



City of
Ipswich

**IPSWICH
CITY
COUNCIL**

AGENDA

of the

GOVERNANCE AND TRANSPARENCY COMMITTEE

**Held in the Council Chambers
2nd floor – Council Administration Building
45 Roderick Street
IPSWICH QLD 4305**

**On Thursday, 17 September 2020
At 9.00 am**

<u>MEMBERS OF THE GOVERNANCE AND TRANSPARENCY COMMITTEE</u>	
Councillor Jacob Madsen (Chairperson) Councillor Russell Milligan (Deputy Chairperson)	Mayor Teresa Harding Deputy Mayor Marnie Doyle Councillor Kate Kunzelmann Councillor Nicole Jonic

GOVERNANCE AND TRANSPARENCY COMMITTEE AGENDA

*9.00 am on **Thursday**, 17 September 2020*

Council Chambers

Item No.	Item Title	Page No.
	Declarations of interest in matters on the agenda	
1	**New Lease over Springfield Central Sports Complex, 44 Sportstar Drive, Springfield Central	8
2	**Acquisition of Drainage Easement for INF02405 Local Drainage Rehabilitation Project at North Station Road, North Booval	17
3	**Contract Extension 15-16-066 Grounds Maintenance and Associated Services	24
4	Current organisational structure	28

** Item includes confidential papers

GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2

17 SEPTEMBER 2020

AGENDA

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

1. ****NEW LEASE OVER SPRINGFIELD CENTRAL SPORTS COMPLEX, 44 SPORTSTAR DRIVE, SPRINGFIELD CENTRAL**

This is a report concerning the proposed new lease over part of 44 Sportstar Drive, Springfield Central, described as part of Lot 700 on SP303717 between Ipswich City Council (Council) and Baseline Tennis Coaching Pty Ltd (BTC).

Council has completed an open tender process for tenure for the operation and management of the tennis court facilities at the Springfield Central Sports Complex. The successful tenderer that was identified as the most advantageous to Council and the Community is BTC. BTC already has a local presence, employing two local staff and are engaged in the local community through school and club tennis initiatives. BTC has indicated where possible they intend to recruit coaching and ancillary staff locally and support local business services.

This report recommends that Council enter into a lease with BTC for a five (5) year term at a value of approximately \$127,419.

RECOMMENDATION

- A. That Council enter into a Lease with Baseline Tennis Coaching Pty Ltd ("the tenant") for a five (5) year term at a value of approximately \$127,419.
- B. That Council resolve under s257 (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 the lease to Baseline Tennis Coaching Pty Ltd and to do any other acts necessary to implement Council's decision.

2. ****ACQUISITION OF DRAINAGE EASEMENT FOR INFO2405 LOCAL DRAINAGE REHABILITATION PROJECT AT NORTH STATION ROAD, NORTH BOOVAL**

This is a report concerning the acquisition of an easement for drainage purposes for the Local Drainage Rehabilitation Project at North Station Road, North Booval.

RECOMMENDATION

- A. That Council, having duly considered this report dated 27 August 2020, be of the opinion that the property (shown in Attachment B) ('the Land') requires an easement for drainage purposes:
- (i) Part of Lot 1 RP23761, 104 North Station Road, North Booval
- B. That the Council exercise its powers as a "Constructing Authority" under the *Acquisition of Land Act 1967* and acquire the easement, (as described in Recommendation A of this report dated 27 August 2020) for drainage purposes.
- C. That under s257 of the *Local Government Act 2009* the Chief Executive Officer be delegated the power and authorised to negotiate compensation and perform any other requirements under the *Acquisition of Land Act 1967* or otherwise, and to do any other acts necessary to implement the Council's decision.
-

3. ****CONTRACT EXTENSION 15-16-066 GROUNDS MAINTENANCE AND ASSOCIATED SERVICES**

This report recommends a six-month extension is exercised on an existing contract for Grounds Maintenance and Associated Services.

Ipswich City Council established preferred supplier arrangements for Grounds Maintenance (contract number 15-16-066) in October 2016 for the maintenance of Council's Open Space and Parks facilities. The arrangements were established for an original term of three years, with the option for a further two one year extensions. This extension relates to the final extension option, recommending a six-month extension.

Council is currently tendering for a replacement preferred supplier arrangement. It is anticipated that a recommendation will be presented to Council in December 2020. The six-month extension is recommended to allow for transition between the two arrangements, with consideration of seasonal demand for services.

While the value of the extension of up to \$800,000 (GST Exclusive) is within the Chief Executive Officer's financial delegation, it is recommended to Council in light of the conditions that were placed on Council's approval in June 2016.

RECOMMENDATION

- A. That Council note a tendering process is occurring for a replacement preferred supplier arrangement for contract 15-16-066 Grounds Maintenance and Associated Services.
- B. That Council approve the final extension option for contract 15-16-066 Grounds Maintenance Associated Services for six (6) months for a value of up to \$800,000 (GST Exclusive) to allow for transition between the two arrangements and to ensure capacity to meet seasonal demand for services.

4. CURRENT ORGANISATIONAL STRUCTURE

This report seeks to confirm the current organisational structure of Council and to note that any proposed changes to the Departments of Council will be recommended to Council for resolution.

Section 196 (1) of the *Local Government Act 2009* provides that ‘a local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government’s responsibilities’.

At the Council Ordinary Meeting on 16 April 2019 the Interim Administrator resolved to adopt an organisational structure for Ipswich City Council which transitioned from seven (7) Departments to the five (5) Departments that are currently in place. With this Council resolution, the Chief Executive Officer proceeded to operationalise the new organisational structure through a comprehensive change management program.

The Chief Executive Officer and General Managers continue to work together to ensure that the responsibilities and functions of Council are being met and delivered by the Departments. Further, that the Departments are working in a way that maximises value for money for the community and positions the organisation as an employer of choice.

The CEO and the Executive Leadership Team as a whole continue to recommend the current organisational structure made up of the five (5) departments.

It is considered timely to provide this report to the Governance and Transparency Committee through to Council, for full transparency on the current approved organisational structure.

RECOMMENDATION

- A. That Council note the current organisational structure of Ipswich City Council comprised of five (5) departments as follows:
- i. Community, Cultural and Economic Development;
 - ii. Coordination and Performance;
 - iii. Corporate Services;
 - iv. Infrastructure and Environment; and
 - v. Planning and Regulatory Services.
- B. That Council note that any proposed changes to the Departments of Council will be recommended to Council for resolution.

** Item includes confidential papers

and any other items as considered necessary.

Doc ID No: A6424060

ITEM: 1

SUBJECT: NEW LEASE OVER SPRINGFIELD CENTRAL SPORTS COMPLEX, 44 SPORTSTAR DRIVE, SPRINGFIELD CENTRAL

AUTHOR: SENIOR PROPERTY OFFICER (TENURE)

DATE: 17 AUGUST 2020

EXECUTIVE SUMMARY

This is a report concerning the proposed new lease over part of 44 Sportstar Drive, Springfield Central, described as part of Lot 700 on SP303717 between Ipswich City Council (Council) and Baseline Tennis Coaching Pty Ltd (BTC).

Council has completed an open tender process for tenure for the operation and management of the tennis court facilities at the Springfield Central Sports Complex. The successful tenderer that was identified as the most advantageous to Council and the Community is BTC. BTC already has a local presence, employing two local staff and are engaged in the local community through school and club tennis initiatives. BTC has indicated where possible they intend to recruit coaching and ancillary staff locally and support local business services.

This report recommends that Council enter into a lease with BTC for a five (5) year term at a value of approximately \$127,419.

RECOMMENDATION

- A. That Council enter into a Lease with Baseline Tennis Coaching Pty Ltd (“the tenant”) for a five (5) year term at a value of approximately \$127,419.**
- B. That Council resolve under s257 (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 the lease to Baseline Tennis Coaching Pty Ltd and to do any other acts necessary to implement Council’s decision.**

RELATED PARTIES

Four (4) responses were received to Council’s Tender for the tenure and operations of the tennis court facility component of the recently constructed Springfield Central Sports Complex. These (4) respondents are noted in Confidential Attachment 1.

The Evaluation Panel first considered conflicts of interest before analysing and appraising the responses to the Tender (detailed in Confidential Attachment 1). Council's Procurement Manager has reviewed Confidential Attachment 1, and no objections have been noted to the processes undertaken. An Independent Local Buy Probity Officer was engaged to provide probity advice, advising services for the procurement of Lease and oversight of the tender process, and provided a report confirming compliance.

ADVANCE IPSWICH THEME

Managing growth and delivering key infrastructure and caring for the community.

PURPOSE OF REPORT/BACKGROUND

As a part of Council's ongoing commitment to the provision of quality sporting infrastructure in the City of Ipswich, new sporting facilities have been developed at Springfield Central, inclusive of eight (8) full size synthetic tennis courts and associated clubhouse facilities. The tennis courts and associated clubhouse facilities are one component of the larger Springfield Central Sports Complex, including the Springfield Central Sport and Community Hall.

At its meeting of June 2018, Council resolved to progress to an open tender process for a specialist tennis facility manager to lease the tennis facilities, for consistent management of tennis centres and align with tenure for specialist facilities within the Sport and Recreation Facility Use Management Policy. This policy has since been rescinded and the tender and lease were developed to align with the current Tenure over Council Property Policy.

On 23 May 2020, Council completed an open tender process for the tenure for the operation and management of the facilities of the newly constructed Springfield Central Sports Complex. A Panel of Council representatives evaluated each response, and the successful respondent was identified as Baseline Tennis Coaching Pty Ltd (see Confidential Attachment 1).

The proposed new lease terms are subject to change:

Period:	5 Years
Commencement Date:	01/10/2020
Expiry Date:	30/09/2025
Options:	Nil
Rent:	\$24,000 per annum (excluding GST)
Fixed Review	3%
Permitted Use:	Recreational Tennis Facility

The above-proposed terms are in accordance with Council's Tenure over Council Property Policy.

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

Known risks associated with operations of the tennis facility will be addressed through the terms of the Lease and implementation of strategic business plan.

FINANCIAL/RESOURCE IMPLICATIONS

Council's maintenance responsibilities are included in operational funding, no extraordinary expense funding is required for proposed maintenance obligations under the terms of the lease.

The appropriate lease revenue fee is determined by the operating nature of the successful tenderer (ie commercial or not-for-profit community organisation) in accordance with the *Tenure of Council Property Policy*.

COMMUNITY AND OTHER CONSULTATION

Tennis Australia has provided input to the facility performance indicators and reporting for sustainable business operations which have informed the tender selection criteria and evaluation, and lease terms.

Through extensive internal stakeholder engagement, the tender package was developed with Property Services Branch, Works and Field Services Branch, Assets and Portfolio Management Branch and Procurement Branch, compliant with newly adopted processes and updated documentation to reflect the relevant current policies.





Members of the community have been allowed to use the tennis court facilities since October 2019 at no cost. A communication strategy is being implemented during September 2020 to inform members of the public that charges for use of the tennis court facilities will commence following take up by the new manager and to advise of other free tennis court facilities in the surrounding areas.

An independent external Probity Officer (Local Buy) was engaged to provide probity advice throughout the tender process.

CONCLUSION

It is recommended that a lease be entered into with BTC, as the tenderer determined to be most advantageous to Council, for the lease and operations of the newly constructed tennis facilities at the Springfield Central Sports Complex. The new Lease will clearly outline maintenance responsibilities by Council and Baseline Tennis Coaching, and will reflect the requirements of the *Local Government Act 2009*, *Local Government Regulation 2012*.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Facility Plan - Springfield Central Sports Complex ↓ 
2.	Sketch Plan - Lease A (Clubhouse Facilities) ↓ 
3.	Survey Plan SP311869 - Lease T (Tennis Courts) ↓ 
4.	Title Search - Lot 700 SP303717 - 44 Sportstar Drive, Springfield Central ↓ 
	CONFIDENTIAL
5.	Recommendation to Award

Kerry Perrett

SENIOR PROPERTY OFFICER (TENURE)

I concur with the recommendations contained in this report.

Brett McGrath

PROPERTY SERVICES MANAGER

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Tony Dunleavy

MANAGER LEGAL AND GOVERNANCE (GENERAL COUNSEL)

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

“Together, we proudly enhance the quality of life for our community”

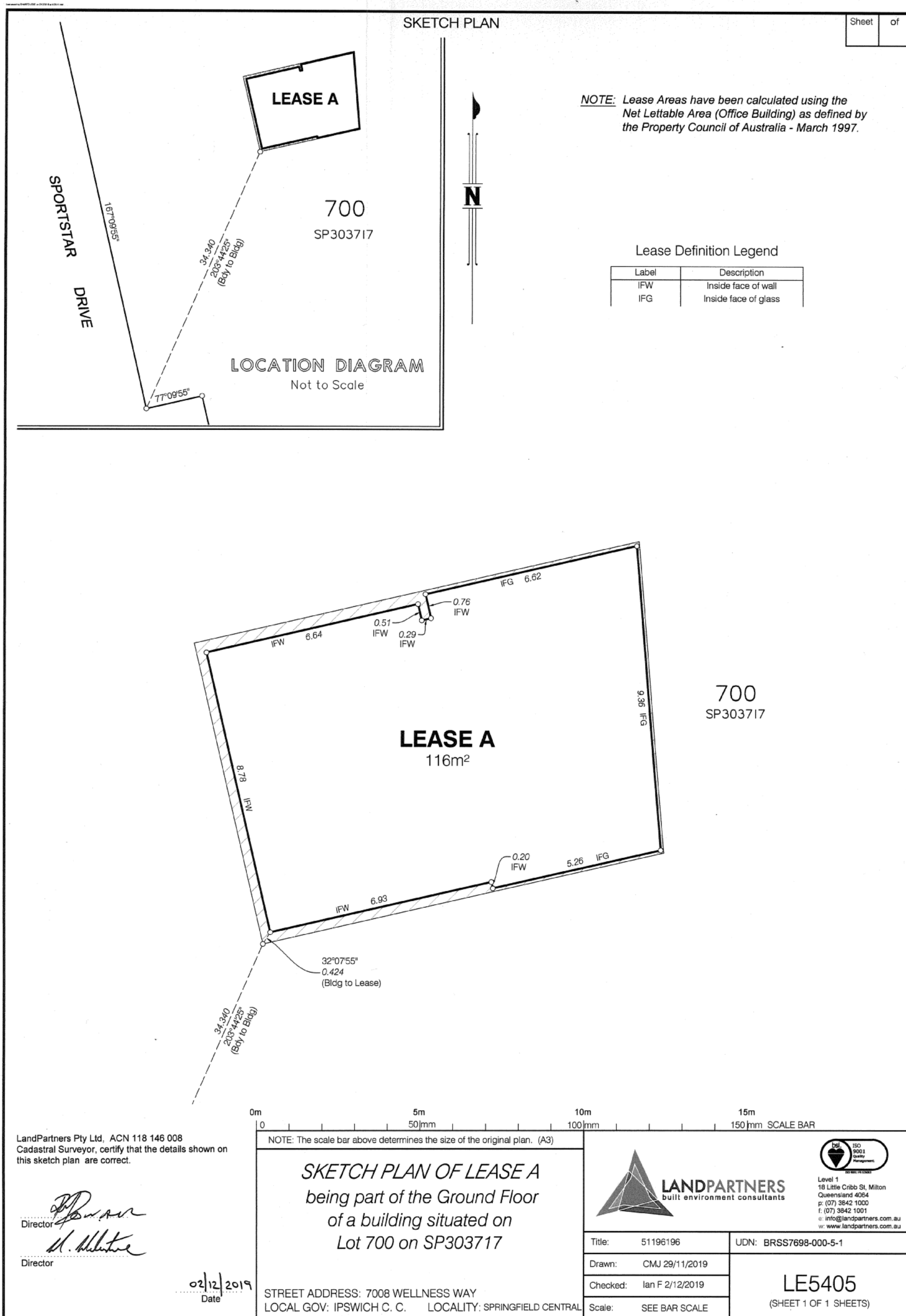


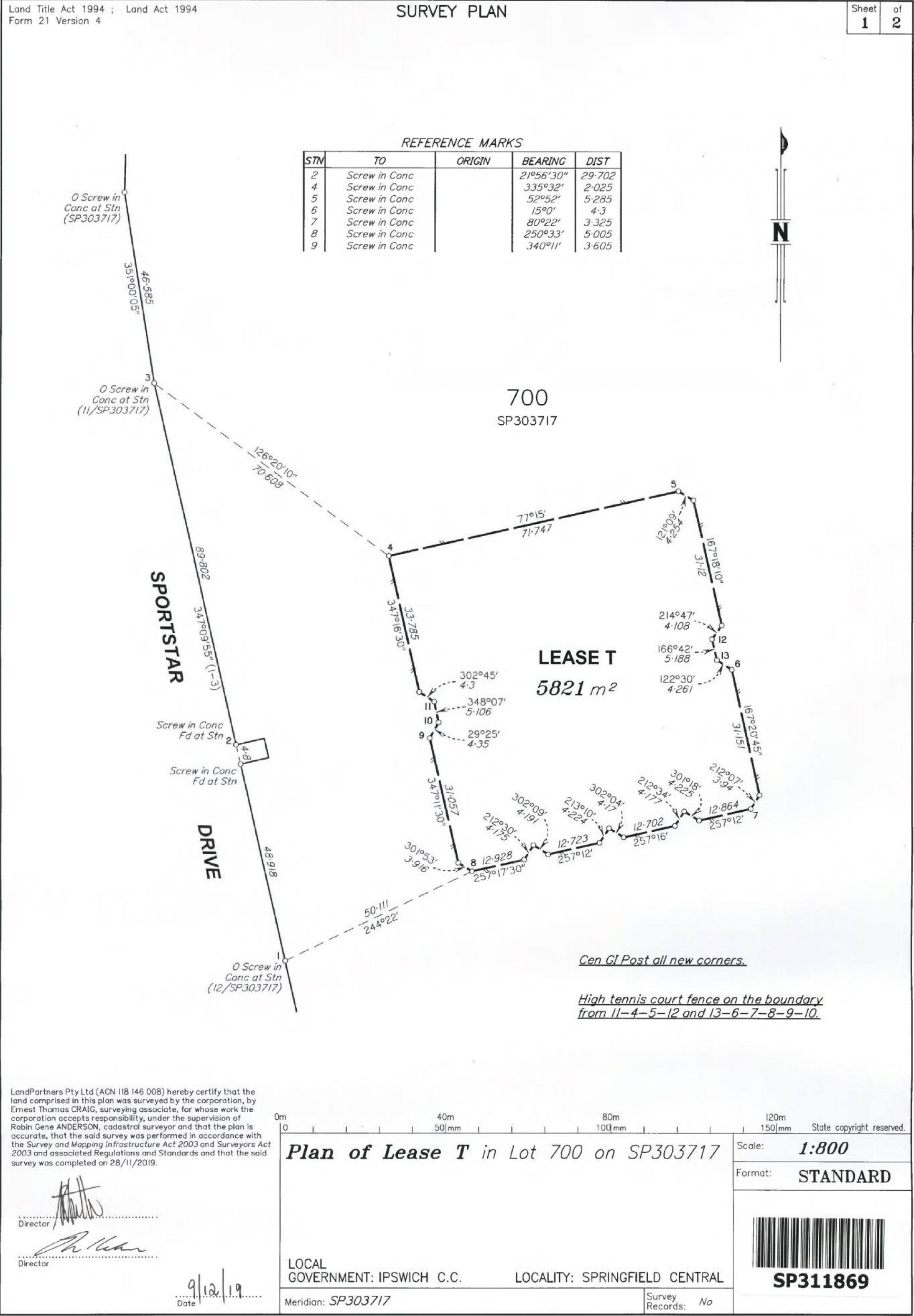
FACILITY PLAN

Springfield Central Sports Complex

Lease A - Clubhouse Facilities (Building 9)

Lease T - Tennis Courts





<div style="font-size: small; margin-bottom: 10px;">Land Title Act 1994 ; Land Act 1994 Form 21B Version 1</div> <div style="text-align: center; margin-top: 50px;">(Dealing No.)</div>		<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">WARNING : Folded or Mutilated Plans will not be accepted. Plans may be rolled. Information may not be placed in the outer margins.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">5. Lodged by</div> <div style="font-size: x-small; margin-bottom: 5px;">(Include address, phone number, reference, and Lodger Code)</div> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><th colspan="2" style="text-align: left;">6. Existing</th><th colspan="3" style="text-align: left;">Created</th></tr><tr><th style="width: 15%;">Title Reference</th><th style="width: 45%;">Description</th><th style="width: 15%;">New Lots</th><th style="width: 10%;">Road</th><th style="width: 15%;">Secondary Interests</th></tr><tr><td>51196196</td><td>Lot 700 on SP303717</td><td style="text-align: center;">-</td><td style="text-align: center;">-</td><td>Lease T</td></tr></table>		6. Existing		Created			Title Reference	Description	New Lots	Road	Secondary Interests	51196196	Lot 700 on SP303717	-	-	Lease T
6. Existing		Created																
Title Reference	Description	New Lots	Road	Secondary Interests														
51196196	Lot 700 on SP303717	-	-	Lease T														
<div>1. Certificate of Registered Owners or Lessees.</div> <div>I/We <u>IPSWICH CITY COUNCIL TRUSTEE</u> <u>UNDER INSTRUMENT 717885786</u></div> <div style="margin-top: 20px;">(Names in full)</div> <div style="font-size: x-small;">* as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.</div> <div style="font-size: x-small;">* as Lessees of this land agree to this plan.</div> <div style="margin-top: 20px;">Signature of *Registered Owners *Lessees</div> <div style="margin-top: 20px;">* Rule out whichever is inapplicable</div>		<div>9. Building Format Plans only.</div> <div style="font-size: x-small;">I certify that : * As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road. * Part of the building shown on this plan encroaches onto adjoining *lots and road</div> <div style="font-size: x-small;">Cadastral Surveyor/Director * Date * delete words not required</div> <div>10. Lodgement Fees :</div> <table style="width: 100%;"><tr><td>Survey Deposit</td><td style="text-align: right;">\$</td></tr><tr><td>Lodgement</td><td style="text-align: right;">\$</td></tr><tr><td>.....New Titles</td><td style="text-align: right;">\$</td></tr><tr><td>Photocopy</td><td style="text-align: right;">\$</td></tr><tr><td>Postage</td><td style="text-align: right;">\$</td></tr><tr><td>TOTAL</td><td style="text-align: right;">\$</td></tr></table> <div style="margin-top: 10px;">II. Insert Plan Number SP311869</div>		Survey Deposit	\$	Lodgement	\$New Titles	\$	Photocopy	\$	Postage	\$	TOTAL	\$			
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<div>2. Planning Body Approval.</div> <div style="font-size: x-small;">* hereby approves this plan in accordance with the : %</div> <div style="margin-top: 20px;">Dated this day of</div> <div style="margin-top: 20px;">.....</div> <div style="margin-top: 20px;">.....</div> <div style="font-size: x-small; margin-top: 10px;">* Insert the name of the Planning Body. % Insert applicable approving legislation. • Insert designation of signatory or delegation</div>		<table border="1" style="width: 100%; border-collapse: collapse;"><tr><th style="width: 50%;">Lots</th><th style="width: 50%;">Orig</th></tr><tr><td colspan="2" style="height: 40px;"> </td></tr></table> <div>7. Orig Grant Allocation :</div> <div>8. Passed & Endorsed :</div> <div style="margin-top: 10px;">By: <u>LandPartners Pty Ltd</u> Date: <u>9.12.2019</u> Signed: <u><i>[Signature]</i></u> Designation: <u>Liaison Officer</u></div>		Lots	Orig													
Lots	Orig																	
<div>3. Plans with Community Management Statement :</div> <div>CMS Number : Name :</div>		<div>4. References :</div> <div>Dept File : Local Govt : Surveyor : <u>BRSS7698.000</u></div>																

BRSS7698_000_7_1 SP311869

8/19/2020

INTERNAL CURRENT TITLE SEARCH
NATURAL RESOURCES, MINES AND ENERGY, QUEENSLAND

Search Date: 19/08/2020 08:01

Title Reference: 51196196
Date Created: 20/09/2019

Previous Title: 51079733

REGISTERED OWNER

Dealing No: 719620679 13/09/2019

IPSWICH CITY COUNCIL TRUSTEE
UNDER INSTRUMENT 717885786

ESTATE AND LAND

Estate in Fee Simple

LOT 700 SURVEY PLAN 303717
Local Government: IPSWICH

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Deed of Grant No. 10312012 (POR 4)
Deed of Grant No. 19515062 (POR 3)

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

** End of Current Title Search **

Doc ID No: A6312626

ITEM: 2

SUBJECT: ACQUISITION OF DRAINAGE EASEMENT FOR INF02405 LOCAL DRAINAGE REHABILITATION PROJECT AT NORTH STATION ROAD, NORTH BOOVAL

AUTHOR: SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

DATE: 27 AUGUST 2020

EXECUTIVE SUMMARY

This is a report concerning the acquisition of an easement for drainage purposes for the Local Drainage Rehabilitation Project at North Station Road, North Booval.

RECOMMENDATION

- A. That Council, having duly considered this report dated 27 August 2020, be of the opinion that the property (shown in Attachment B) ('the Land') requires an easement for drainage purposes:
- (i) Part of Lot 1 RP23761, 104 North Station Road, North Booval
- B. That the Council exercise its powers as a "Constructing Authority" under the *Acquisition of Land Act 1967* and acquire the easement, (as described in Recommendation A of this report dated 27 August 2020) for drainage purposes.
- C. That under s257 of the *Local Government Act 2009* the Chief Executive Officer be delegated the power and authorised to negotiate compensation and perform any other requirements under the *Acquisition of Land Act 1967* or otherwise, and to do any other acts necessary to implement the Council's decision.

RELATED PARTIES

There was no declaration of conflicts of interest.

ADVANCE IPSWICH THEME

Managing growth and delivering key infrastructure

PURPOSE OF REPORT/BACKGROUND

Located along the western edge of North Station Road, North Booval (adjacent to Beth and Winifred Streets) is a 170 metre long crib wall. A condition assessment was undertaken of the wall in 2011 which identified a number of locations where the wall has failed and is in

need of repair / replacement. The 7.0 metre high crib wall and adjoining pavement has ongoing differential movement and signs of settlement.

The overall scope of works associated with the project includes the rehabilitation of the wall, installation of new Kerb and Channel and additional drainage to minimise the risk of further surface water ingress. The proposed retaining wall reinstatement design accommodates the presence of the guardrail / pedestrian safety fence and footpath without compromising its structural integrity.

The existing drainage network is not currently contained within an approved drainage easement. The project intent is to replace and upgrade the drainage network and formalise an easement over the Council infrastructure to outlet stormwater discharge to the Bremer River.

To facilitate the required drainage works, an acquisition of an easement is required over the following property:

Part of Lot 1 RP23761, 104 North Station Road, North Booval

As part of the delivery of the project there is also a requirement for temporary access agreements over the below land, as shown in Attachment C:

1. Part of Lot 3 RP119127, 102 North Station Road, North Booval (approximately 600m²); and
2. Lot 1 RP23761, 104 North Station Road, North Booval (7,638m²)

The area required from 104 North Station Road, North Booval is required for construction, access, temporary work platform and staging area for the installation of the drainage infrastructure.

The partial area of 102 North Station Road, North Booval is required for access to the site for the duration of the project.

The areas required during the project will be negotiated by way of an Access and Works Agreement during the construction phase for access and constructability requirements of the project. It is noted that it is not a requirement for Council to resolve the requirement of the Access and Works Agreement as it is an agreement associated with the delivery of the associated project works and is considered a non-exclusive and temporary use of the land.

LEGAL/POLICY BASIS

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

Acquisition of Land Act 1967 (ALA)

Local Government Act 2009

RISK MANAGEMENT IMPLICATIONS

The existing drainage network is not currently contained within an approved drainage easement and Council therefore does not have a legal right to inspect, maintain or upgrade the existing infrastructure. The easement is required to allow Council to legally access the

property to replace and upgrade the drainage network to outlet stormwater discharge to the Bremer River in accordance with currently adopted design standards.

FINANCIAL/RESOURCE IMPLICATIONS

Expenses relating to the resumption of the easement by agreement will form part of the project budget from the Capital Project Funding for the 2020-2021 and 2021-2022 budget. Expenses include compensation payable to the owner, preparation and registration of a new survey plan and registration of the easement document at the Titles Registry Office.

If an agreement cannot be reached with the property owner and the property is resumed by Gazettal Notice, expenses relating to Land Court proceedings will also form part of the project budget.

COMMUNITY AND OTHER CONSULTATION

Council has been liaising with the property owner of the above mentioned lots since January 2020 to discuss the project design, the project benefits and potential impacts. The proposed associated works, acquisition process and creation of an easement has been explained in full to the property owner.

The property owner has indicated that they have no objections in principle to the proposed scope of works and are open to a negotiated outcome for the easement area.

Compensation to the property owner will be assessed pursuant to the provisions of the ALA. The Valuation Report will be prepared by an independent registered valuer to determine the highest and best use of the land and will consider relevant Planning Scheme's and current zoning of the property.

Consultation with adjoining properties will be undertaken prior to construction works commencing.







CONCLUSION

It is recommended that Council proceed with the compulsory acquisition of the new easement as a "Constructing Authority" under the ALA over:

Part of Lot 1 RP23761, 104 North Station Road, North Booval (333m²)

In the first instance, Council will make all reasonable attempts to negotiate by agreement with the property owner when issuing the Notice of Intention to Resume (NIR). Therefore, Council will seek to compulsory acquire by way of a resumption agreement with the property owner by consent, however if this is unsuccessful, Council will exercise its power under the ALA and make application to the relevant Minister for the land to be taken.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Property Plan  
2.	Acquisition Plan  
3.	Access and Works Agreement Plan  

	CONFIDENTIAL
4.	Title Search for Lot 3 RP119127 - 102 North Station Road, North Booval
5.	Title Search for Lot 1 RP23761 - 104 North Station Road, North Booval

Alicia Rieck

SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

I concur with the recommendations contained in this report.

Brett McGrath

PROPERTY SERVICES MANAGER

I concur with the recommendations contained in this report.

Tony Dunleavy

MANAGER LEGAL AND GOVERNANCE (GENERAL COUNSEL)

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

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

Item 2 / Attachment 1.

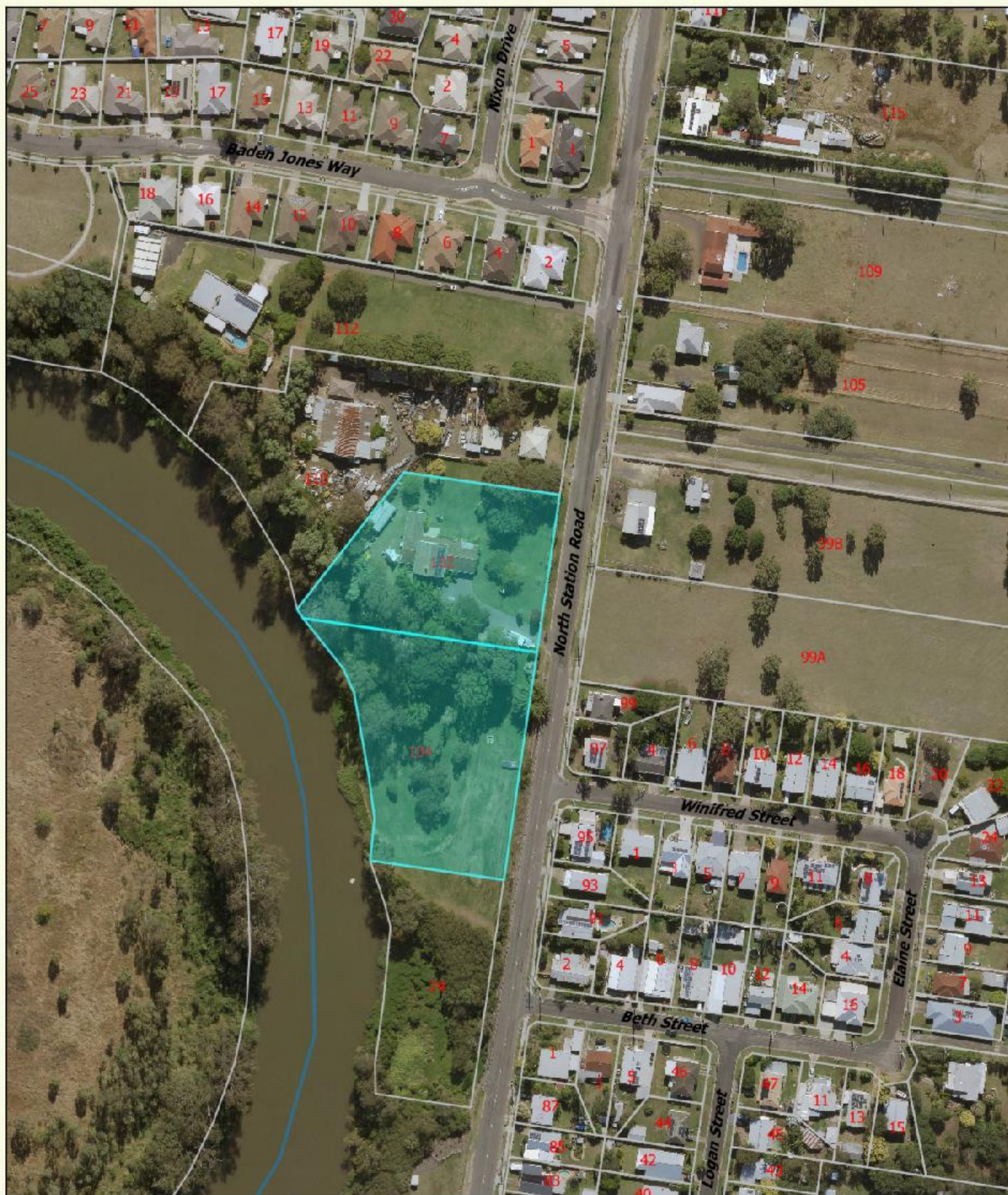


Ipswich City Council

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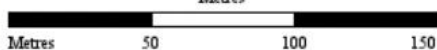
Telephone (07) 3810 6666
Fax (07) 3810 6731
Email council@ipswich.qld.gov.au
Web www.ipswich.qld.gov.au
Business Hours 8:00am - 4:30pm (Mon - Fri)

102 & 104 North Station Road North Booval



Scale 1:2,318

Metres



Metres

50

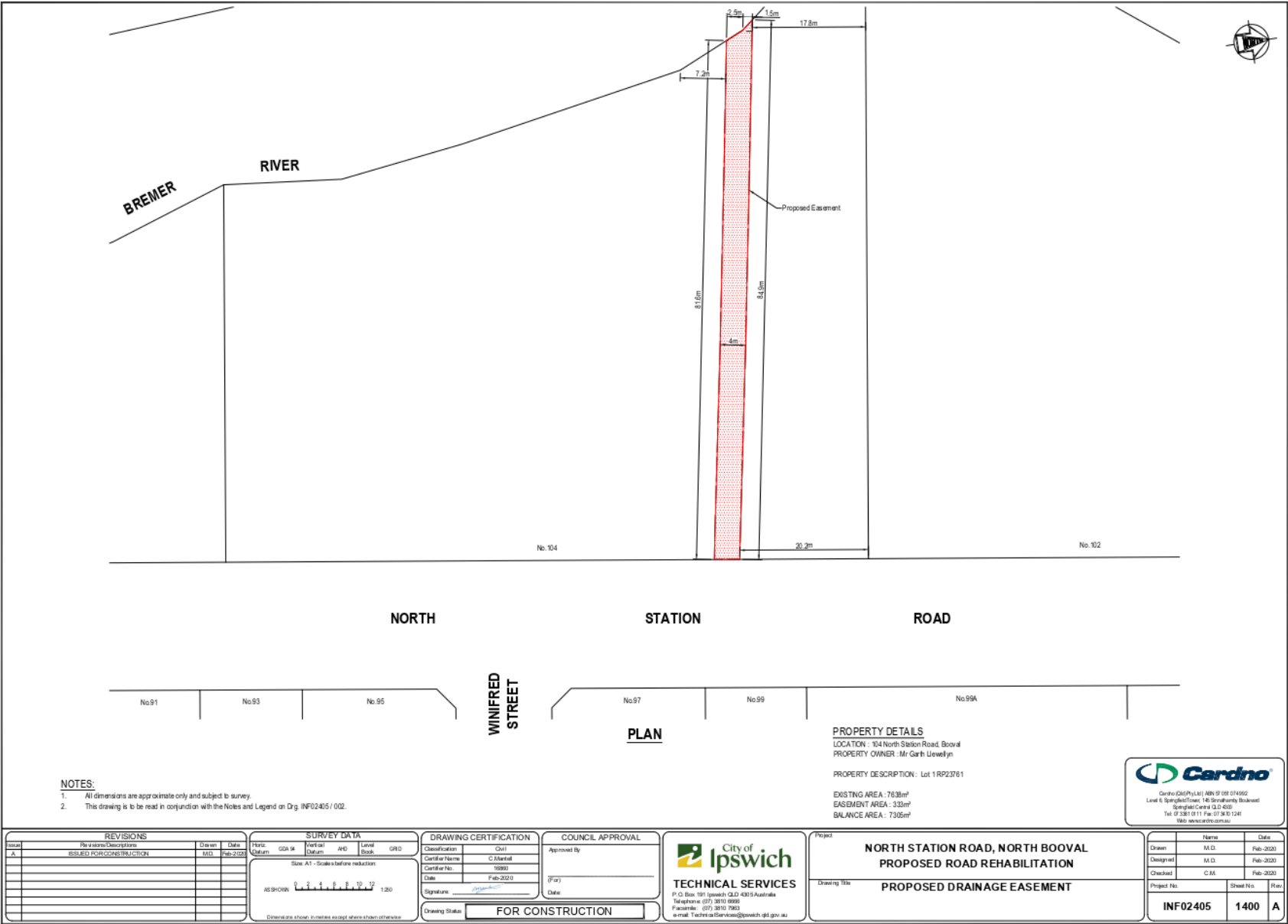
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Printed Date: 23 Jun 2020







Doc ID No: A6450225

ITEM: 3

SUBJECT: CONTRACT EXTENSION 15-16-066 GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

AUTHOR: CONTRACTS OFFICER

DATE: 27 AUGUST 2020

EXECUTIVE SUMMARY

This report recommends a six-month extension is exercised on an existing contract for Grounds Maintenance and Associated Services.

Ipswich City Council established preferred supplier arrangements for Grounds Maintenance (contract number 15-16-066) in October 2016 for the maintenance of Council's Open Space and Parks facilities. The arrangements were established for an original term of three years, with the option for a further two one year extensions. This extension relates to the final extension option, recommending a six-month extension.

Council is currently tendering for a replacement preferred supplier arrangement. It is anticipated that a recommendation will be presented to Council in December 2020. The six-month extension is recommended to allow for transition between the two arrangements, with consideration of seasonal demand for services.

While the value of the extension of up to \$800,000 (GST Exclusive) is within the Chief Executive Officer's financial delegation, it is recommended to Council in light of the conditions that were placed on Council's approval in June 2016.

RECOMMENDATION/S

- A. That Council note a tendering process is occurring for a replacement preferred supplier arrangement for contract 15-16-066 Grounds Maintenance and Associated Services.**

- B. That Council approve the final extension option for contract 15-16-066 Grounds Maintenance Associated Services for six (6) months for a value of up to \$800,000 (GST Exclusive) to allow for transition between the two arrangements and to ensure capacity to meet seasonal demand for services.**

RELATED PARTIES

There are no conflicts of interest that have been declared.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

Ipswich City Council established preferred supplier arrangements for Grounds Maintenance (contract number 15-16-066) in October 2016 for the maintenance of Council's Open Space and Parks facilities. The arrangements were established for an original term of three years, with the option for a further two one year extensions. This extension relates to the final extension option, recommending a six-month extension.

Council is currently tendering for a replacement preferred supplier arrangement. It is anticipated that a recommendation will be presented to Council in December 2020. The six-month extension is recommended to allow for transition between the two arrangements, with consideration of seasonal demand for services.

This report is required by the conditions applied to the delegation recommendation of the Committee Report - CMFCEB 2016(04) of 21 June 2016 (recommendation below) for awarding tender 15-16-066 and accepted at Council Ordinary Meeting on 28 June 2016.

Committee Report - CMFCEB 2016(04) of 21 June 2016

11. DELEGATION FOR THE AWARDING OF TENDER NO. 15-16-066 – GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

With reference to a report by the Business Accounting and Asset Manager dated 6 June 2016 concerning the proposed tender for the provision of Grounds Maintenance and Associated Services to Council.

RECOMMENDATION

That pursuant to section 257(1) of the *Local Government Act 2009* Council delegate to the Chief Executive Officer the power to exercise the power as a local government under Chapter 6 (Contracting) of the *Local Government Regulation 2012* to:

- a) establish a Preferred Supplier Arrangement for the provision of Grounds Maintenance and Associated Services and;
- b) to determine that the Preferred Supplier Arrangement may be established for more than two years;

as outlined in the report by the Business Accounting and Asset Manager dated 6 June 2016.

Conditions

This delegation is subject to the following conditions:

1. Whenever this power is exercised, a record of the exercise shall be made in writing at the time of exercising such power, and a copy thereof shall be kept in such format as determined from time to time by the Chief Executive Officer.
2. The Chief Executive Officer may only exercise the powers granted under this delegation in relation to the awarding of Tender No. 15-16-066 and to make, vary or discharge a contract for the provision of Grounds Maintenance and Associated Services as outlined in the report by the Business Accounting and Asset Manager dated 6 June 2016.
3. The Chief Executive Officer is to consult with the Mayor, Chairperson and Deputy Chairperson of the City Works, Parks, Sport and Environment Committee, before exercising this delegation.
4. This delegation expires at the termination or completion of the abovementioned contract.

LEGAL/POLICY BASIS

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

RISK MANAGEMENT IMPLICATIONS

There are risk implications if the contract is not extended to cover the tender assessment period and new contract execution period. The current expiry of the contract may cause excessive demand and disruption to the transition between arrangements during the mowing season.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial impacts from the extension of these contracts as they are managed within budgeted costs.

COMMUNITY AND OTHER CONSULTATION

Infrastructure and Environment Department, as the relevant contract owner, were consulted on the extension of agreements.

CONCLUSION

Due to the reasons outlined in the report above it is recommended that delegation be granted for the extension of Contract No 15-16-066 Grounds Maintenance and Associated Services. This will allow additional time for Council officers to work to implement the contract before the commencement of the 2021-2022 mowing season.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	CONFIDENTIAL 15-16-066 Grounds Maintenance and Associated Services - Extension Checklist
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John O'Donnell

CONTRACTS OFFICER

I concur with the recommendations contained in this report.

Stephen Bailey

PRINCIPAL OFFICER (PROCUREMENT AND CONTRACT OPERATIONS)

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

“Together, we proudly enhance the quality of life for our community”

Doc ID No: A6469655

ITEM: 4
SUBJECT: CURRENT ORGANISATIONAL STRUCTURE
AUTHOR: GENERAL MANAGER CORPORATE SERVICES
DATE: 7 SEPTEMBER 2020

EXECUTIVE SUMMARY

This report seeks to confirm the current organisational structure of Council and to note that any proposed changes to the Departments of Council will be recommended to Council for resolution.

Section 196 (1) of the *Local Government Act 2009* provides that '*a local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities*'.

At the Council Ordinary Meeting on 16 April 2019 the Interim Administrator resolved to adopt an organisational structure for Ipswich City Council which transitioned from seven (7) Departments to the five (5) Departments that are currently in place. With this Council resolution, the Chief Executive Officer proceeded to operationalise the new organisational structure through a comprehensive change management program.

The Chief Executive Officer and General Managers continue to work together to ensure that the responsibilities and functions of Council are being met and delivered by the Departments. Further, that the Departments are working in a way that maximises value for money for the community and positions the organisation as an employer of choice.

The CEO and the Executive Leadership Team as a whole continue to recommend the current organisational structure made up of the five (5) departments.

It is considered timely to provide this report to the Governance and Transparency Committee through to Council, for full transparency on the current approved organisational structure.

RECOMMENDATION/S

- A. That Council note the current organisational structure of Ipswich City Council comprised of five (5) departments as follows:**
- i. Community, Cultural and Economic Development;**
 - ii. Coordination and Performance;**

- iii. **Corporate Services;**
- iv. **Infrastructure and Environment; and**
- v. **Planning and Regulatory Services.**

B. That Council note that any proposed changes to the Departments of Council will be recommended to Council for resolution.

RELATED PARTIES

There are no conflicts of interest declared in relation to the matters covered in this report.

ADVANCE IPSWICH THEME

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

This report seeks to confirm the current organisational structure of Council and to note that any proposed changes to the Departments of Council will be recommended to Council for resolution.

Section 196 (1) of the *Local Government Act 2009* provides that '*a local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities*'.

At a Council Ordinary Meeting on 16 April 2019 the Interim Administrator resolved to adopt an organisational structure for Ipswich City Council which transitioned from seven (7) Department to the five (5) Departments that are currently in place. With this Council resolution, the Chief Executive Officer proceeded to operationalise the new organisational structure through a comprehensive change management program.

Councillors were briefed on the current organisational structure during the Councillor inductions and during the development of the 2020-2021 Council budget.

The Chief Executive Officer and General Managers continue to work together to ensure that the responsibilities and functions of Council are being met and delivered by the Departments. Further, that the Departments are working in a way that maximises value for money for the community and positions the organisation as an employer of choice.

To that end, following the comprehensive change management program during 2019 and the early part of 2020, a number of refinements to the delivery of functions within the Departments continue to be made. These refinements are generally in response to changes in the environment and to continuously improve operations. Examples include (but are not limited to) the:

- i. recent amalgamation of the Regulatory Services Branch and Building and Plumbing Branch to a new Compliance Branch within the Planning and

Regulatory Services Department to achieve greater efficiency and effectiveness through the combination of key compliance functions;

- ii. transfer of the Council and Committee Meetings Coordination team from the Corporate Services Department to the Coordination and Performance Department to continue the coordinated delivery of services and support for Councillors; and
- iii. transfer of community engagement responsibilities from the Community, Cultural and Economic Development Department to the Coordination and Performance Department.

The CEO and the Executive Leadership Team as a whole continue to recommend the current organisational structure made up of the five (5) departments.

Attached to this report is the current organisational structure of Departments that includes the current Branch and Section arrangements.

It is considered timely to provide this report to the Governance and Transparency Committee through to Council, for full transparency on the current approved organisational structure.

LEGAL/POLICY BASIS

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

RISK MANAGEMENT IMPLICATIONS

A well designed, effective and efficient organisational structure is essential to the delivery of Council's legislative responsibilities and services to the community. A poorly designed organisational structure where functions are duplicated, responsibilities are unclear, layers of management and spans of control are too great, presents risks to achieving service delivery obligations, value for money and retaining a talented and capable workforce.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial implications arising from the recommendation of this report.

COMMUNITY AND OTHER CONSULTATION

There has been no community consultation on the preparation of this report. There has been internal consultation taken within the Executive Leadership Team, Legal and Governance Branch and People and Culture Branch.

CONCLUSION

This report seeks to confirm the current organisational structure of Council and to note that any proposed changes to the Departments of Council will be recommended to Council for resolution.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Current Organisational Structure  
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Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

I concur with the recommendations contained in this report.

David Farmer

CHIEF EXECUTIVE OFFICER

“Together, we proudly enhance the quality of life for our community”

IPSWICH CITY COUNCIL ORGANISATION STRUCTURE



as at August 2020

