



City of
Ipswich

AGENDA

FINANCE AND GOVERNANCE COMMITTEE

Tuesday, 3 December 2024

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

Council Chambers, Level 8
1 Nicholas Street, Ipswich

MEMBERS OF THE FINANCE AND GOVERNANCE COMMITTEE

Councillor Paul Tully (**Chairperson**)
Councillor Jacob Madsen (**Deputy Chairperson**)

Mayor Teresa Harding
Deputy Mayor Nicole Jonic
Councillor Andrew Antonioli
Councillor Jim Madden
Councillor Marnie Doyle

FINANCE AND GOVERNANCE COMMITTEE AGENDA

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FINANCE AND GOVERNANCE COMMITTEE NO. 2024(07)

3 DECEMBER 2024

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 FINANCE AND GOVERNANCE COMMITTEE NO. 2024(06) OF 14 NOVEMBER 2024**

RECOMMENDATION

That the minutes of the Finance and Governance Committee held on 14 November 2024 be confirmed.

OFFICERS' REPORTS

2. **INFORMATION GOVERNANCE POLICY**

This is a report concerning the adoption of a new Information Governance Policy.

RECOMMENDATION

That the policy titled 'Information Governance Policy' as detailed in Attachment 1 be adopted.

3. **REPEAL OF REWARD FOR INFORMATION OFFERED BY COUNCIL POLICY**

This is a report concerning the proposed repeal of the Reward for Information Offered by Council Policy.

RECOMMENDATION

That the Reward for Information Offered by Council Policy (set out in Attachment 1) be repealed.

4. ****CONCESSION FOR GENERAL RATES - MULTIPLE PROPERTIES**

This is a report concerning a request for a concession for general rates from National Affordable Housing Consortium Ltd for multiple properties.

RECOMMENDATION

Table 1

Address	Address
39 Leon Capra Drive, AUGUSTINE HEIGHTS QLD 4300	1029 Old Toowoomba Road LEICHHARDT
21 Arnaldo Avenue, AUGUSTINE HEIGHTS QLD 4300	34 Ballow Street REDBANK PLAINS
9 Anne Street. AUGUSTINE HEIGHTS QLD 4300	1/60 Glorious Promenade REDBANK PLAINS
72 Caribou Drive, BRASSALL QLD 4305	61 Glorious Promenade, REDBANK PLAINS QLD 4301
17 Sovereign Close BRASSALL	3 Lacewing Street ROSEWOOD
29/116 Albert Street GOODNA	6/61 Barlow Street REDBANK PLAINS
40/116 Albert Street GOODNA	9 Jezebel Street ROSEWOOD
48/116 Albert Street GOODNA	3 Monarch Street ROSEWOOD
89/116 Albert Street GOODNA	3 Spire Lane SPRINGFIELD LAKES
13 Aspinall Street GOODNA	34 Dandelion Drive SPRINGFIELD LAKES
17 Aspinall Street GOODNA	19 Basil Street SPRINGFIELD LAKES
19 Biella Court LEICHHARDT	1/4 Nike Court WULKURAKE
1025 Toongarra Road LEICHHARDT	2/4 Nike Court WULKURAKE
9 St Andrews Drive LEICHHARDT	69 Sarah Drive YAMANTO
7 Southland Street LEICHHARDT	25 Nicole Place YAMANTO
23 Ada Street LEICHHARDT	

5. ****PROCUREMENT - 5343 SPRINGFIELD PARKWAY ROAD UPGRADE - EARTHWORKS, DRAINAGE, RE & SLEEPER WALLS**

This is a report concerning the recommendation to award Tender 5343 Springfield Parkway Road Upgrade - Earthworks, Drainage, RE & Sleeper Walls with the nominated supplier as per confidential Attachment 1 to undertake earthworks, drainage and the construction of sleeper walls as part of the Springfield Parkway and Springfield Greenbank Arterial Road Upgrade.

After an open market request for tender process, an evaluation panel has recommended one supplier for the undertaking of the trunk watermain relocation works as set out in Recommendation B below. The recommendation has been determined by the evaluation panel to offer Council the best value for money.

If Council is satisfied with the nominated supplier, the name of the supplier will be included in the Council's resolution at Recommendation B.

RECOMMENDATION

- A. That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tender No. 5343 Springfield Parkway Road Upgrade - Earthworks, Drainage, RE & Sleeper Walls.
- B. That Council enter into a contractual arrangement with the Supplier identified in confidential Attachment 1 for the lump sum amount of four million and thirty-nine thousand seven hundred and forty-nine dollars and two cents (\$4,039,749.02) excluding GST and the contingency amount as listed in confidential Attachment 1.
- C. 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.
- D. That owing to the confidential nature of the recommendations, that once adopted by Council, the recommendations be made public.

6. **PROCUREMENT - 5344 TRUNK WATERMAIN RELOCATION WORKS

This is a report concerning the recommendation to award Tender 5344 Trunk Watermain Relocation Works with the nominated supplier as per confidential Attachment 1 to undertake the relocation and upgrade of the existing trunk water infrastructure at four locations as part of the Springfield Parkway and Springfield Greenbank Arterial Road Upgrade.

After an open market request for tender process, an evaluation panel has recommended one supplier for the undertaking of the trunk watermain relocation works as set out in Recommendation B below. The recommendation has been determined by the evaluation panel to offer Council the best value for money.

If Council is satisfied with the nominated supplier, the name of the supplier will be included in the Council’s resolution at Recommendation B.

RECOMMENDATION

- A. That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tender No. 5344 Trunk Watermain Relocation Works.
- B. That Council enter into a contractual arrangement with the Supplier identified in confidential Attachment 1 for the lump sum amount of four million one hundred and eighty-three thousand five hundred and eighty-seven dollars and fifty-eight cents (\$4,183,587.58) excluding GST and the contingency amount as listed in confidential Attachment 1.
- C. 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.

- D. That owing to the confidential nature of the recommendations, that once adopted by Council, the recommendations be made public.

7. PROCUREMENT - ARTIFAX SUBSCRIPTION

This is a report seeking a resolution by Council to enter into a contract with Get Smart Consultancy Pty Ltd (Get Smart) for the provision of the Artifax Event Management Software that is used for the management of all venue bookings across Council.

The exception under section 235(a) of the *Local Government Regulation 2012* applies as the incumbent supplier is the only authorised distributor of the Artifax software in the Asia-Pacific region meaning that there is only one supplier who is reasonably available to continue providing the system.

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 provision of Artifax Event Management Software.
- B. That Council enter into a contractual arrangement (Council file reference 240910-000166) with Get Smart Consultancy Pty Ltd, at an approximate purchase price of \$60,000 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 one (1) X one (1) year terms.

8. PROCUREMENT - PAYMENT FRAUD PREVENTION

This is a report seeking resolution by Council to enter into a contractual arrangement with Eftsure Pty Ltd (Eftsure) for the provision of a Payment Fraud Prevention solution.

The exception under section 235(b) of the *Local Government Regulation 2012* applies due to the specialised nature of the services offered by Eftsure, rendering it impractical and disadvantageous for Council to invite written quotes for the provision of the Payment Fraud Prevention solution.

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 Payment Fraud Prevention solution.

 - B. That Council enter into a contractual arrangement (Council file reference number 241101-000335) with Eftsure Pty Ltd, at an approximate purchase price of \$125,000 excluding GST over the entire term, being a term of three (3) years, with no options for extension.
-

NOTICES OF MOTION

MATTERS ARISING

QUESTIONS / GENERAL BUSINESS

FINANCE AND GOVERNANCE COMMITTEE NO. 2024(06)

14 NOVEMBER 2024

MINUTES

COUNCILLORS' ATTENDANCE:

Councillor Paul Tully (Chairperson); Councillors Jacob Madsen (Deputy Chairperson), Mayor Teresa Harding, Deputy Chairperson Nicole Jonic, Andrew Antonioli, Jim Madden, Marnie Doyle, Pye Augustine (Observer) and David Martin (Observer)

COUNCILLOR'S APOLOGIES:

Nil

OFFICERS' ATTENDANCE:

Chief Executive Officer (Sonia Cooper), General Manager Corporate Services (Matt Smith), General Manager Planning and Regulatory Services (Brett Davey), Acting General Manager Infrastructure Strategy, Delivery Capital (Tony Dileo), Acting General Manager Fleet, Works and Field Services (Darren Scott), Manager People and Culture (Talia Love-Linay), Chief Financial Officer (Jeff Keech), Corporate Governance Manager (Shasha Ingbritsen), Property Services Manager (Alicia Rieck), Senior Property Officer – Acquisitions and Disposals (Bianca Gaudry), Goods and Services Category Manager (Tim Steinhardt), Executive Services Manager (Wade Wilson), Chief of Staff – Office of the Mayor (Melissa Fitzgerald), Senior Communications and Policy Officer (Jodie Richter), Coordinator Communications (Lucy Stone) and Theatre Technician (Trent Gray)

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

Councillor Paul Tully (Chairperson) invited Councillor Andrew Antonioli to deliver the Acknowledgement of Country

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE
NO. 2024(05) OF 15 OCTOBER 2024**

RECOMMENDATION

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

**That the minutes of the Finance and Governance Committee held on 15 October
2024 be confirmed.**

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

OFFICERS' REPORTS

2. **PROPOSED ACQUISITION OF LAND AND EASEMENT FOR INF04680 - LOWRY LANE
AND COLVIN STREET DRAINAGE REHABILITATION**

This is a report concerning the proposed acquisition of part of land at 1 Colvin Street and the proposed acquisition of an easement over land at 6 Colvin Street, North Ipswich. The land acquisition is required to improve visibility for vehicles and pedestrians at the corner of Lowry Lane and Colvin Street and the easement acquisition will facilitate the rehabilitation of part of the local stormwater network, including the rectification of a reoccurring sink hole in the railway corridor.

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

RECOMMENDATION

Moved by Councillor Jim Madden:
Seconded by Councillor Andrew Antoniolli:

- A. That Council resolve to acquire part of land located at 1 Colvin Street, North Ipswich, more particularly described as part of Lot 3 on RP3174 (Council file reference 6225), for road purpose.
- B. That the method of acquiring part of Lot 3 on RP3174 will be as a purchase by agreement with the affected person/s pursuant to the *Property Law Act 1974*.
- C. That Council resolve to acquire an easement over part of land located at 6 Colvin Street, North Ipswich, more particularly described as part of Lot 254 on SL11757 (Council file reference 6241), for drainage purpose.
- D. That the method of acquiring the easement over part of Lot 254 on SL11757 will be by agreement and pursuant to the *Property Law Act 1974*.
- E. 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.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

3. PROPOSAL TO ACQUIRE PROPERTY LOCATED AT SOUTH RIPLEY WITH ENVIROPLAN LEVY FUNDS

This is a report concerning the proposed purchase of thirty-two (32) hectares of land at South Ripley using Ipswich Enviroplan Levy funds. The property is in a pivotal position within the Flinders Karawatha Environmental Strategic Corridor between Flinders-Goolman Conservation Estate and White Rock-Spring Mountain Conservation Estate.

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

RECOMMENDATION

Moved by Councillor Andrew Antoniolli:

Seconded by Deputy Mayor Nicole Jonic:

- A. **That Council resolve to acquire the property listed in Confidential Attachment 1 for the purpose of the Ipswich Enviroplan Program.**
- B. **That the method of acquisition shall be as a purchase by agreement with the affected person/s pursuant to the *Property Law Act 1974*.**
- C. **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.**
- D. **That Council be kept informed as to the progress and outcome of the acquisition.**

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

4. BOUNDARY ANOMALIES BETWEEN IPSWICH CITY COUNCIL AND SOMERSET REGIONAL COUNCIL

This is a report concerning the proposed amendment of local government boundaries in relation to two properties located on the boundary of Ipswich City Council (**ICC**) and Somerset Regional Council (**SRC**). SRC are seeking Council’s consent for SRC to make application to seek a determination for a local government boundary change to the individual property that has been identified.

“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 Jim Madden:

Seconded by Deputy Mayor Nicole Jonic:

- A. **That Council resolve to support an application by Somerset Regional Council to the Minister for Housing, Local Government, Planning and Public Works and to**

the Local Government Change Commission to have included 76 Postmans Track, Marburg, more particularly described as Lot 20 on SP344163, in its entirety, in Somerset Regional Council boundary and excluded from Ipswich City Council boundary.

- 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 action in order to implement Council's decision.**

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

5. INCREASED SPENDING ON ARBORICULTURE PANEL ARRANGEMENTS

This is a report concerning the recommendation to approve a shorter extension, variation and increase expenditure for Contracts associated with 14985 Arboriculture Services. This approval is requested to vary the existing contract extension period.

The contracts relating to this extension include the following suppliers:

- Bush Born Enterprises Pty Ltd as the trustee for The Bush Bourne Unit Trust trading as Australian Tree Services
- PowerClear Pty Ltd
- Heritage Tree Services Pty Ltd ATF Rowan Family Trust
- River City Garden & Lawn Pty Ltd
- Savco Vegetation Services Pty Ltd
- Benjamin Young Family Trust t/a Arbor Australis Consulting Pty. Ltd

Approval is sought to vary the contracts of all six (6) 14985 Arboriculture Services suppliers. It is requested to vary (by shortening) the remaining available twelve (12) month extension to a period of six (6) months only, which will support smoother contract transition and operational continuity. It is intended to award a new contract/s by 30 June 2025 allowing for transition between contracts prior to the commencement of the 2026 peak demand season.

This extension will result in increased expenditure under these contracts to an estimated combined total \$10.3M excluding GST.

RECOMMENDATION

Moved by Deputy Mayor Nicole Jonic:

Seconded by Councillor Andrew Antonioli:

A. That Council approve an increase in expenditure for the provision of Arboriculture Services with the suppliers listed below from \$7,510,000.00 to \$10,300,000.00 excluding GST for the contracted period to January 2025. This constitutes an increase of \$2,790,000.00 excluding GST.

(i) Contracts 14985 Arboriculture Services

- Bush Born Enterprises Pty Ltd as the trustee for The Bush Bourne Unit Trust trading as Australian Tree Services
- PowerClear Pty Ltd
- Heritage Tree Services Pty Ltd ATF Rowan Family Trust
- River City Garden & Lawn Pty Ltd
- Savco Vegetation Services Pty Ltd
- Benjamin Young Family Trust t/a Arbor Australis Consulting Pty. Ltd

(ii) to reduce the remaining final extension option of all contracts from one (1) year, to near six (6) months (25 January 2025 to 30 June 2025)

(iii) and to amend the estimated purchase price of all contracts from \$7,510,000.00 excluding GST to approximately \$10,300,000.00 excluding GST combined, over the entire term (amended terms per A(ii) above).

B. That Council enter into a deed of variation with the Suppliers to appropriately amend the existing contractual arrangements.

C. 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.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antonioli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

6. CONSISTENCY REVIEW: LOCAL LAWS AND THE NEW PLANNING SCHEME

Council is preparing to implement a new planning scheme (the draft scheme) later this year/early in 2025. As a result of this, a project has been undertaken comparing the draft scheme with Council's current local laws to determine any critical gaps or inconsistencies that could impede regulatory functions once the draft scheme commences.

Out of Council's 14 Local Laws and Subordinate Local Laws only 7 require changes – with 18 key changes identified. In July 2024, Council resolved to commence the formal local law-making process to enable those key changes to the identified local laws to be made in a timely manner and coincide with the commencement of the draft scheme. The local law-making process has now been completed and this report provides outcomes of the public consultation, anti-competitive provisions review and State interest check process with the amending laws now presented for adoption.

If adopted, **commencement of the amended laws does not occur until a notice is published in the Queensland Government Gazette**. This notice will be published to coincide with the commencement of the draft scheme whenever that occurs later this year/early in 2025.

RECOMMENDATION

- A. That it be noted that no submissions were received during the public consultation period, as detailed in Attachment 2 of the report, for the following:
- a) *Local Law (Amending) Local Law No.1 (Administration) 2024*
 - b) *Local Law (Amending) Local Law No.3 (Commercial Licensing) 2024*
 - c) *Subordinate Local Law (Amending) Subordinate Local Law No.3.1 (Commercial Licensing) 2024*
 - d) *Local Law (Amending) Local Law No. 5 (Parking) 2024*
 - e) *Subordinate Local Law (Amending) Subordinate Local Law 5.1 (Parking) 2024*
 - f) *Subordinate Local Law (Amending) Subordinate Local Law 6.1 (Animal Management) 2024*
 - g) *Local Law (Amending) Local Law No. 8 (Nuisances and Community Health and Safety) 2024*
- B. That it be noted that State interest checks were conducted on the proposed amending local laws with feedback received that resulted in one amendment to *Local Law (Amending) Local Law No.5 (Parking) 2024* as set out in Attachment 3 of the report.

- C. That it be noted that minor errors were identified following the public consultation period that do not change the intent within the laws as advertised and do not require further public consultation.
- D. That the proposed amending local laws and subordinate local laws listed in Recommendation A do not contain any significant anti-competitive provisions as detailed in Attachment 1 of the report.
- E. That Council make the following local laws and subordinate local laws as advertised and subject to the amendments shown in tracked changes, as set out in Attachments 4 to 10 of the report:
- a) Local Law (Amending) Local Law No.1 (Administration) 2024*
 - b) Local Law (Amending) Local Law No.3 (Commercial Licensing) 2024*
 - c) Subordinate Local Law (Amending) Subordinate Local Law No.3.1 (Commercial Licensing) 2024*
 - d) Local Law (Amending) Local Law No. 5 (Parking) 2024*
 - e) Subordinate Local Law (Amending) Subordinate Local Law 5.1 (Parking) 2024*
 - f) Subordinate Local Law (Amending) Subordinate Local Law 6.1 (Animal Management) 2024*
 - g) Local Law (Amending) Local Law No. 8 (Nuisances and Community Health and Safety) 2024*
- F. That pursuant to section 32 of the *Local Government Act 2009*, Council adopt consolidated versions of the following local laws and subordinate local laws, as set out in Attachments 11 to 17 of the report:
- a) Local Law No.1 (Administration) 2013*
 - b) Local Law No.3 (Commercial Licensing) 2013*
 - c) Subordinate Local Law No.3.1 (Commercial Licensing) 2013*
 - d) Local Law No. 5 (Parking) 2013*
 - e) Subordinate Local Law 5.1 (Parking) 2013*
 - f) Subordinate Local Law 6.1 (Animal Management) 2013*
 - g) Local Law No. 8 (Nuisances and Community Health and Safety) 2013*
- G. That it be noted that commencement of the laws listed in Recommendation E will not occur until publication of a notice in the Queensland Government Gazette, and that publication of the notice will coincide with the commencement of Council's new planning scheme.

RECOMMENDATION

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

That the report be referred to the Regulation Advisory Committee for consideration.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

MOVE INTO CLOSED SESSION

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Mayor Teresa Harding:

That in accordance with section 254J(3)(b) of the *Local Government Regulation 2012*, the meeting move into closed session to discuss Item 7 titled CEO Performance Appraisal FY2024.

The meeting moved into closed session at 11.10 am.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

MOVE INTO OPEN SESSION

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Councillor Andrew Antoniolli:

That the meeting move into open session.

The meeting moved into open session at 11.22 am.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

7. CEO PERFORMANCE APPRAISAL FY2024

This is a report concerning the appraisal of the Chief Executive Officer (CEO) performance for the period 1 July 2023 to 30 June 2024, 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 FY2024 be noted.**
- B. That Council approve the variation to the CEO’s Employment Contract.**
- C. That the Mayor be authorised to execute the Employment Contract Variation Agreement on behalf of Council.**

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

8. INVESTIGATION POLICY

This is a report concerning required amendments to the Investigation Policy following recent legislative reform. Council is required to adopt an Investigation Policy in accordance with section 150AE(1) of the *Local Government Act 2009*.

RECOMMENDATION

- A. That Council repeal the existing Investigations Policy as detailed in Attachment 1.
- B. That Council adopt the revised Investigation Policy as detailed in Attachment 2.

Councillor Paul Tully proposed a variation to Recommendation B as follows:

That the words “subject to any amendments to be considered at the next Council meeting” be added to the end of Recommendation B.

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Councillor Andrew Antonioli:

- A. That Council repeal the existing Investigations Policy as detailed in Attachment 1.**
- B. That Council adopt the revised Investigation Policy as detailed in Attachment 2 subject to any amendments to be considered at the next Council meeting.**

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antonioli

Madden

NEGATIVE

Councillors:

Doyle (Abstain)

The motion was put and carried.

9. MONTHLY FINANCIAL PERFORMANCE REPORT – OCTOBER 2024

This is a report concerning Council’s financial performance for the period ending 31 October 2024, submitted in accordance with section 204 of the *Local Government Regulation 2012*.

RECOMMENDATION

Moved by Councillor Jim Madden:
Seconded by Deputy Mayor Nicole Jonic:

That the report on Council's financial performance for the period ending 31 October 2024, submitted in accordance with section 204 of the *Local Government Regulation 2012*, be considered and noted by Council.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

10. QUEENSLAND AUDIT OFFICE 2024 FINAL AUDIT REPORT

This is a report concerning the Queensland Audit Office findings and recommendations from the 2023-2024 external audit of Ipswich City Council.

RECOMMENDATION

Moved by Deputy Mayor Nicole Jonic:
Seconded by Councillor Andrew Antoniolli:

That the 2023-2024 final management report Ipswich City Council, as detailed in Attachment 1, be received and the contents noted.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Antoniolli

Madden

Doyle

NEGATIVE

Councillors:

Nil

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

QUESTIONS / GENERAL BUSINESS

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 11.00 am.

The meeting closed at 11.40 am.

Doc ID No: A10938213

ITEM: 2
SUBJECT: INFORMATION GOVERNANCE POLICY
AUTHOR: TEAM LEADER (INFORMATION MANAGEMENT)
DATE: 15 NOVEMBER 2024

EXECUTIVE SUMMARY

This is a report concerning the adoption of a new Information Governance Policy.

RECOMMENDATION/S

That the policy titled 'Information Governance Policy' as detailed in Attachment 1 be adopted.

RELATED PARTIES

There was no declaration of conflicts of interest.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Creation of an Information Governance Policy is a deliverable under Stream One (Information Governance) of the Information Management Uplift Program.

The purpose of this policy is to set out the principles of information governance for council to guarantee information is managed, protected and available throughout its lifecycle.

The policy will assist council meet the requirements of the new *Public Records Act 2023* (commencing on 5 December 2024) and the anticipated requirements of new mandatory standards that the state archivist plans to introduce in the next twelve (12) months.

LEGAL IMPLICATIONS

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

Public Records Act 2023

Information Privacy and Other Legislation Amendment Act 2023

POLICY IMPLICATIONS

This policy will act as the head of power document for information governance and management at council. It sets out the foundational principles for recordkeeping to allow council to meet its legislative obligations.

RISK MANAGEMENT IMPLICATIONS

Building council's information maturity is critical to reducing council's risk of legislative or compliance breaches, reputational damage, and misconduct. The mandatory data breach scheme implemented by the *Information Privacy and Other Legislation Amendment Act 2023* (and which commences on 1 July 2026), has focused the spotlight on information management for all government agencies, including local government. Several recent high profile data breaches (Medicare; Optus etc) demonstrate the important interplay between information management and cyber security.

This policy will provide clear guidelines on how council will meet its legislative requirements for managing information.

It will also partially address Recommendation One (Formalise, implement, and enforce information and records management policies and procedures) of the Data Management and Retention Internal Audit 2024.

Strong change management and executive level support will be necessary to ensure uptake and adherence to the policy. Without it, there is a risk that information practices will remain the same. There needs to be a cultural shift across the organisation in relation information management so that it is viewed as everyone's responsibility. There are significant benefits to strong information management in addition to legislative compliance, including business efficiency and customer trust.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial implications, but the policy will require some changes to the way that staff manage council's information.

COMMUNITY AND OTHER CONSULTATION

In preparing this report consultation has been undertaken with the Legal and Governance Branch and their comments were incorporated into the new policy.

The policy was also sent to Councillors for their review and feedback.

The approved policy will be socialised as part of the change management piece for the Information Management Uplift Program.



CONCLUSION

Approval of the Information Governance Policy will support council in the efforts to uplift our information maturity and meet the requirements under the new *Public Records Act 2023* and *Information Privacy and Other Legislation Amendment Act 2023*.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That council adopt the Information Governance Policy.
(b) What human rights are affected?	No human rights are affected by this decision.
(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.	Information Governance Policy  
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Mellenie Wheeler
TEAM LEADER (INFORMATION MANAGEMENT)

I concur with the recommendations contained in this report.

Shasha Ingbritsen
CORPORATE GOVERNANCE MANAGER

I concur with the recommendations contained in this report.

Matt Smith
GENERAL MANAGER (CORPORATE SERVICES)

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Version Control and Objective ID	Version No:01	Objective ID: A10904630
Adopted at Council Ordinary Meeting on		
Date of Review		

1. Statement

Council is committed to systematically managing its Information Assets in an accountable and transparent manner. Information governance will be applied at an organisational level to embed a culture where information is respected and valued as an asset that must be protected and controlled.

As a public authority, Council is required to adhere to the Queensland State Archives Records Governance Policy as a part of the Queensland Government Enterprise Architecture (QGEA).

Council will ensure its information and data is actively managed, created, maintained, and protected to meet business, legislative and accountability requirements as well as stakeholder and community expectations.

2. Purpose and Principles

The purpose of this policy is to set out the principles of information governance for Ipswich City Council to guarantee Information Assets are managed, protected and available.

This policy will ensure compliance with the Queensland State Archives Records Governance Policy ¹ which outlines 6 key principles that Council must adhere to (below).

- 1) Records management is supported at all levels of Council
- 2) Council will systematically manage records using governance practices that are integrated and consistent with broader Council frameworks
- 3) Council will create complete and reliable records
- 4) Council will actively manage permanent, high-value and high-risk records and information as a priority
- 5) Council must make records discoverable and accessible for use and re-use
- 6) Council must dispose of records in a planned and authorised way.

3. Strategic Plan Links

- A Trusted and Leading Organisation

¹ [Records governance policy | For government | Queensland Government](#)

IPSWICH CITY COUNCIL | Information Governance Policy

4. Regulatory Authority

- *Public Records Act 2002 (Qld)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Right to Information Act 2009 (Qld)*
- *Information Privacy Act 2009 (Qld)*
- *Privacy Act 1988*
- *Human Rights Act 2019*
- Information Access and Use Policy (IS33)
- Information Asset Custodianship Policy (IS44) (QGCI0)
- Information Governance Policy (Queensland Government Enterprise Architecture (QGEA))
- Records Governance Policy (QGEA)
- Information Security Policy (IS18:2018) (QGEA)
- Queensland State Archives authorised disposal schedules: Local Government Sector Retention and Disposal Schedule (QDAN 480)
- General Retention and Disposal Schedule (GRDS)

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This policy applies to all employees of Council, Councillors, and contractors regardless of whether they are permanent, temporary, fulltime, part-time, or casual employees as well as volunteers and contractors. It applies to all Information Assets regardless of the format it is in, or the system it is created, managed, or stored in.

7. Roles and Responsibilities

Roles and Responsibilities have been developed from the Queensland Chief Information Office *Information Management Roles and Responsibilities Guideline*².

The Chief Executive Officer is responsible for Council's information management, including ensuring Council makes and keeps full and accurate records of its business activities.

The Executive Leadership team play a key role in leading the direction of Council's information management culture through visible support of and adherence to information management policies and procedures.

Elected Representatives are responsible for submitting full and accurate records of their business activities for capture in an approved record keeping system in line with legislation, policies, and procedures.

² <https://www.forgov.qld.gov.au/information-and-communication-technology/qgea-policies-standards-and-guidelines/information-management-roles-and-responsibilities-guideline>

IPSWICH CITY COUNCIL | Information Governance Policy

The Information Management Team are responsible for promoting and enabling good information management practices across the organisation.

All staff are responsible for making themselves aware of and complying with Council's information governance policies, procedures, and directives.

8. Key Stakeholders

- Executive Leadership Team
- Legal and Governance Branch
- Information Technology Branch

9. Records Management is Supported at all Levels of Council

Council will ensure that records management is supported at all levels of Council by:

- a) Assigning formal records management responsibilities to key roles within the business to monitor and support the active implementation of this policy
- b) Providing appropriate advice and guidance to ensure the business is aware of the value of records and information and how this relates to their obligations and responsibilities as an employee
- c) Fostering a positive, innovative, and collaborative recordkeeping culture

10. Council must systematically manage records using governance practices that are integrated and consistent with broader Council frameworks

Council is committed to integrating information governance with existing practices and frameworks. We will achieve this by:

- a) Ensuring records and information governance is aligned with broader Council frameworks and incorporated in business strategies and objectives
- b) Developing and implementing appropriate and fit-for-purpose documentation that details how active records management will strengthen agency business imperatives and strategic goal
- c) Complying with relevant legislation that governs recordkeeping requirements
- d) Measuring how well records governance is supporting agency business imperatives and strategic goals

11. Council Must Create Complete and Reliable Records

The *Public Records Act 2002* requires Council to make complete and reliable records, that can be trusted, authentic and useable. Full and accurate records must include metadata and detail to give the information context. Records will provide evidence of decisions and support accountability and transparency.

Council's recordkeeping policies and procedures will:

- a) Identify all the records that allow the business to operate, that provide evidence of decisions, support accountability and transparency, mitigate risk, help the council meet legislative requirements and reflect the business of council

IPSWICH CITY COUNCIL | Information Governance Policy

- b) Specify how these records must be created, when they must be created, the format they must be created in, who must create them and implementing security and preservation requirements associated with those records
- c) Integrate record creation into existing business processes
- d) Ensure recordkeeping is considered when decisions are made about business systems (particularly decisions around migration and end of life)

12. Council must actively manage permanent, high-value and high-risk records and information as a priority

Council will actively manage permanent, high-value and high-risk records and information as a priority. The Vital Records Strategy outlines Council's commitment to protect identified records for the entirety of their life cycle and how this will be achieved by.

- a) Defining criteria and processes for identifying permanent, high-value and high-risk
- b) Formally documenting details of permanent, high-value and high-risk records
- c) Actively maintaining visibility of these records while they are being used, including monitoring processes for permanent, high-value and high-risk records held in business systems and applications

13. Council must make records discoverable and accessible for use and re-use

Council recognises the rights of individuals to access public information, whilst having their rights to information privacy and information security observed. Council makes records discoverable and accessible for use and re-use by:

- a) Keeping records in business systems and applications approved for use by the agency
- b) Being able to discover and appropriately access records, with confidence in sufficiency of search
- c) Actively monitoring the health of records

14. Council must dispose of records in a planned and authorised way

Council will dispose of records in a planned and authorised way. Council will:

- a) Use the disposal authorities issued by the State Archivist, that provide proper coverage of the specific records you create and keep
- b) Develop and implement a disposal plan, which details disposal decisions and actions for the agency
- c) Formally documenting the disposal of records

15. Monitoring and Evaluation

This policy will be reviewed in accordance with Council's four (4) year review cycle or sooner if required.

16. Definitions

IPSWICH CITY COUNCIL | Information Governance Policy

<p>Complete and Reliable Record</p>	<p>“Records where the content, context and structure of a record can be trusted as a true and accurate representation of the transactions, activities, or facts that they document can be depended upon in the course of subsequent use.</p> <p>The complete and reliable record must:</p> <ul style="list-style-type: none"> • Contain not only the content, but also the structural and contextual information necessary to document the transaction and make sense of the content • Be meaningful – the record can be understood because of the information in contains and/or the linkages that ensure the context in which the records were created and used is apparent • Contain only the amount of information or context it needs to be meaningful and does not include extraneous information • Have contact – the record included metadata and information that shows the business, legal and social contract, relationships to other records, record systems and those who create, manage and use records • Be authentic – it can be proved and trusted to be what it says it is and to have been created, used, transmitted in the way and by the person (or agency) that it says it was created ,used or transmitted by • Be secure – protected to prevent unauthorised access, alteration, and removal • Be accessible – can be located and accessed as required”³
<p>Destroy</p>	<p>Refers to the complete and irreversible erasure of a record, ensuring it cannot be retrieved.</p>
<p>Destruction Documentation</p>	<p>Evidence of the lawful disposal of records, including description and date range of records, endorsement by authorised delegate and evidence of destruction (method, date, and details of who destroyed the records).</p> <p>Destruction Documentation must be retained for fifty (50) years.</p>
<p>Disposal</p>	<p>The lawful disposal of public records. Disposal is authorised by the State Archivist through a current retention and disposal schedule or other legal authority. Disposal of public records must also be endorsed by your Chief Executive or authorised delegate.</p>
<p>Permanent Records</p>	<p>Are required to be kept indefinitely because that they have a high enduring or archival value.</p>

³ [Glossary | For government | Queensland Government](#)

IPSWICH CITY COUNCIL | Information Governance Policy

Most definitions have been sourced and adapted from Queensland State Archives Glossary⁴ and the Queensland Chief Information Office *Information Management Roles and Responsibilities Guideline*.⁵

17. Related Documents

This policy is the head of power document for all information management policies and procedures.

ICC Corporate Records Disposal Plan Administrative Directive

ICC Corporate Records Disposal Procedure

Information Governance Handbook (Procedure)

Recordkeeping Policy

Recordkeeping Procedure

Vital Records Strategy

18. Policy Owner

The General Manager (Corporate Services) is the policy owner, and the Corporate Governance Manager is responsible for authoring and reviewing this policy.

⁴ [Glossary | For government | Queensland Government](#)

⁵ <https://www.forgov.qld.gov.au/information-and-communication-technology/qgea-policies-standards-and-guidelines/information-management-roles-and-responsibilities-guideline>

Doc ID No: A10940402

ITEM: 3

SUBJECT: REPEAL OF REWARD FOR INFORMATION OFFERED BY COUNCIL POLICY

AUTHOR: TEAM LEADER (GOVERNANCE SERVICES)

DATE: 15 NOVEMBER 2024

EXECUTIVE SUMMARY

This is a report concerning the proposed repeal of the Reward for Information Offered by Council Policy.

RECOMMENDATION/S

That the Reward for Information Offered by Council Policy (set out in Attachment 1) be repealed.

RELATED PARTIES

There was no declaration of conflicts of interest.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The Reward for Information Offered by Council Policy reached its' mandated review date in March 2024. The Policy has been reviewed and it is recommended that it be repealed.

The Reward for Information Offered by Council Policy was adopted on 24 March 2020. It replaced the Reward for Information on Illegal Dumping Vandalism and Theft Policy.

Council has the following power under section 18 of *Local Law No. 1 (Administration)* (LL1):

- (1) The local government may, by public notice, offer a reward for information leading to the conviction of, or finding of guilt in relation to, a person for-
 - a) An offence involving damage to, or theft of, property of the local government or under the local government's control; or
 - b) An offence against a local law.
- (2) The amount of the reward, and the conditions on which it is payable, must be decided by the local government.

It appears that the aim of the Policy is to set out the 'conditions' on which a reward will be payable by Council. However, the only 'conditions' in the Policy that are not covered by section 18 of LL1 relate to how a reward should be apportioned if there is more than one informant and who is ineligible for a reward (i.e., Council staff, QPS). The other 'conditions' merely repeat the requirements of section 18 of LL1 i.e., the reward may for information that leads to a conviction or finding of guilt against a person for damage or theft of Council property or an offence against a local law.

Council can specify the conditions on which a reward is payable by resolution. Under section 18(2) of LL1, the amount of the reward must be determined by a resolution of Council, so a report will go to Council each time a reward is being proposed. Therefore, there will be an opportunity for officers to recommend, and Council to consider, what conditions may be appropriate in the circumstances (including that any reward will only be paid after notification of a successful conviction or finding of guilt).

To ensure consistency, a standard 'rewards' report template will be created in InfoCouncil for the offering of rewards. This will contain a standard set of recommendations and prompts for the inclusion of relevant information that is currently listed in the Policy.

The remainder of the Policy is procedural i.e., it describes the roles and responsibilities of the various officers when proposing to offer a reward for information in relation to the matters prescribed under section 18 of LL1. This information more properly sits in the Procedure.

The payment of rewards is extremely rare. No reward has been paid in over 10 years. The last time Council paid a reward was in 2013 under the previous Reward for Information on Illegal Dumping, Vandalism and Theft Policy. This was in relation to the successful conviction of a person who had vandalised Council property.

Further, the size of Council's Safe City Camera network is such that reliance on information from the public is arguably not as great.

Given the current budgetary constraints, the issuing of rewards should only be considered in relation to the most serious matters and when there is an indication from the police that identification of the offender is unlikely due to insufficient information and a reward is likely to generate the provision of new or credible information. The QPS currently only offer rewards in relation to the most serious crimes, i.e., murder, assault, arson etc.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:
Local Law 1 (Administration)

POLICY IMPLICATIONS

There will still be the ability to offer a reward under the provisions of LL1.

RISK MANAGEMENT IMPLICATIONS

N/A

FINANCIAL/RESOURCE IMPLICATIONS

Currently, there are no funds allocated in the corporate budget for the payment of rewards. However, the Finance Branch has advised that if the need arose to pay a reward (even if it was a substantial sum), this could be accommodated through the normal budget cycle and adjustments.

COMMUNITY AND OTHER CONSULTATION

Consultation has been undertaken with the Governance Section, Finance Branch and Compliance Branch who have no objection to the repeal of the Policy.

The Executive Leadership Team has endorsed the proposal at the Executive Leadership Team on 21 October 2024.

The Mayor and councillors were advised of the proposed repeal on 15 November 2024.



CONCLUSION

In conclusion, the existing Reward for Information Offered by Council Policy is superfluous given Council has powers under section 18 of Local Law No. 1 (Administration) and should therefore be repealed.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Repealing the Reward for Information Offered by Council Policy
(b) What human rights are affected?	No human rights are affected by this decision. The ability for Council to offer a reward remains under section 18 of <i>Local Law No. 1 (Administration)</i>
(c) How are the human rights limited?	NA
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	NA
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Reward for Information Offered by Council Policy  
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Michelle Pearl

TEAM LEADER (GOVERNANCE SERVICES)

I concur with the recommendations contained in this report.

Shasha Ingbritsen

CORPORATE GOVERNANCE MANAGER

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER (CORPORATE SERVICES)

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



Reward for Information Offered by Council Policy



Collaboration



Communication



Integrity



Efficiency



Leadership

Version Control and Objective ID	Version No: 2	Objective ID: A6061032
Adopted at Council Ordinary Meeting on	24 March 2020	
Date of Review	24 March 2024	

1. Statement

At the discretion of Council, a reward may be offered, via public notice, for information that leads to the conviction of offenders who steal or vandalise Ipswich City Council (Council) assets or perpetrate an offence of a Local Law.

2. Purpose and Principles

Local Law 1 (Administration) 2013 provides Council with the power to offer a reward for information leading to the conviction of, or finding of guilt in relation to, a person for:

- a. an offence involving damage to, or theft of, property of Council or under the control of Council; or
- b. An offence against a local law.

The amount of the reward, and the conditions on which it is payable, will be made by a resolution of Council.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

4. Regulatory Authority

Local Law 1 (Administration) 2013

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

IPSWICH CITY COUNCIL | Reward for Information Offered by Council Policy

6. Scope

Council acknowledges that members of the community can often provide valuable information to the Queensland Police Service when a crime has been committed. This policy has been formulated to provide Council with a mechanism to offer a reward, via public notice, when the crime involves Council assets. Council assets include all things owned or under the control of Council including buildings, machinery, open space areas and landscaping.

An advertised reward may be paid following a successful court conviction.

Should multiple persons provide information, the apportioning of payments will be based on the value of the information received and is at the sole discretion of Council.

7. Roles and Responsibilities

When Council becomes aware that an offence has occurred, an investigation will be undertaken by an officer of the relevant department.

The officer will provide a report to their General Manager who will be responsible for formulating an action plan including an estimate of costs to remediate the issue/replace assets

Based on the estimated costs, it may be considered that a reward for information is warranted. If so, a briefing note is to be prepared for consideration by the Executive Leadership Team for endorsement of a report to Council. The report is to contain:

- Details of the offence.
- Outcome of the investigation.
- Estimated costs to remediate/replace asset/s.
- Recommendation for the amount of reward to be offered.

Once a decision to proceed is adopted, the reward will be offered by public notice in the local newspaper which will be coordinated by the Media and Engagement Branch (Coordination and Performance Department).

The General Manager of the relevant department, or nominee, in consultation with the Chief Executive Officer, will be responsible for the continued progression of this matter up to completion of prosecution and payment of the reward in line with this policy.

8. Key Stakeholders

The following stakeholders will be consulted as a result of any review to this standard:

- Chief Executive Officer
- Executive Leadership Team

Ineligibility to Apply for a Reward

Elected members, council employees or contractors, members of the Queensland Police Service or persons convicted of being illegally involved in any activity relating to the offence will not be eligible for a reward under the provisions of this policy.

IPSWICH CITY COUNCIL | Reward for Information Offered by Council Policy

9. Monitoring and Evaluation

Council will be proactive in seeking out information that leads to the conviction of an offender by offering a reward, of an appropriate amount, to encourage residents to be vigilant of the activities in their community.

In order for a person to be eligible for consideration of a reward for information:

- A conviction needs to be recorded against the offender.
- In the opinion of Council, at its sole discretion, the applicant did not knowingly allow the alleged offender to commit the act in order to obtain a reward.

10. Definitions

'Council Property' as described in this policy is any land, building or other structure and equipment owned or under the control of Ipswich City Council.

'Vandalism' as described in this policy is damage to, or unauthorised interference with, Council property.

'Theft' as described in this policy is the act or an instance of stealing Council property including the receiving of stolen Council property.

11. Policy Owner

The General Manager (Corporate Services) is the policy owner and the Corporate Governance Manager is responsible for authoring and reviewing this policy.

Doc ID No: A10060359

ITEM: 4
SUBJECT: CONCESSION FOR GENERAL RATES - MULTIPLE PROPERTIES
AUTHOR: TREASURY ACCOUNTING MANAGER
DATE: 15 NOVEMBER 2024

EXECUTIVE SUMMARY

This is a report concerning a request for a concession for general rates from National Affordable Housing Consortium Ltd for multiple properties.

RECOMMENDATION/S

That having satisfied the criteria in s120 of the of the *Local Government Regulation 2012*, as well as the Rates Concession Policy, the properties listed in Table 1, be granted a 100% concession on the differential general rate from 10 June 2024, being the date of application.

Table 1

Address	Address
39 Leon Capra Drive, AUGUSTINE HEIGHTS QLD 4300	1029 Old Toowoomba Road LEICHHARDT
21 Arnaldo Avenue, AUGUSTINE HEIGHTS QLD 4300	34 Ballow Street REDBANK PLAINS
9 Anne Street. AUGUSTINE HEIGHTS QLD 4300	1/60 Glorious Promenade REDBANK PLAINS
72 Caribou Drive, BRASSALL QLD 4305	61 Glorious Promenade, REDBANK PLAINS QLD 4301
17 Sovereign Close BRASSALL	3 Lacewing Street ROSEWOOD
29/116 Albert Street GOODNA	6/61 Barlow Street REDBANK PLAINS
40/116 Albert Street GOODNA	9 Jezebel Street ROSEWOOD
48/116 Albert Street GOODNA	3 Monarch Street ROSEWOOD
89/116 Albert Street GOODNA	3 Spire Lane SPRINGFIELD LAKES
13 Aspinall Street GOODNA	34 Dandelion Drive SPRINGFIELD LAKES
17 Aspinall Street GOODNA	19 Basil Street SPRINGFIELD LAKES
19 Biella Court LEICHHARDT	1/4 Nike Court WULKURAKE
1025 Toongarra Road LEICHHARDT	2/4 Nike Court WULKURAKE
9 St Andrews Drive LEICHHARDT	69 Sarah Drive YAMANTO
7 Southland Street LEICHHARDT	25 Nicole Place YAMANTO
23 Ada Street LEICHHARDT	

RELATED PARTIES

Councillors and Senior Managers should consider the *National Affordable Housing Consortium Ltd* for the purposes of related party disclosures.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Council's Rates Concession Policy allows for a 100% concession for general rates on properties that meet the criteria outlined in the policy.

National Affordable Housing Consortium Ltd have requested a concession for general rates for multiple properties as listed in the recommendation of this report. National Affordable Housing Consortium Ltd are a not for profit organisation, whose goal is to increase affordable housing supply to meet community needs at a time when very few people can afford private housing, even when it is available. Their main purpose is to provide social and affordable housing to low-income tenants.

For the purposes of granting concession, Council officers are satisfied the properties are being used for an eligible purpose. The activities undertaken on the property are considered to contribute to 'The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage', accordingly the properties are considered eligible to be granted a rates concession.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

This report and its recommendations are consistent with the Rates Concession Policy

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL/RESOURCE IMPLICATIONS

Granting of this 100% concession will result in a reduction of general rates revenue of approximately \$67,250.80 per annum

COMMUNITY AND OTHER CONSULTATION

The contents of this report did not require any community consultation

CONCLUSION

National Affordable Housing Consortium Ltd being the owners of multiple properties, satisfy the requirements of the Rates Concession Policy as an eligible property owner. Further, the properties are being used for purposes that are consistent with the requirements of the Rates Concession Policy, to be eligible for a 100% concession for general rates. The

application of the Rates Concession Policy in this instance is consistent with Revenue Policy and the Budget and Rating Resolutions

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	The recommendation proposes a granting of 100% Council remission on multiple properties
(b) What human rights are affected?	No human rights are affected by this decision.
(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.	CONFIDENTIAL Request for Rates concession
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Paul Mollenhauer
TREASURY ACCOUNTING MANAGER

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)

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

Doc ID No: A10926568

ITEM: 5

SUBJECT: PROCUREMENT - 5343 SPRINGFIELD PARKWAY ROAD UPGRADE -
EARTHWORKS, DRAINAGE, RE & SLEEPER WALLS

AUTHOR: CATEGORY SPECIALIST

DATE: 12 NOVEMBER 2024

EXECUTIVE SUMMARY

This is a report concerning the recommendation to award Tender 5343 Springfield Parkway Road Upgrade - Earthworks, Drainage, RE & Sleeper Walls with the nominated supplier as per confidential Attachment 1 to undertake earthworks, drainage and the construction of sleeper walls as part of the Springfield Parkway and Springfield Greenbank Arterial Road Upgrade.

After an open market request for tender process, an evaluation panel has recommended one supplier for the undertaking of the trunk watermain relocation works as set out in Recommendation B below. The recommendation has been determined by the evaluation panel to offer Council the best value for money.

If Council is satisfied with the nominated supplier, the name of the supplier will be included in the Council's resolution at Recommendation B.

RECOMMENDATION

- A. That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tender No. 5343 Springfield Parkway Road Upgrade - Earthworks, Drainage, RE & Sleeper Walls.**
- B. That Council enter into a contractual arrangement with the Supplier identified in confidential Attachment 1 for the lump sum amount of four million and thirty-nine thousand seven hundred and forty-nine dollars and two cents (\$4,039,749.02) excluding GST and the contingency amount as listed in confidential Attachment 1.**
- C. 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.**
- D. That owing to the confidential nature of the recommendations, that once adopted by Council, the recommendations be made public.**

RELATED PARTIES

There was no declaration of conflict of interest.

IFUTURE THEME

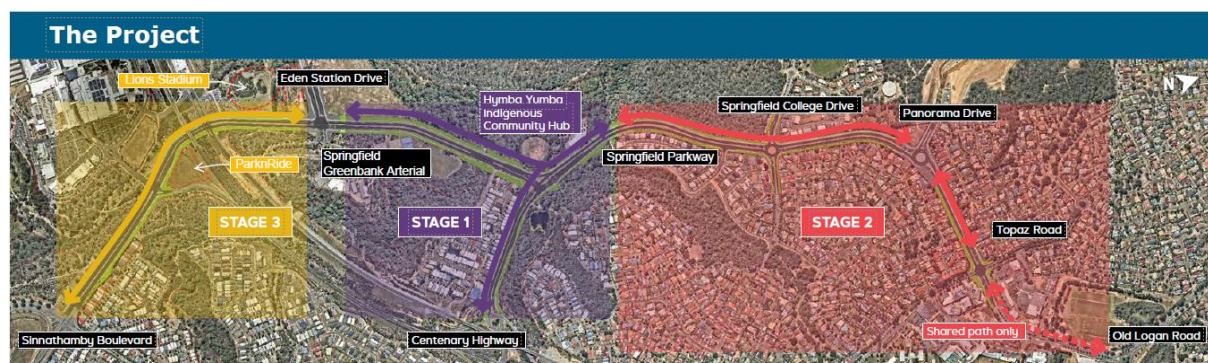
Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

The purpose is to seek approval of the recommendation listed in this report. Council released RFT 5343 Springfield Parkway Road Upgrade - Earthworks, Drainage, RE & Sleeper Walls to the open market via VendorPanel (VP428495) on Monday 16 September 2024 with a closing date of Tuesday 22 October 2024. On closing of the request, four (4) conforming tenders were received.

The Springfield region is a key urban growth front for the City of Ipswich, and it is currently experiencing rapid growth. The City of Ipswich identified the need to upgrade and duplicate Springfield Parkway and Springfield Greenbank Arterial to four lanes to meet the population and employment growth in the area, and the associated travel demand.

The Project will be completed in 3 Stages with Stage 1 complete and Stage 3 in the final phases of construction and this Early Works package will form part of Stage 2.



The key features of the overall project include:

- Widening of the roads to four lanes along the entire section of the project.
- Upgrading of three Roundabouts to signalised intersections.
- Utility relocations and upgrades.
- Stormwater drainage reconfiguration, extensions and upgrades.
- Repair and resurfacing of the existing pavements.
- Three-metre-wide shared pathways for pedestrians and cyclists or footpath and two-metre-wide, on-road cycle lanes along the road corridor in both directions.
- Retaining walls.
- Centenary Highway abutment works on Springfield Greenbank Arterial.
- Bridge duplication over Opossum Creek.
- Upgraded Street lighting along the road corridor.
- Associated landscaping, line marking and signage.

The scope of works for this package includes:

- Construction of Reinforced Earth Wall (design by ICC, supply of materials by ICC).
- Bulk Earthworks in rocky ground conditions.
- Stormwater Drainage (pipes supplied by ICC).
- Design, Construction and Certification of Sleeper Walls and Segment Block Walls.

The works location is primarily South of the Bridgewater Road Roundabout, linking up the Northbound earthworks formation with the previously completed Stage 1 Works.

The aim of these works is to duplicate the existing formation to enable major service relocation works to progress in the new verge (Energex 11kV, Telecommunications, Rate 3 Conduits and Trunk Gas Main).

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 recommendation within this report is not approved is that Council's ability to complete the project would be compromised and further investment would be required to retender for services not currently within Council's delivery capability.

This project is part of the 2024-2025 Capital program and a key project for Council. Council has approached the market through an open tender process in accordance with the local government regulations and is selecting an experienced and well-credentialed supplier to deliver this project to the community.

FINANCIAL/RESOURCE IMPLICATIONS

The cost estimate and spend analysis is outlined in Attachment 1.

COMMUNITY AND OTHER CONSULTATION

The Asset and Infrastructure Services Department as the relevant contract owner have been consulted and agree with the proposal in this report and have endorsed Attachment 1.

CONCLUSION

It was determined by the evaluation panel the recommended supplier, as per Attachment 1, possesses the capability and capacity to meet Council's requirement to undertake earthworks, drainage and the construction of sleeper walls as part of the Springfield Parkway and Springfield Greenbank Arterial Road Upgrade.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	The report recommends Council to enter into a contract with the supplier listed in Attachment 1 to undertake earthworks, drainage and the construction of sleeper walls as part of the Springfield Parkway and Springfield Greenbank Arterial Road Upgrade.
(b) What human rights are affected?	No Human rights are affected by this decision. This is because the tenders are all companies. 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.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	CONFIDENTIAL 5343 Recommendation to Award
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Gavin Wright
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.

Tanya Houwen
MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Pedro Baraza
CONSTRUCTION MANAGER

I concur with the recommendations contained in this report.

Graeme Martin
MANAGER, CAPITAL PROGRAM DELIVERY

I concur with the recommendations contained in this report.

Tony Dileo
ACTING GENERAL MANAGER, INFRASTRUCTURE STRATEGY, CAPITAL DELIVERY AND ASSETS

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Doc ID No: A10926578

ITEM: 6
SUBJECT: PROCUREMENT - 5344 TRUNK WATERMAIN RELOCATION WORKS
AUTHOR: CATEGORY SPECIALIST
DATE: 12 NOVEMBER 2024

EXECUTIVE SUMMARY

This is a report concerning the recommendation to award Tender 5344 Trunk Watermain Relocation Works with the nominated supplier as per confidential Attachment 1 to undertake the relocation and upgrade of the existing trunk water infrastructure at four locations as part of the Springfield Parkway and Springfield Greenbank Arterial Road Upgrade.

After an open market request for tender process, an evaluation panel has recommended one supplier for the undertaking of the trunk watermain relocation works as set out in Recommendation B below. The recommendation has been determined by the evaluation panel to offer Council the best value for money.

If Council is satisfied with the nominated supplier, the name of the supplier will be included in the Council's resolution at Recommendation B.

RECOMMENDATION

- A. **That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tender No. 5344 Trunk Watermain Relocation Works.**
- B. **That Council enter into a contractual arrangement with the Supplier identified in confidential Attachment 1 for the lump sum amount of four million one hundred and eighty-three thousand five hundred and eighty-seven dollars and fifty-eight cents (\$4,183,587.58) excluding GST and the contingency amount as listed in confidential Attachment 1.**
- C. **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.**
- D. **That owing to the confidential nature of the recommendations, that once adopted by Council, the recommendations be made public.**

RELATED PARTIES

There was no declaration of conflict of interest.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

The purpose is to seek approval of the recommendation listed in this report. Council released RFT 5344 Trunk Watermain Relocation Works to the open market via VendorPanel (VP428497) on Monday 16 September 2024 with a closing date of Tuesday 15 October 2024. On closing of the request, six (6) conforming tenders were received.

The Springfield region is a key urban growth front for the City of Ipswich, and it is currently experiencing rapid growth. The City of Ipswich identified the need to upgrade and duplicate Springfield Parkway and Springfield Greenbank Arterial to four lanes to meet the population and employment growth in the area, and the associated travel demand.

The Project will be completed in 3 Stages with Stage 1 complete and Stage 3 in the final phases of construction and this Early Works package will form part of Stage 2.



The key features of the overall project include:

- Widening of the roads to four lanes along the entire section of the project.
- Upgrading of three Roundabouts to signalised intersections.
- Utility relocations and upgrades.
- Stormwater drainage reconfiguration, extensions and upgrades.
- Repair and resurfacing of the existing pavements.
- Three-metre-wide shared pathways for pedestrians and cyclists or footpath and two-metre-wide, on-road cycle lanes along the road corridor in both directions.
- Retaining walls.
- Centenary Highway abutment works on Springfield Greenbank Arterial.
- Bridge duplication over Opossum Creek.
- Upgraded Street lighting along the road corridor.
- Associated landscaping, line marking and signage.

The aim was for Council to seek Tenders from capable suppliers to undertake the relocation and upgrade of the existing trunk water infrastructure at four locations as part of the Springfield Parkway and Springfield Greenbank Arterial Road Upgrade.

The works location is primarily North of the Bridgewater Road Roundabout through to Topaz Road Roundabout positioning the Trunk Watermain into the new Northbound verge.

It was determined by the evaluation scoring panel the supplier listed in Recommendation B of the attached confidential report possesses the capabilities and capacity to meet Council's requirements for the project. The supplier provided good examples of their previous works demonstrating a high level of experience with this type of work. They also demonstrated they have a good understanding of the requirements of the specification. The evaluation scoring members are confident they have the necessary expertise to meet the requirements of the contract, best value for money and recommends them for the award of the contract.

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 recommendation within this report is not approved is that Council's ability to complete the project would be compromised and further investment would be required to retender for services not currently within Council's delivery capability.

This project is part of the 2024-2025 Capital program and a key project for Council. Council has approached the market through an open tender process in accordance with the local government regulations and is selecting an experienced and well-credentialed supplier to deliver this project to the community.

FINANCIAL/RESOURCE IMPLICATIONS

The cost estimate and spend analysis is outlined in Attachment 1.

COMMUNITY AND OTHER CONSULTATION

The Asset and Infrastructure Services Department as the relevant contract owner have been consulted and agree with the proposal in this report and have endorsed Attachment 1.

CONCLUSION

It was determined by the evaluation panel the recommended supplier, as per Attachment 1, possesses the capability and capacity to meet Council's requirement for the relocation and

upgrade of the existing trunk water infrastructure at four locations as part of the Springfield Parkway and Springfield Greenbank Arterial Road Upgrade.

HUMAN RIGHTS IMPLICATIONS.

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	The report recommends Council to enter into a contract with the supplier listed in Attachment 1 for the relocation and upgrade of the existing trunk water infrastructure at four locations as part of the Springfield Parkway and Springfield Greenbank Arterial Road Upgrade.
(b) What human rights are affected?	No Human rights are affected by this decision. This is because the tenders are all companies. 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.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	CONFIDENTIAL 5344 Recommendation to Award
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Gavin Wright
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.

Tanya Houwen
MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Pedro Baraza
CONSTRUCTION MANAGER

I concur with the recommendations contained in this report.

Graeme Martin
MANAGER, CAPITAL PROGRAM DELIVERY

I concur with the recommendations contained in this report.

Tony Dileo
ACTING GENERAL MANAGER, INFRASTRUCTURE STRATEGY, CAPITAL DELIVERY AND ASSETS

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DRAFT

Doc ID No: A10938040

ITEM: 7
SUBJECT: PROCUREMENT - ARTIFAX SUBSCRIPTION
AUTHOR: ICT CATEGORY MANAGER
DATE: 14 NOVEMBER 2024

EXECUTIVE SUMMARY

This is a report seeking a resolution by Council to enter into a contract with Get Smart Consultancy Pty Ltd (Get Smart) for the provision of the Artifax Event Management Software that is used for the management of all venue bookings across Council.

The exception under section 235(a) of the *Local Government Regulation 2012* applies as the incumbent supplier is the only authorised distributor of the Artifax software in the Asia-Pacific region meaning that there is only one supplier who is reasonably available to continue providing the system.

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 provision of Artifax Event Management Software.
- B. That Council enter into a contractual arrangement (Council file reference 240910-000166) with Get Smart Consultancy Pty Ltd, at an approximate purchase price of \$60,000 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 one (1) X one (1) year terms.

RELATED PARTIES

Get Smart Consultancy Pty Ltd (ABN 97 122 278 648)

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

In 2019 the market was approached via a three (3) quote process to engage a suitable supplier to provide Event Management Software for use across Council venues. The evaluation panel for this process recommended Get Smart Consulting Pty Ltd as the preferred supplier and a three (3) year contract was entered into by Council. In 2022 a Council resolution was moved to continue the engagement with Get Smart for the Artifax Software. The current contract is scheduled to expire on 13 January 2025.

The initial set up of Artifax involved training, implementation consultancy and integration fees, these initial costs have been outlaid to implement the software and the return on that investment will be optimised by continuing the engagement rather than implementing another product and incurring the same fees.

The Artifax Event Management Software is designed to manage venue hire, event planning, artistic and production schedules, education programs and tour scheduling. Council solely use this software package for all events held in Council venues.

Get Smart and Artifax are currently meeting Council's needs and expectations for the provision of Event Management Software.

Get Smart are the sole distributor for the Artifax software in the Asia-Pacific region. Council is unable to purchase the software from another supplier within Australia and it is not advantageous to change to a different event management software at this point in time.

The total cost of this new engagement over the two (2) year term is estimated at \$60,000 excluding GST.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

This report and its recommendation are consistent with Council's Procurement Procedure.

RISK MANAGEMENT IMPLICATIONS

The risk to Council if the recommendation within this report is not approved is that Council will not be able to renew the subscription with the current provider Get Smart Consultancy Pty Ltd and that a key operational tool and the data contained therein that is utilised as part of Council's venue event management system will no longer be available.

FINANCIAL/RESOURCE IMPLICATIONS

There are no new resourcing or budgeting implications, as the Artifax software subscription is budgeted as an operational expense within the ICT and Community and Cultural Services branch's budget. There are no additional financial implications.

The total value of the contract is estimated to be \$60,000 (ex GST) for the total two (2) year term if all options are exercised.

COMMUNITY AND OTHER CONSULTATION

The Procurement branch has consulted with the ICT and Community and Cultural Services branches who support the recommendations of this report. This report does not require community consultation.

CONCLUSION

Get Smart Consultancy Pty Ltd are the Asia-Pacific distributor for the Artifax software, meaning they are the only supplier who is reasonably available to provide this system to Council. Accordingly, it is recommended that Council approve the recommendation to enter into a contract with Get Smart Consultancy Pty Ltd as the only supplier reasonably able to provide the ongoing service.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Recommendations A and B state that Council enter into a contractual arrangement for up to two (2) years with Get Smart Consultancy Pty Ltd. for the continued provision of a Artifax Event Management software solution.
(b) What human rights are affected?	Not applicable
(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
ICT CATEGORY MANAGER

I concur with the recommendations contained in this report.

Tanya Houwen
MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Angela Jackson
CHIEF INFORMATION OFFICER

I concur with the recommendations contained in this report.

Don Stewart
MANAGER, COMMUNITY AND CULTURAL SERVICES

I concur with the recommendations contained in this report.

Matt Smith
GENERAL MANAGER (CORPORATE 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: A10940056

ITEM: 8
SUBJECT: PROCUREMENT - PAYMENT FRAUD PREVENTION
AUTHOR: ICT CATEGORY MANAGER
DATE: 15 NOVEMBER 2024

EXECUTIVE SUMMARY

This is a report seeking resolution by Council to enter into a contractual arrangement with Eftsure Pty Ltd (Eftsure) for the provision of a Payment Fraud Prevention solution.

The exception under section 235(b) of the *Local Government Regulation 2012* applies due to the specialised nature of the services offered by Eftsure, rendering it impractical and disadvantageous for Council to invite written quotes for the provision of the Payment Fraud Prevention solution.

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 Payment Fraud Prevention solution.**
- B. That Council enter into a contractual arrangement (Council file reference number 241101-000335) with Eftsure Pty Ltd, at an approximate purchase price of \$125,000 excluding GST over the entire term, being a term of three (3) years, with no options for extension.**

RELATED PARTIES

Eftsure Pty Ltd (ABN 21 168 403 736)

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

Eftsure is a unique Australian fraudtech platform that safeguards organisations, allowing them to process Electronic Funds Transfer (EFT) payments securely, by mitigating the risk of fraud and error. The platform draws on a range of data sources to verify the payee and raises an alarm if it looks like the payment is going to the wrong person.

The platform comprises of a number of verification processes including:-

- Supplier Management – Real time supplier onboarding and verification of data, including checking of ABN validity, GST registration status, bank account verification and other features.
- Real Time EFT Payment Protection – A check of ABA payment files, just prior to release of payments.
- Continuous Compliance Controls - Checks throughout the supplier life cycle, from onboarding through to payment processing, to identify changes in supplier business registration, certifications and licensing.

Cyber security risk and fraudulent payments with our suppliers is an action item on the procurement branch risk register. These verification processes will reduce Council's risk of incorrect payments due to human error, invoice fraud and business email compromise attacks, thus reducing the chance of funds being erroneously and irretrievably paid into bank accounts controlled by the criminals.

Eftsure is used by numerous government departments across Australia, including the Queensland Government Department of Trade and Investment, Qleave and Resources Safety & Health Queensland, as well as many Local Government organisation's including Redlands, Moreton Bay, Scenic Rim and Townsville City Council.

The specialised verification process undertaken by Eftsure, cross checks supplier banking records against an aggregated database comprising over 2.5 million Australian organisations. Whilst there are other organisations offering various types of fraud prevention solutions, the Eftsure solution is specialised and unique in Australia, making it impractical and disadvantageous to invite quotes for the provision of Payment Fraud Prevention solution.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

This report and its recommendation are consistent with Council's Procurement Procedure.

RISK MANAGEMENT IMPLICATIONS

The engagement of Eftsure will mitigate Councils risk of losing money to fraud, cyber-attacks and human error. The solution adds a technical layer of security to Councils current processes, by cleansing the supplier data, streamlining new supplier onboarding, allowing secure changes to supplier details and verifying payments immediately before they are processed.

FINANCIAL/RESOURCE IMPLICATIONS

The total value of the contract is estimated to be \$125,000.00 (ex GST) for the three (3) year term. This expenditure is not currently budgeted for, funding will be sourced from the Corporate Services budget.

COMMUNITY AND OTHER CONSULTATION

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

CONCLUSION

The Payment Fraud Prevention solution offered by Eftsure Pty Ltd is the only one of its kind in Australia, making it disadvantageous and impractical for Council to invite quotes for this service. Accordingly, it is recommended Council approve the recommendation to enter into a contractual arrangement with Eftsure Pty Ltd in accordance with s235(b) of the *Local government Regulation 2012*.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Recommendations A and B state that Council enter into a contractual arrangement for a three (3) year period with Eftsure Pty Ltd for the provision of a Payment Fraud Prevention solution.
(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.

Shyanne Ward
ICT CATEGORY MANAGER

I concur with the recommendations contained in this report.

Tanya Houwen
MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Angela Jackson
CHIEF INFORMATION OFFICER

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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