract value to \$2,160,000.00 + GST over the entire extended term of the contract if all options are utilised).**
- F. That Council enter into a Deed of Variation with 3 Logix to appropriately amend the existing contractual arrangement.**
- G. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take “*contractual action*” pursuant to section 238 of the Regulation, in order to implement Council’s decision.**

RELATED PARTIES

3 Logix Pty Ltd

Mandalay Technologies Pty Ltd

Ipswich City Council

There are no conflicts of interest identified and declared in relation to the contents of this report.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Mandalay is a Brisbane-based SME software development company, specialising in weighbridge software and data management systems for the waste and resource recovery industry.

3 Logix is a Brisbane-based SME software development company, specialising in waste collection vehicle and fleet management systems for the waste and resource recovery industry.

In March 2019, Council tested the market in relation to waste management systems by open tender. On 28 October 2019, Council resolved to enter into contracts with Mandalay (contract 14024) and 3 Logix (contract 12759) which were awarded as separable portions as an output of the tender evaluation process. No contract values were included in the resolution made at that time.

Contract 14024 with Mandalay is for the provision of a transfer station operations system and is for an initial term of 3 years commencing 4 March 2020, with a further 2 x 1 year extension options and is for an approximate value of \$177,719.00 + GST.

Contract 12759 with 3 Logix is for the provision of a waste collection vehicle operational system and is for an initial term of 3 years commencing 12 March 2020, with a further 2 x 1 year extension options and is for an approximate value of \$1,850,645.00 + GST. The current contract extension options will result in both contracts ending in March 2025.

These waste systems have been identified as being iVolve-relevant, but not part of the core systems being addressed. This means that the iVolve project is expected to assess these systems in relation to the core systems being reviewed as part of the project. As such, it would be counterproductive, costly, and untimely to approach the market until the iVolve impact assessment and decision are completed in relation to these products.

This renders the incumbent suppliers the only suppliers reasonably available for the continued provision of the waste collection vehicle operational system and transfer station operations system currently in use by Council. It is prudent to allow until 30 June 2026 for the assessment of these waste systems in relation to the iVolve Project considerations to be conducted.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009
Local Government Regulation 2012

POLICY IMPLICATIONS

The matter of this report is consistent with the Procurement Policy. No other policies have been identified that would be impacted.

RISK MANAGEMENT IMPLICATIONS

The risk to Council if the recommendation within this report is not approved is that Council will not be able continue receiving the provision of a waste collection vehicle operational system and a transfer station operations system for the management of Council's core community waste collection services.

The Mandalay transfer station operations system and waste collection vehicle operational system have not been scoped as part of the core systems being addressed by Council's iVolve Project. The risk of investing in this software at this time is medium and can be addressed in the integration business requirements for the iVolve project.

Application	iVolve Scope Alignment	iVolve Impact Rating	Impact Treatment
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Mandalay • Mandalay CS • Data Sync • Octopus Tentacle	Medium– not likely to be part of core systems	Medium	Not identified as being in the Core system, or in the initial 5-year roadmap
3Logix • WasteTrack • Fleetmax • IVMS	Medium– not likely to be part of core systems	Medium	Not identified as being in the Core system, or in the initial 5-year roadmap

FINANCIAL/RESOURCE IMPLICATIONS

There are no new resourcing or budgeting implications, as the subscriptions, goods and services provided under contract with 3 Logix and Mandalay are budgeted as operational expenses by the Environment and Sustainability Branch. There are no additional financial implications.

The total value of the 14024 contractual arrangement with Mandalay will increase to approximately \$255,000.00 excluding GST over the entire term of the contract if all extension options are exercised.

The total value of the 12759 contractual arrangement with 3 Logix will increase to approximately \$2,160,000.00 excluding GST over the entire term of the contract if all extension options are exercised.

COMMUNITY AND OTHER CONSULTATION

The Procurement Branch has consulted with the Environment and Sustainability Branch and the ICT Branch who support the recommendations of this report. This report does not require community consultation.

CONCLUSION

In order for Council to receive continued critical provision of the waste collection vehicle operational system and transfer station operations system, it is recommended that Council provide the requested approval to vary the current contractual arrangements with 3 Logix and Mandalay to add further optional extensions until 30 June 2026 to allow for an iVolve outcome to be determined and actioned.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
	Human Rights Impact Assessment Checklist

(a) What is the Act/Decision being made?	Recommendations A to F state that Council vary the existing contractual arrangements with Mandalay and 3 Logix to add optional extensions to 30 June 2026 for the continued provision of the transfer stations operations system and the waste collection vehicle operations system and their related ancillary items.
(b) What human rights are affected?	No human rights are affected by this decision as the contracts will be with a Company. Further, the subject matter of the contract will not impact on the human rights of any third parties.
(c) How are the human rights limited?	Not applicable.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable.
(e) Conclusion	The decision is consistent with human rights.

Amanda Cowen

CONTRACTS OFFICER ICT

I concur with the recommendations contained in this report.

Jacquie Whitham

ICT CATEGORY MANAGER

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Sylvia Swalling

CHIEF INFORMATION OFFICER

I concur with the recommendations contained in this report.

Kaye Cavanagh

MANAGER, ENVIRONMENT AND SUSTAINABILITY

I concur with the recommendations contained in this report.

Graeme Martin

ACTING GENERAL MANAGER, INFRASTRUCTURE AND ENVIRONMENT

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Doc ID No: A8589872

ITEM: 10
SUBJECT: PROCUREMENT: DISC PROFILE SOLUTION
AUTHOR: CONTRACTS OFFICER
DATE: 16 JANUARY 2023

EXECUTIVE SUMMARY

This is a report concerning a contractual arrangement with INTEGRO Learning Company Pty Ltd (INTEGRO), to provide continued servicing of the DISC profile solution.

The Council is requested to consider and resolve that the exception set out in section 235(a) of *the Local Government Regulation 2012* applies due to INTEGRO being the authorised Australian distributor of Wiley's Everything DiSC assessment tools. The value of the arrangement is estimated to be \$60,000 excluding GST per annum, for three (3) years to February 2026 up to the sum of \$200,000 excluding GST.

RECOMMENDATION

- A. That pursuant to Section 235(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies as it is satisfied that INTEGRO is the only supplier reasonably available to provide the John Wiley & Sons Everything DiSC assessment tool through INTEGRO for the current DiSC system for the following reason:**
- 1. As the current DiSC profile system is under an arrangement between the John Wiley & Sons and INTEGRO which has established a sole supplier arrangement for the DiSC John Wiley & Sons Everything DiSc profile system.**
- B. That Council enter into a contractual arrangement with INTEGRO for the provision of the DiSC profile system for a period of one (1) year with the option to extend for an additional two (2) years.**

RELATED PARTIES

Supplier: INTEGRO Learning Company Pty Ltd (ABN 33 167 105 722)

There are no discernible conflicts of interest and none have been declared.

IFUTURE THEME

Safe, Inclusive and Creative

PURPOSE OF REPORT/BACKGROUND

In 2018 Ipswich City Council ('Council') entered into an arrangement with INTEGRO for the provision of the John Wiley & Sons 'Everything DiSC' profile solution for Leadership Development and Team Effectiveness Programs.

'Everything DiSC' is a personal development learning experience that measures an individual's preferences and tendencies based on the DiSC® model. Participants receive personalised insights that deepen their understanding of self and others, making workplace interactions more enjoyable and effective.

Whilst there are several DiSC tools available in the marketplace, each DiSC tool measures behaviours differently and outcomes cannot be adequately compared between tools. The Everything DiSC profile tool is the only profile that measures more than the basic four scales of D, I, S, and C, measuring a total of eight scales.

The Everything DiSC profiling solution is used extensively in Council's leadership development program (Inspiring Leaders), management capability program (Managing@ICC) and as a foundation for Team Effectiveness programs. To date Council have completed nearly 800 individual DiSC profiles and debriefs through our internally facilitated programs. The result has been more engaged and collaborative workforce that has sparked meaningful culture improvements and is reflected in improved Employee Experience Survey results. The continued use of the same DiSC tool is required to ensure consistency in individual assessments. If Council changes the DiSC measurement tool, all profiling that has been completed to date will need to be repeated using the new profiling tool.

Council will continue to use the Everything DiSC assessment as a key tool to support the development of leaders, individuals and teams throughout the organisation. The tool will continue to be used to create a deeper understanding of self (including stressors and motivators), a better understanding of others, and provide strategies to improve interactions with all styles.

INTEGRO Learning Company Pty Ltd is the authorised Australian distributor of John Wiley & Sons Everything DiSC program which is utilised by Council.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Regulation 2012

POLICY IMPLICATIONS

The matter of this report is consistent with the Procurement Policy. No other policies have been identified that would be impacted.

RISK MANAGEMENT IMPLICATIONS

The risk to Council if the recommendations within this report are not approved is the existing arrangement and data output/reporting interfaces will not be able to be maintained/consistent.

The estimated total value of the full arrangement over a three (3) year period is \$200,000 (ex GST).

FINANCIAL/RESOURCE IMPLICATIONS

Budget has been confirmed for this engagement.

COMMUNITY AND OTHER CONSULTATION

The Procurement Branch has consulted with the Organisational Development Manager from the People and Culture Branch, who supports the recommendations of this report.

This report does not require Community consultation.

CONCLUSION

Due to the proprietary nature of the John Wiley & Sons with the DiSC profile solutions, this report recommends the engagement of INTEGRO Learning Company Pty Ltd to provide the ongoing DiSC profile solution for up to three (3) years to February 2026, for the estimated sum of two hundred thousand dollars (\$200,000) excl GST.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That Council enter into a contractual arrangement that Council enter into a contract with INTEGRO for the provision of the DiSC profile system for a period of one (1) year with the option to extend for an additional two (2) years
(b) What human rights are affected?	The decision to enter into a contract will not affect human rights. The entities that Council proposes to engage is a companies/corporation and the subject matter of the contract will not affect human rights.
(c) How are the human rights limited?	Not applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable
(e) Conclusion	The decision is consistent with human rights.

Tara Hamilton-Smith
CONTRACTS OFFICER

I concur with the recommendations contained in this report.

Shyanne Ward
ACTING GOODS AND SERVICES CATEGORY MANAGER

I concur with the recommendations contained in this report.

Richard White
MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Ross Muller
ORGANISATIONAL DEVELOPMENT MANAGER

I concur with the recommendations contained in this report.

Matt Smith
GENERAL MANAGER CORPORATE SERVICES

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