

AGENDA

FINANCE AND GOVERNANCE COMMITTEE

Tuesday, 16 September 2025 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)	Mayor Teresa Harding
Councillor Jacob Madsen (Deputy Chairperson)	Deputy Mayor Nicole Jonic
	Councillor Marnie Doyle
	Councillor Andrew Antoniolli
	Councillor Jim Madden

FINANCE AND GOVERNANCE COMMITTEE AGENDA

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^{**} Item includes confidential papers

FINANCE AND GOVERNANCE COMMITTEE NO. 2025(08)

16 SEPTEMBER 2025

AGENDA

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

1. **PROPOSED DISPOSAL OF VALUABLE NON-CURRENT LAND ASSETS

At the Finance and Governance Committee held on 19 August 2025, this matter was deferred for consideration at the September Finance and Governance Committee Meeting.

This is a report concerning a recent review of Council's 'Program 43' (Corporate Services Department) land portfolio which has identified land considered surplus to Council's requirements and seeks approval from Council to proceed with the disposal of these assets.

RECOMMENDATION

- A. That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tenders for the disposal of land as described in Attachment 1, to the Purchaser(s), or;
- B. That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that an exception at section 236(1) of the Regulation applies to the disposal of land as described in Attachment 1.
- C. That for each sale, Council enter into a contractual arrangement with the Purchaser(s) at an approximate sale price no less than the market value of the land (excluding GST), payable to Council.
- D. 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.

CONFIRMATION OF MINUTES

2. <u>CONFIRMATION OF MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE</u> NO. 2025(07) OF 19 AUGUST 2025

RECOMMENDATION

That the minutes of the Finance and Governance Committee held on 19 August 2025 be confirmed.

OFFICERS' REPORTS

3. **AMENDMENT OF COUNCIL RESOLUTIONS FOR PROPOSED ACQUISITIONS OF LAND FOR RIPLEY AND FISCHER ROAD UPGRADES

This is a report concerning two (2) previous Council decisions and the proposed amendment to the Confidential Attachment 1 of each report, both detailing the area(s) of land required for Stage 2 and 3 of the Ripley and Fischer Road Upgrade Project, by acquisition.

RECOMMENDATION

- A. That the decision of Council of 24 October 2024 (Resolution Number: C2024/08/290(FAGCC) relating to Recommendation A of Item 7 of the Finance and Governance Committee of 15 October 2024 titled *Proposed Acquisitions of Land for INF04658 Ripley Road Upgrade Cunningham Highway to Fischer Road*, be amended by replacing the original Confidential Attachment 1 with an updated Confidential Attachment 5 outlining the revised area requirement for the land acquisitions.
- B. That the decision of Council of 28 January 2025 (Resolution Number: C2025/00/273 relating to Recommendation A of Item 16.4 of the Council meeting of 28 January 2025 titled *Proposed Acquisition of Land for INF04659 Fischer Road Upgrade*, be amended by replacing the original Confidential Attachment 1 with an updated Confidential Attachment 5 outlining the revised area requirement for the land acquisition.

4. <u>FUTURE OF OLD TALLEGALLA SCHOOL, 2 TALLAGALLA TWO TREE HILL ROAD, TALLEGALLA</u>

This is a report concerning the current Action Notice relating to the Old Tallegalla School, located at 2 Tallegalla Two Tree Hill Road, Tallegalla. It seeks Council's direction on the next steps regarding the future of the site, including further consideration of the outcome of the community consultation.

RECOMMENDATION

That pursuant to Section 228(3)(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that it would be in the public interest to invite expressions of interest for disposal of leasehold interest in land (trustee lease) at 2 Tallegalla Two Tree Hill Road, Tallegalla more particularly described as Lot 557 and Plan CC3651 for community purpose.

CONFLICT OF INTEREST FOR EMPLOYEES POLICY REVIEW

This report details the outcome of the required four year review of the existing Conflicts of Interest for Employees Policy. It was considered by the Executive Leadership Team on 15 July and has been referred to the Finance and Governance Committee for approval.

RECOMMENDATION

That the amended Conflicts of Interest for Employees Policy as outlined in Attachment 3, be adopted.

6. <u>PROCUREMENT - VARIATION TO CONTRACT FOR PROVISION OF COMMERCIAL CLEANING</u>

This is a report concerning a request for Council's approval to extend Contract No. 13902 for commercial cleaning services by six months beyond its current expiry date of 1 December 2025. The extension is necessary to maintain service continuity during the school holidays and festive period while the procurement process for a new contract is being finalised.

Approval is sought to vary the existing contract 13902 for an additional six (6) months to allow additional time to thoroughly evaluate tender submissions received as part of the new procurement process and allow a suitable transition time (if required) outside of peak holiday periods.

RECOMMENDATION

- A. That the contractual arrangement (Council contract 13902) with Total Building Maintenance (Supplier) for the Provision of Commercial Cleaning be varied as follows:
 - (i) Add a final extension of six (6) months (from 1 December 2025 to 31 May 2026);
 - (ii) to approve increase in expenditure from \$10,500,000.00 excluding GST to approximately \$12,500,000.00 excluding GST over the entire term;

- B. That Council enter into a deed of variation with the Supplier to appropriately amend the existing contractual arrangement.
- 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.

7. PROCUREMENT: SIGNIFICANT CONTRACTING PLAN - TIVOLI SPORTING COMPLEX UPGRADE AND REDBANK PLAINS RECREATION RESERVE NEW SPORTS FACILITY

This is a report concerning a Significant Contracting Plan for Tivoli Sporting Complex Upgrade and Redbank Plains Recreation Reserve New Sports Facility.

The Significant Contracting Plan is required in accordance with Chapter 6, Part 2, s221 of the Local Government Regulation 2012 for any contract/s with a total expected term over 10 years or a value equal to or exceeding \$7,000,000 (ex. GST). Significant Contracting Plans must be adopted by Council prior to awarding a contract.

RECOMMENDATION

That pursuant to Section 221 of the *Local Government Regulation 2012*, Council make and adopt the Significant Contracting Plan for Tivoli Sporting Complex Upgrade and Redbank Plains Recreation Reserve New Sports Facility as detailed in Attachment 1.

8. **PROCUREMENT: INTERSECTION UPGRADE – RIPLEY ROAD & REIF STREET, FLINDERS VIEW

This is a report concerning the approval for the award of Tender VP465457 Intersection Upgrade, Ripley Road and Reif Street, Flinders View.

After an open market request for tender process, the evaluation panel has recommended one supplier for the undertaking of the intersection upgrade, Ripley Road and Reif Street 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 Council's resolution at Recommendation B.

RECOMMENDATION

- A. That pursuant to Section 228 of the Local Government Regulation 2012
 (Regulation), Council award Tender No. VP465457 for the provision of Intersection
 Upgrade Ripley Road and Reif Street, Flinders View.
- B. That Council enter into a contractual arrangement with the Supplier identified in the confidential Attachment 1 for the lump sum amount of two million, seven hundred sixty-eight thousand, one hundred sixty-eight dollars (\$2,768,168.00) 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.
- 9. **PROCUREMENT: RECOMMENDATION TO AWARD INTELLIGENT TRAFFIC SYSTEM INFRASTRUCTURE (TRAFFIC SIGNAL MAINTENANCE)

This is a report concerning the recommendation to award for Tender VP430214 Intelligent Transport System Infrastructure (Traffic Signal Maintenance) following an Open Tender process.

RECOMMENDATION

- A. That pursuant to Section 228 of the Local Government Regulation 2012 (Regulation), Council award Tender VP430214 for the provision of Intelligent Transport System Infrastructure to the recommended supplier detailed in Attachment 1.
- B. That Council enter into a contractual arrangement with the Supplier, Council's estimated spend of \$10.5M excluding GST, being a term of two (2) years, with options for extension at the discretion of Council (as purchaser), of an additional two (2) X two (2) year terms, total term being six (6) years.
- 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.

10. REPORT - REGULATION ADVISORY COMMITTEE NO. 2025(03) OF 21 AUGUST 2025

This is the report of the Regulation Advisory Committee No. 2025(03) of 21 August 2025.

RECOMMENDATION

That Council adopt the recommendations of the Regulation Advisory Committee No. 2025(03) of 21 August 2025.

11. MONTHLY FINANCIAL PERFORMANCE REPORT - AUGUST 2025

This is a report concerning Ipswich City Council's (**Council**) financial performance for the period ending 31 August 2025, submitted in accordance with section 204 of the *Local Government Regulation 2012*.

RECOMMENDATION

That the report on Council's financial performance for the period ending 31 August 2025, submitted in accordance with section 204 of the *Local Government Regulation 2012*, be considered and noted by Council.

NOTICES OF MOTION

MATTERS ARISING

QUESTIONS / GENERAL BUSINESS

Doc ID No: A11930350

ITEM: 1

SUBJECT: PROPOSED DISPOSAL OF VALUABLE NON-CURRENT LAND ASSETS

AUTHOR: SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

DATE: 22 AUGUST 2025

EXECUTIVE SUMMARY

At the Finance and Governance Committee held on 19 August 2025, this matter was deferred for consideration at the September Finance and Governance Committee Meeting.

This is a report concerning a recent review of Council's 'Program 43' (Corporate Services Department) land portfolio which has identified land considered surplus to Council's requirements and seeks approval from Council to proceed with the disposal of these assets.

RECOMMENDATION/S

- A. That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tenders for the disposal of land as described in Attachment 1, to the Purchaser(s), or;
- B. That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that an exception at section 236(1) of the Regulation applies to the disposal of land as described in Attachment 1.
- C. That for each sale, Council enter into a contractual arrangement with the Purchaser(s) at an approximate sale price no less than the market value of the land (excluding GST), payable to Council.
- D. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take "contractual action" pursuant to section 238 of the Regulation, in order to implement Council's decision.

RELATED PARTIES

There was no declaration of any conflicts of interest.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

A portion of Council's land portfolio (*Program 43*) has recently been assessed in accordance with both the *Property Acquisition and Disposal Policy* and the *Disposal of Council Owned Property Procedure*.

The disposal of Property provides an opportunity to release capital for Council while eliminating costs and resourcing impacts associated with any ongoing maintenance obligations.

The assessment process involved sorting Property into the following categories:

- **A.** Capital gain: Properties of considerable market value, to be offered on the open market by either Tender or Auction.
- **B.** Resource saving and administrative tidy-up: Properties with minimal market value, to be offered to adjoining landowner(s). Noting that should there be no interest from an adjoining owner or more than one adjoining owner expresses an interest, the property would then progress to Tender or Auction.
- C. Potential housing outcome: Properties identified as medium/high density residential that require further consideration as a potential social and/or affordable housing outcome considering Council's Local Housing Action Plan.
- **D.** Require further action: Properties that require legal input, administrative changes or an alternate approach before they would be considered marketable.
- **E.** Unlikely to sell: Properties that are currently not marketable due to land constraints, location and/or topography.
- **F. Retained:** Properties that will be retained for operational and/or strategic reasons identified during the internal stakeholder review process for current or future use.

The Properties listed in Attachment 1 consist of Category A assets.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions: Local Government Regulation 2012
Land Titles Act 1994
Property Law Act 1974

POLICY IMPLICATIONS

These recommendations are consistent with Council's *Property Acquisition and Disposal Policy* and *Disposal of Council Owned Property Procedure*.

RISK MANAGEMENT IMPLICATIONS

Risks considered in association with approving the recommendations include the unidentified future need for the Property; and selling in the current market may mean that Council misses a potentially higher capital gain in a future (possibly stronger) market.

Risks considered in association with not approving the recommendations include the continued expenditure of funds and resources towards Property maintenance; withholding local economical outcomes (commercial/industrial investment); and ongoing risk of illegal trespass/occupation of vacant buildings.

FINANCIAL/RESOURCE IMPLICATIONS

- The disposal of land will release capital through current market-value transactions.
- Costs associated with the disposal of Property may include marketing, valuation, conveyancing, and auctioneer services.
- Property disposed by an exemption under the *Local Government Regulation 2012* may avoid marketing and auctioneer fees.
- Duty tax and transfer fees are payable by the purchaser.
- Capital released from the disposal of (*Program 43*) Property will be managed by Council's Corporate Services Department.

COMMUNITY AND OTHER CONSULTATION

As part of the due diligence process, key internal stakeholders were consulted for commentary around any current or future use of Property within the portfolio and any concerns or perceived risks in their proposed disposal. Internal stakeholders included City Design; Infrastructure Strategy Hydraulics; Natural Areas Urban Forest; Open Space and Facilities; Planning and Development; Sport and Recreation; Strategic Construction Planning; and Transport Planning.

In addition, comprehensive investigations were undertaken with relevant State Government departments. This included reviews of property titles and associated dealings, as well as assessments against the Environmental Management Register, Contaminated Land Register, Cultural Heritage databases and Vegetation Management.

Council officers met with the Executive Leadership Team in May 2025 and Councillor Briefing Sessions have been held with elected representatives in June and September 2025 on the process and specific site locations.

CONCLUSION

Property Services recommends proceeding with the proposed disposal of the property identified in Attachment 1. These locations have been deemed as surplus to Council's operational needs, presenting a strategic opportunity to unlock capital, reduce ongoing

maintenance costs and optimise resource allocation around maintenance of these properties.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Council to dispose of freehold land pursuant to Section 228, Section 236(1)(a) or 236(1)(c)(iv) of the <i>Local Government Regulations 2012</i> .
(b) What human rights are affected?	No human rights are affected by this decision as Council is a local government organisation and only individuals have human rights. End of assessment.
(c) How are the human rights limited?	Not applicable.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable.
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

	CONFIDENTIAL
1.	Site Disposal Summary - Category A
2.	Disposal Process for Surplus Property - Councillor Briefing Session - 12 June 2025

Bianca Gaudry

SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

I concur with the recommendations contained in this report.

Alicia Rieck

PROPERTY SERVICES 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"

FINANCE AND GOVERNANCE COMMITTEE NO. 2025(07)

19 AUGUST 2025

MINUTES

COUNCILLORS' ATTENDANCE:

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

COUNCILLOR'S APOLOGIES:

Nil

OFFICERS' ATTENDANCE:

Chief Executive Officer (Sonia Cooper), General Manager Corporate Services (Matt Smith), General Manager Community, Cultural and Economic Development (Ben Pole), General Manager Planning and Regulatory Services (Brett Davey), General Manager Asset and Infrastructure Services (Seren McKenzie), Property Services Manager (Alicia Rieck), Senior Media Officer (Darrell Giles), Senior Communications and Policy Officer (Jodie Richter), Chief of Staff – Office of the Mayor (Melissa Fitzgerald), Manager Libraries and Customer Services (Samantha Chandler), Goods and Services Category Manager (Tim Steinhardt), Business Support Manager (Nicole Evans) and Venue Technician (Thomas Haag)

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

Councillor Paul Tully (Chairperson) invited Councillor Jim Madden to deliver the Acknowledgement of Country.

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

MOVE INTO CLOSED SESSION

RECOMMENDATION

Moved by Councillor Paul Tully: Seconded by Councillor Jim Madden:

That in accordance with section 254J(3)(g) of the *Local Government Regulation* 2012, the meeting move into closed session to discuss Item 1 titled Proposed Disposal of Valuable Non-Current Land Assets.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Tully Nil

Madsen Harding Jonic Doyle Antoniolli Madden

The motion was put and carried.

The meeting moved into closed session at 9.43 am.

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 9:51 am.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Tully Nil

Madsen Harding Jonic Doyle Antoniolli Madden

The motion was put and carried.

1. PROPOSED DISPOSAL OF VALUABLE NON-CURRENT LAND ASSETS

This is a report concerning a recent review of Council's 'Program 43' (Corporate Services Department) land portfolio which has identified land considered surplus to Council's needs and seeks approval from Council to proceed with the disposal of these assets.

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

RECOMMENDATION

- A. That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tenders for the disposal of land as described in Attachment 1, to the Purchaser(s), or;
- B. That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that an exception at section 236(1) of the Regulation applies to the disposal of land as described in Attachment 1;
- C. That for each sale, Council enter into a contractual arrangement with the Purchaser(s) at an approximate sale price no less than the market value of the land (excluding GST), payable to Council.
- D. 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.

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Councillor Andrew Antoniolli:

That Item 1 titled Proposed Disposal of Valuable Non-Current Land Assets be deferred for consideration at the September Finance and Governance Committee meeting.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Tully Nil

Madsen Harding Jonic Doyle Antoniolli Madden

The motion was put and carried.

CONFIRMATION OF MINUTES

2. <u>CONFIRMATION OF MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE</u> NO. 2025(06) OF 22 JULY 2025

RECOMMENDATION

Moved by Councillor Jim Madden:

Seconded by Deputy Mayor Nicole Jonic:

That the minutes of the Finance and Governance Committee held on 22 July 2025 be confirmed.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Tully Nil

Madsen Harding Jonic Doyle Antoniolli Madden

The motion was put and carried.

OFFICERS' REPORTS

3. <u>DISPOSAL OF EASEMENTS OVER COUNCIL LAND TO ENERGEX LIMITED FOR ELECTRICITY WORKS IN WHITE ROCK</u>

This is a report concerning the disposal of two (2) Easements over Council Program 30 land in favour of Energex Limited. The Easement will facilitate the installation and maintenance of electricity lines supplying newly developed residential areas within White Rock.

RECOMMENDATION

Moved by Councillor Paul Tully: Seconded by Councillor Andrew Antoniolli:

A. That Council resolve pursuant to Section 236(2) of the *Local Government*Regulation 2012 (the Regulation) that the exemption referred to in Section 236(1)(b)(i) of the Regulation applies for the disposal of interest in Part of Land

at:

(i) 119 Explorers Road, White Rock, more particularly described as Lot 1098 on SP339201; and

(ii) 1 Wheeler Street, White Rock, more particularly described as Lot 998 on SP339200,

("the Land"), by way of Easement agreements for electricity works purpose between Council and Energex Limited.

B. That pursuant to Section 257(1)(b) of the *Local Government Act 2009* Council resolve to delegate the power to the Chief Executive Officer to be authorised to

negotiate and finalise the terms of the proposed Easements as detailed in Recommendation A, for electricity works purpose.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Tully Nil

Madsen Harding Jonic Doyle Antoniolli Madden

The motion was put and carried.

4. REPEAL OF PREVIOUS COUNCIL DECISIONS FOR PROPOSED ACQUISITIONS OF LAND IN RIPLEY AND FLINDERS VIEW

This is a report concerning the repeal of two (2) previous Council decisions. Recommendation A relates to a proposed property acquisition for the Ripley and Fischer Road Upgrade project and Recommendation B relates to a proposed strategic land acquisition in Flinders View.

"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 Marnie Doyle: Seconded by Deputy Mayor Nicole Jonic:

- A. That the previous decision of Council, as per Item No. 4 of the Finance and Governance Committee on 18 February 2025 and adopted at the Council Ordinary meeting of 27 February 2025, be repealed.
- B. That the previous decision of Council, as per Item No. 16.6 adopted at the Council Ordinary meeting of 12 September 2024, be repealed.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Tully Nil

Madsen Harding Jonic Doyle Antoniolli Madden

The motion was put and carried.

5. PROCUREMENT OF LIBRARY RESOURCES

This is a report concerning the establishment of preferred supplier arrangements with four (4) suppliers for the provision of Library Collection Resources to Ipswich City Council.

"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 Paul Tully: Seconded by Councillor Marnie Doyle:

- A. That pursuant to Section 233 of the Local Government Regulation 2012 (Regulation), Council establish Preferred Supplier Arrangements for the provision of Library Collection Resources with the suppliers detailed in Confidential Attachment 1 -VP456168 Recommendation To Award (RTA) Library Collection Resources (A11711423) of this report.
- B. That pursuant to Section 233(8) of the Regulation, Council resolve that it is satisfied that a term longer than two (2) years will result in better value for Council.
- C. That under the Preferred Supplier Arrangement, Council's estimated spend will be \$4.3M excluding GST over the entire five (5) year term, being a term of three (3) years, with options for extension at the discretion of Council (as purchaser), of an additional one (1) year plus one (1) year terms.
- D. That Council may enter into a contractual arrangement with any of the suppliers mentioned in confidential Attachment 1.
- E. For those individual contractual arrangements that exceed \$2,000,000 excluding GST, 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 in accordance with section 13(3) of the *Local Government Act 2009*.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Tully Nil

Madsen Harding **Jonic**

Doyle

Antoniolli

Madden

The motion was put and carried.

6. MINOR AMENDMENTS TO FEES AND CHARGES - PLANNING AND DEVELOPMENT

This is a report concerning minor amendments to the 2025-2026 Register of Fees and Charges - Planning and Development section.

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Councillor Jim Madden:

That the proposed amendments to Fees and Charges for planning and development, as outlined in Attachment 1, be adopted.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Tully Nil

Madsen Harding Jonic Doyle Antoniolli Madden

The motion was put and carried.

7. <u>COMMITTEE TERMS OF REFERENCE - ANNUAL REVIEW</u>

This is a report concerning the annual review and performance evaluation of the ICC Standing Committees Terms of Reference.

***RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Deputy Mayor Nicole Jonic:

That the revised Ipswich City Council Standing and Advisory Committees Terms of Reference (Attachment 2) be adopted.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Tully Nil

Madsen Harding Jonic Doyle Antoniolli Madden

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

QUESTIONS / GENERAL BUSINESS

Nil

COMMENCEMENT OF NEXT MEETING

RECOMMENDATION

Moved by Councillor Paul Tully: Seconded by Mayor Teresa Harding:

That the Community and Sport Committee commence at 10.30 am.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Tully Nil

Madsen Harding Jonic Doyle Antoniolli Madden

The motion was put and carried.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 9.40 am.

The meeting closed at 9.58 am.

^{***} Refer Council Ordinary Meeting of 28 August 2025 for amendment

Doc ID No: A11826080

ITEM: 3

SUBJECT: AMENDMENT OF COUNCIL RESOLUTIONS FOR PROPOSED ACQUISITIONS OF

LAND FOR RIPLEY AND FISCHER ROAD UPGRADES

AUTHOR: SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

DATE: 23 JULY 2025

EXECUTIVE SUMMARY

This is a report concerning two (2) previous Council decisions and the proposed amendment to the Confidential Attachment 1 of each report, both detailing the area(s) of land required for Stage 2 and 3 of the Ripley and Fischer Road Upgrade Project, by acquisition.

RECOMMENDATION/S

- A. That the decision of Council of 24 October 2024 (Resolution Number: C2024/08/290(FAGCC) relating to Recommendation A of Item 7 of the Finance and Governance Committee of 15 October 2024 titled *Proposed Acquisitions of Land for INF04658 Ripley Road Upgrade Cunningham Highway to Fischer Road*, be amended by replacing the original Confidential Attachment 1 with an updated Confidential Attachment 5 outlining the revised area requirement for the land acquisitions.
- B. That the decision of Council of 28 January 2025 (Resolution Number: C2025/00/273 relating to Recommendation A of Item 16.4 of the Council meeting of 28 January 2025 titled *Proposed Acquisition of Land for INF04659 Fischer Road Upgrade*, be amended by replacing the original Confidential Attachment 1 with an updated Confidential Attachment 5 outlining the revised area requirement for the land acquisition.

RELATED PARTIES

Property owner(s) identified in Confidential Attachment 5.

There were no declarations of conflicts of interest.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

In the Officers Report (Item No.7) at the Finance and Governance Committee on 15 October 2024 (and adopted at the Ordinary Council meeting of 24 October 2024), Recommendation A resolved that "pursuant to Section 5(1)(b)(i) of the Acquisition of Land Act 1967, Council as

"constructing authority" proceed to acquire the land described in the amended Confidential Attachment 1, excluding property '9' for Road purpose."

This report requests the Council decision be amended by replacing the original Confidential Attachment 1 with this reports' Confidential Attachment 3 – *Stage 2 100% Detailed Design Acquisition Plans* (attached) outlining the revised areas of land required for Stage 2 of the Ripley and Fischer Road Upgrade Project.

Further to the above, in the Officers Report (Item No.16.4) at the Ordinary Council meeting of 28 January 2025, Recommendation A resolved "to acquire part of land described in Confidential Attachment 1 (Council file reference 6249), for road and drainage purposes."

This report requests the Council decision be amended by replacing the original Confidential Attachment 1 with this reports' Confidential Attachment 4 – *Stage 3 100% Detailed Design Acquisition Plans* (attached) outlining the revised area of land required for Stage 3 of the Ripley and Fischer Road Upgrade Project.

LEGAL IMPLICATIONS

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

Local Government Act 2009

Local Government Regulation 2012

Acquisition of Land Act 1967

Property Law Act 2023

POLICY IMPLICATIONS

The matter of the report is consistent with Council's approved *Property Acquisition and Disposal Policy*.

RISK MANAGEMENT IMPLICATIONS

The following key risks may apply to Council if the amended land requirements are not secured:

Operational Risks

Associated works would not be able to be completed within any private property.

Reputational Risks

Significant areas of planned developments may be delayed or forced to stop without the road upgrade.

Safety Risks

Some areas of Ripley Road are of a lower standard rural road configuration and with the rapid population growth in recent years, the road is operating over capacity and is likely to increasingly experience issues.

FINANCIAL/RESOURCE IMPLICATIONS

Project funding has been confirmed through the long-term financial forecast (including acquisitions) across all stages.

Council will seek to settle acquisitions by agreement, however, if agreement cannot be reached and the land is resumed by Gazette Notice, expenses relating to claims for compensation and Land Court proceedings (if required) will form part of the Project budget.

COMMUNITY AND OTHER CONSULTATION

Internal Stakeholder Engagement

Property Services continue to consult with Council's Capital Delivery Branch and Legal Services who support the recommendations within this report and will be working together to achieve settlement of the land requirements.

The Project Control Group (PCG), continues to provide oversight and governance across all aspects of the Project, including acquisitions. The PCG have endorsed the approach of the acquisition process.

Councillor Briefing Sessions have been held with elected representatives and have included information on amendments to property requirements within the project extents.

External Stakeholder Engagement

The initial phase of engagement with property owners is ongoing and involves officers from Capital Delivery and Property Services meeting with landowners to provide information on the project design, delivery, property impacts and land requirements.

The second phase of engagement will involve property owners whose land adjoins the project area of works, consulting with officers from Capital Delivery to discuss the project delivery, and potential property impacts from associated works (access, noise etc.).

Engagement with the wider community will continue to be delivered through Council's 'Shape Your Ipswich' website, including ongoing project updates and a facility for the community to submit questions, feedback, or concerns to Council. A letterbox-drop of a 'What's Being Planned...?' brochure is planned for delivery at a date closer to the time of construction.

CONCLUSION

It is recommended that Council proceed with the compulsory acquisition of land as described in Confidential Attachment 3, as a "Constructing Authority" under the *Acquisition* of Land Act 1967 (Qld).

Council will seek to compulsory acquire by way of agreement with the property owners. However, if this is unsuccessful, Council will exercise its power as a constructing authority under the *Acquisition of Land Act 1967 (Qld)* and make application to the relevant Minister for the land to be taken.

It is recommended that Council proceed with the acquisition of land as described in Confidential Attachment 4, under the *Property Law Act 2023 (Qld)*.

HUMAN RIGHTS IMPLICATIONS

F	
HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Acquisitions of Land for INF04658 - Ripley Road Upgrade
(b) What human rights are affected?	Property rights (section 24) – protects the right of all persons to own property (real and personal property) and to not be arbitrarily deprived of property.
(c) How are the human rights limited?	Where the owner of land is a company: No. The owner of the land is a company and only individuals have human rights. End of assessment. Where the owner of land is an individual: Yes. The compulsory acquisition does potentially affect human rights.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	It is considered that acquiring the identified land has less impact on the registered owner compared to the benefit and safety to the community from the upgrade of the road.
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

	CONFIDENTIAL
1.	Stage 2 100% Preliminary Design Acquisition Plans
2.	Stage 3 100% Preliminary Design Acquisition Plans
3.	Stage 2 100% Detailed Design Acquisition Plans
4.	Stage 3 100% Detailed Design Acquisition Plans
5.	Updated Ripley Road Land Requirements

Bianca Gaudry

SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

I concur with the recommendations contained in this report.

Alicia Rieck

PROPERTY SERVICES 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" $\,$

Doc ID No: A11739200

ITEM: 4

SUBJECT: FUTURE OF OLD TALLEGALLA SCHOOL, 2 TALLAGALLA TWO TREE HILL ROAD,

TALLEGALLA

AUTHOR: SENIOR PROPERTY OFFICER (TENURE)

DATE: 27 JUNE 2025

EXECUTIVE SUMMARY

This is a report concerning the current Action Notice relating to the Old Tallegalla School, located at 2 Tallegalla Two Tree Hill Road, Tallegalla. It seeks Council's direction on the next steps regarding the future of the site, including further consideration of the outcome of the community consultation.

RECOMMENDATION

That pursuant to Section 228(3)(a) of the *Local Government Regulation 2012* (Regulation), Council resolve that it would be in the public interest to invite expressions of interest for disposal of leasehold interest in land (trustee lease) at 2 Tallegalla Two Tree Hill Road, Tallegalla more particularly described as Lot 557 and Plan CC3651 for community purpose.

RELATED PARTIES

There were no declarations of conflicts of interest

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

This report outlines the outcomes of community engagement undertaken in relation to the potential surrender of trusteeship of the Old Tallegalla School, located at 2 Tallegalla Two Tree Hill Road, Tallegalla. The engagement aimed to raise community awareness, clarify Council's financial responsibilities should it retain the property, and assess community sentiment regarding the site's future use.

Key themes emerging from the consultation included strong support for heritage preservation, concerns about Council's financial capacity to rehabilitate the site, and a wide range of suggestions for future use—such as educational programs, community spaces, tourism, and accommodation. While 73% of respondents preferred Council to retain trusteeship, views were mixed on which entity would best manage the site in alignment with community expectations.

EXPRESSION OF INTEREST (EOI) PROCESS

Council to consider the recommendation to initiate an Expression of Interest process to invite proposals from interested parties for a lease of the land. The lease would be for a term of up to 20 years and must be for purposes consistent with the land's designated trust purposes being heritage, historical, and cultural.

LEGAL IMPLICATIONS

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

Land Act 1994

Land Regulation 2020

Local Government Act 2009

Local Government Regulation 2012

POLICY IMPLICATIONS

There are currently no policy constraints that would prevent Council from initiating an Expression of Interest (EOI) process for the Old Tallegalla School site. This approach is consistent with Council's approved policies.

RISK MANAGEMENT IMPLICATIONS

Proceeding with an expression of interest carries a moderate risk of asset deterioration if refurbishment and essential repairs to the Old Tallegalla School are not undertaken. To mitigate this risk, it is critical to assess the projected costs associated with both initial rehabilitation and ongoing maintenance. This financial analysis will support informed decision-making, ensuring that any future investment is balanced against broader capital priorities and contributes to the long-term sustainability of the asset.

FINANCIAL/RESOURCE IMPLICATIONS

The estimated cost to upgrade the Old Tallegalla School buildings and facilities to meet current standards is approximately \$120,000, with an additional \$180,000 anticipated for ongoing operational maintenance over the next ten years. Should Council retain trusteeship of the land, these costs would need to be funded through public resources. Proceeding with an expression of interest may help identify potential lessees who can contribute to or assume responsibility for these financial obligations, thereby reducing the long-term burden on Council.

COMMUNITY AND OTHER CONSULTATION

As a result of the action notice for Resolution C2024/07/232(FAGC) – Finance and Governance Committee (Item 4) regarding Surrender of 2 Tallegalla Two Tree Hill Road Tallegalla community consultation was undertaken by Property Services in collaboration with Community Engagement Team v between 3 February 2025 and 3 March 2025. The community was able to contribute their feedback through the channels outlined below;

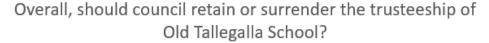
Shape Your Ipswich

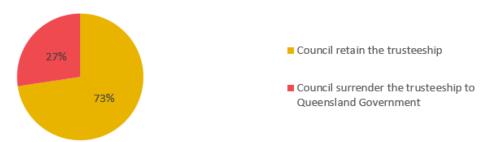
- Hard copy survey
- Community engagement events
- Email
- Phone

The following communication channels were used to effectively engage the community and enhance awareness;

- Shape Your Ipswich
- Email
- Letterbox drop
- Physical signage
- Media mentions

A total of 117 respondents provided input on this matter. Consistent with responses to previous questions, the preferred approach was for Council to retain the trusteeship, as supported by 73% of community votes





CONCLUSION

The community feedback strongly supports Council retaining trusteeship of the Old Tallegalla School, highlighting its heritage value and potential for future community use. While refurbishment and maintenance costs are significant, they should be considered alongside the long-term benefits of preserving the site. The recommendations in this report provide a balanced approach for Council to move forward with an expression of interest to lease the facility.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the	Recommendations A states that Council will surrender the property
Act/Decision	back to the State of Queensland.
being made?	
(b) What	No human rights are affected by these decisions.
human	
rights are	
affected?	
(c) How are the	Not applicable
human	
rights	
limited?	
(d) Is there a	Not applicable
good reason	
for limiting	
the relevant	
rights? Is the	
limitation	
fair and	
reasonable?	
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

- 1. Action Notice Item 4 FAG C'tee 12.09.2024 Surrender of 2 Tallegalla Two Tree Hill Road Tallegalla 🗓 🖺
- 2. Title Search 🗓 🖫
- 3. Community Engagement Report 🗓 🖼
- 4. Fact Sheet 🗓 🖫

Kerry Perrett

SENIOR PROPERTY OFFICER (TENURE)

I concur with the recommendations contained in this report.

Alicia Rieck

PROPERTY SERVICES 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" $\,$

Item 4 / Attachment 1.

FOR ACTION

COUNCIL 12 SEPTEMBER 2024

TO: KERRY PERRETT - SENIOR PROPERTY OFFICER (TENURE)

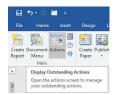
Subject: Surrender of 2 Tallegalla Two Tree Hill Road, Tallegalla

Notes: For the necessary action associated with the resolution in terms of submitting

to a future meeting after community consultation has occurred.

File Reference:

Please take the necessary action as outlined in the Recommendation. Please use the Infocouncil tools in Word to add your action notes. Refer to the Actions Icon on your Infocouncil toolbar.



Actions Instructions

- 1. Navigate to your Infocouncil Toolbar in word and click on the Actions icon
- 2. A list of actions assigned to you will show
- 3. Review the Initial target date of your action and change it if this date is not likely to be met
- 4. Add progressive notes as you complete any part of this action

For information on how to complete your actions go to:

Infocouncil Actions Explanation and How to Guide

FINANCE AND GOVERNANCE COMMITTEE – ITEM 4

SURRENDER OF 2
TALLEGALLA TWO TREE
HILL ROAD, TALLEGALLA

RESOLUTION C2024/07/231(FAGCC)

Moved by Councillor Paul Tully: Seconded by Deputy Mayor Nicole Jonic:

That Council receive the report regarding the trusteeship of surplus land at 2 Tallegalla Two Tree Hill Road, Tallegalla, more particularly described as Lot 557 and Plan CC3651 (Council file reference number 6221) with the report to be held over to a future meeting of the Finance and Governance Committee to allow a time for the council officers to undertake community consultation in line with the Community Engagement Policy.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Harding Nil

Madsen Augustine Jonic Tully

Item 4 / Attachment 1.

Doyle Antoniolli Madden

The motion was put and carried by block resolve.

Adopted at the Council Meeting of 12 September 2024

<u>View the report</u> <u>Open Item in Minutes</u>

Item 4 / Attachment 1.

FINANCE AND GOVERNANCE COMMITTEE MEETING AGENDA

3 SEPTEMBER 2024

Doc ID No: A10436126

ITEM: 4

SUBJECT: SURRENDER OF 2 TALLEGALLA TWO TREE HILL ROAD, TALLEGALLA

AUTHOR: SENIOR PROPERTY OFFICER (TENURE)

DATE: 24 JULY 2024

EXECUTIVE SUMMARY

This is a report concerning the potential surrender of trusteeship over Reserve land located at 2 Tallegalla Two Tree Hill Road, Tallegalla, described as Lot 557 CC3651 to the State of Queensland and recommend the Silver Lining Foundation Australia Ltd to take responsibility of the trusteeship.

RECOMMENDATION

Amended Finance and Governance Committee of 3 September 2024

That Council receive the report regarding the trusteeship of surplus land at 2 Tallegalla Two Tree Hill Road, Tallegalla, more particularly described as Lot 557 and Plan CC3651 (Council file reference number 6221) with the report to be held over to a future meeting of the Finance and Governance Committee to allow a time for the council officers to undertake community consultation in line with the Community Engagement Policy.

RELATED PARTIES

- Silver Lining Foundation Australia Ltd
- There were no declarations of conflicts of interest

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Council is currently reviewing the potential relinquishment of its trusteeship role (as per section 50 of the *Land Act 1994*), concerning a heritage property designated as Lot 557 on CC3651. This property, once the Tallegalla State School, features traditional classrooms and a teacher's staff room, along with an annex for educational activities.

Previously, the land was under a trustee lease, which was forfeited by the lessee due to the impracticality in utilising the property. Despite requests to the Council, for modifications to enhance the usability of the buildings and land, the requests were denied by Council, to preserve the property's heritage status.

FINANCE AND GOVERNANCE COMMITTEE MEETING AGENDA

3 SEPTEMBER 2024

In 1998, the Council assumed trusteeship, to protect the property's historical value and to offer a community resource. Subsequently, the property hosted private events and was utilised by the Rosewood Assembly of God Youth Group, whilst the Teacher's residence was leased to the public. Australian Crawl (Goodna) Pty Ltd held Trustee Permits from September 2013 to August 2019 for the property.

Although there have been enquiries to occupy the residence, it fails to meet the *Residential Tenancies and Rooming Accommodation Act 2008* standards, and the Council lack funds for its maintenance. Recently, the Silver Lining Foundation Australia Ltd (**SLFA**) expressed interest in the property, emphasising its heritage preservation value.

SLFA is actively engaged in delivering a suite of cultural programs across the state, targeting vulnerable First Nations youth and the broader First Nations community. With 80% of the staff being First Nations individuals, these programs are not only managed but also represented by members of the community. In response to the state's youth crime crisis, SLFA has initiated preventative programs, supported by both commonwealth and state government funding. These initiatives are deeply rooted in cultural traditions, guided by local Traditional Custodians and community leaders, and are developed through extensive consultations with local stakeholders.

The proposed initiative is tailored for the residents of Ipswich City and its surrounding areas, with SLFA set to begin its services in the region. The chosen property offers a serene and beautiful setting away from the urban centre, providing an ideal environment for the culturally immersive 'on country' programs.

The following has been considered in the surrender of the Property;

- Statutory influences (restrictions or limitations) Council as trustee, manage the Reserve
 for heritage, historical and cultural purposes. Council can apply an inconsistent use of
 the property, provided it aligns with the land's intended purpose and does not diminish
 the purpose of the land. Any divergent use necessitates a Land Management Plan and
 public consultation.
- Existing usage The Property has remained unoccupied since 2019, attributed to its specialised nature and the extensive restoration needed to upgrade the Property for occupancy.
- Strategy and direction The Council lacks a definitive long-term vision or strategy for the property's future use.
- Maintenance Asset management for the Property is limited, with fire safety measures upheld as per the regulations and maintenance performed reactively to ensure fire safety.
- Spatial distribution The Property's surrender of the trusteeship to SLFA is expected to significantly affect the local community by initiating vital cultural initiatives throughout lpswich City.

FINANCE AND GOVERNANCE COMMITTEE MEETING AGENDA

3 SEPTEMBER 2024

- Conservation value SLFA possesses expertise in acquiring and managing ancestral lands through methods that honour cultural traditions, in collaboration with Indigenous custodians and community delegates.
- Property constraints and opportunities The property's inclusion in the Queensland Heritage Register presents challenges for its rehabilitation and modernisation.

The Council is poised to declare the land as surplus, recommending that trusteeship be transferred to SLFA, recognising it as the optimal user of the land, to meet the community's needs.

HISTORY

The Tallegalla School stands as one of the few surviving elements of what was once a larger community, having been established on June 10, 1879. It showcases elements of Queensland's cultural heritage that are considered rare, uncommon, or endangered.

For approximately 115 years, the school has served not only as an educational institution but also as a central hub for local gatherings. The settlement of Tallegalla emerged in the late 1870s, following the path of timber workers who initially cleared the area's dense vegetation. By 1880, the region saw an influx of settlers, predominantly German migrants, who claimed fifty parcels of land. The township was officially mapped out in 1872, leading to the development of a community that included a school, railway station, post office, churches, a hotel, and a cemetery. However, by 1997, only the school and cemetery remained.

The school's property was generously donated by Wilhelm Arndt, a local farmer, and was officially surveyed on November 6, 1876, before being designated as a school reserve on August 15, 1878. The school anticipated an initial enrolment of around 50 children, aged 5 to 14, according to its application form. The construction was funded through local contributions totalling £50. Designed by the Colonial Architect FDG Stanley, the school's first head teacher was Edward Dunbar, succeeded by John Marquis. In the late 1880s, head teacher John Watkins initiated a tree-planting project, the legacy of which continues with many of those trees still standing on the grounds today.

LEGAL IMPLICATIONS

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

Land Title Act 1994

Land Title Regulation 2022

Local Government Act 2009

Local Government Regulation 2012

POLICY IMPLICATIONS

The surrender of the trusteeship of the land is consistent with Council's Property Acquisition and Disposal Policy.

FINANCE AND GOVERNANCE COMMITTEE MEETING AGENDA

3 SEPTEMBER 2024

RISK MANAGEMENT IMPLICATIONS

- In mid-2023, the annual building audit was halted due to odorous concerns and potential biological hazards present.
- Inspection revealed significant rat droppings and the presence of at least one deceased rat, with the possibility of more, indicated by the strong odour.
- Signs of a forced attempted entry were noted at the rear door, where paint appeared to have been tampered with by a screwdriver.
- Safe City expressed apprehension about the safety of contractors required to perform routine fire service maintenance on-property.
- Works and Field Services informed Property Services that repair scope would be contingent on the building's intended future use.
- A directive was issued for an external contractor to undertake the cleaning and steam cleaning of carpets within the school premises.
- A minor gap beneath an external door was pinpointed as a potential access point for rodents.
- To mitigate odours, a deodorising block was placed inside the building.
- Moderate risk of asset failure exists if Council does not undertake refurbishment and repairs to the property.
- It is crucial to ascertain the projected costs for refurbishment and continuous
 maintenance to balance the investment against other capital expenditures. This
 financial assessment will aid in prioritising funds allocation and ensuring the longevity
 and efficiency of the property.

FINANCIAL/RESOURCE IMPLICATIONS

Should the Council decide to keep the property, it is advisable to formulate a strategic plan for its restoration and ongoing maintenance and repair to guarantee its utilisation and long-term viability. Developing a comprehensive asset management plan is crucial to address the property's rehabilitation needs effectively.

It is anticipated that considerable expenses will be associated with the property's restoration, given its historical importance and the mandatory approvals required from the Department of Environment and Science, as per the *Queensland Heritage Act 1992*.

COMMUNITY AND OTHER CONSULTATION

The following internal branches have been consulted and provided the below responses;

- (a) Property Services completed property due diligence.
 - a. Various searches and assessments were completed to ensure comprehensive understanding of the land and its constraints.
 - b. The whole of the lot is identified on the Queensland Heritage Register.

FINANCE AND GOVERNANCE COMMITTEE MEETING AGENDA

3 SEPTEMBER 2024

- (b) Community and Cultural Services were consulted and agree with the proposal in this report.
- (c) Asset Management were consulted and are supportive of the proposal in this report.
 - There is a substantial amount of rehabilitation required and it appears the Silver Lining Foundation Australia is better positioned to make good and manage the heritage buildings.
- (d) Works and Field Services were consulted and agree with the proposal in this report.
- (e) Infrastructure Strategy were consulted.
 - a. No future trunk open space requirements.
- (f) Strategy Requests were consulted with the proposal in this report.
 - a. The school dates back to 1879
 - b. The entire property is listed on the Queensland Heritage Register
 - c. Approval from the Department of Environment and Science, as per the *Queensland Heritage Act*, is mandatory for any modifications to the buildings or grounds.
 - d. It is advisable to consult with Development Planning to ensure the proposed use aligns with the current zoning.
- (g) Natural Environment and Land Management were consulted.
 - a. Proposal to surrender the property back to the State may proceed without further reference to Native Title (*future acts*) compliance assessments.
 - b. Transferring trusteeship of the facility to SLFA may proceed without further reference to Native Title (future acts) compliance assessments.
 - c. Cultural Heritage Clearance Assessment
 - i. Not required (as no ground disturbance) proposed change in tenure only
 - ii. DSDSATSIP database search results contained in Appendix 7 of the Native Title (future acts) Assessment – No registered Cultural Heritage.
- (h) Development Planning were consulted and agree with the proposal in this report.
 - a. There are no planning concerns with the proposed use.
 - b. Any proposed building works are required to comply with the Overlay code and state heritage requirements.
 - c. It is also recommended that SLFA liaise with the Ipswich Heritage Advisor.

FINANCE AND GOVERNANCE COMMITTEE MEETING AGENDA

3 SEPTEMBER 2024

CONCLUSION

Considering the property has been unoccupied for seven years, coupled with the absence of a strategic plan, financial allocation, or asset management, and given the intricate nature and historical importance of the property, it is recommended that Council declare the property surplus to its requirements. Consequently, it would be prudent for Council to relinquish its trusteeship to the State of Queensland and propose that trusteeship be transferred to SLFA.

FINANCE AND GOVERNANCE COMMITTEE MEETING AGENDA

3 SEPTEMBER 2024

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS		
OTHER DECISION		
(a) What is the Act/Decision being made?	The Recommendation states that Council declare the land surplus to its requirements and to surrender trusteeship of the land.	
(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.	Title Search
2.	Property Plan
3.	Heritage Report
4.	Heritage Register Map
5.	Native Title Compliance
	CONFIDENTIAL
6.	Business Case
7.	Capability Statement

Kerry Perrett

SENIOR PROPERTY OFFICER (TENURE)

I concur with the recommendations contained in this report.

Alicia Rieck

PROPERTY SERVICES MANAGER

I concur with the recommendations contained in this report.

Anthony Dunleavy

MANAGER, LEGAL AND GOVERNANCE (GENERAL COUNSEL)

I concur with the recommendations contained in this report.

FINANCE AND GOVERNANCE COMMITTEE MEETING AGENDA

3 SEPTEMBER 2024

Matt Smith
GENERAL MANAGER (CORPORATE SERVICES)

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

INTERNAL CURRENT RESERVE SEARCH QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 17/07/2024 08:32 Title Reference: 49101239

Date GAZETTED: 11/12/1998

PAGE: 1299-1300

Opening Ref: RES 78/125

Purpose: HERITAGE, HISTORICAL AND CULTURAL PURPOSES

Sub-Purpose:
Local Name:

Address: CNR TALLEGALLA & TWO TREE HILL RDS, MARBURG QLD 4346

File Ref: RES

TRUSTEES

IPSWICH CITY COUNCIL Gazetted on 11/12/1998 Page

1299-1300

SOUTH STREET, IPSWICH QLD 4305

LAND DESCRIPTION

LOT 557 CROWN PLAN CC3651 Gazetted on 11/12/1998 Page 1299-1300

Local Government: IPSWICH

Area: 0.922000 Ha. (SURVEYED)

EASEMENTS AND ENCUMBRANCES

ADMINISTRATIVE ADVICES

Dealing Type Lodgement Date Status Location 703233788 HERITGE SITE 18/03/1999 15:13 CUR BE-GEN -00

QUEENSLAND HERITAGE ACT 1992

UNREGISTERED DEALINGS - NIL

** End of Current Reserve Search **

City of Ipswich Old Tallegalla School

Community Engagement Report

March 2025



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Disclaimer: Quantitative and qualitative data was collected from participants during the engagement, in accordance with council's Information Privacy Policy. Quantitative data was downloaded from the various digital platforms and/or transcribed into a master Excel database by project staff. The data was cleaned, de-identified, aggregated and charted in the master database. Open thematic analysis of qualitative comments was carried out using Excel. For the purposes of this report, percentages are rounded to the nearest whole number, which may result in a total not equal to 100%.



EXECUTIVE SUMMARY

Old Tallegalla School (2 Tallegalla Two Tree Hill Road, Tallegalla) was established in 1879. It is one of the few surviving elements of what was once a larger community. The property features traditional classrooms, a teacher's staff room, and an annex for educational activities. For about 115 years, the school was both an educational institution and a central hub for local gatherings.

In 1998, the Queensland Government granted trusteeship of the property to Ipswich City Council. This means that council is responsible for the management of the property on behalf of Queensland Government. As part of this, the property must be managed in accordance with the Queensland Heritage Register and all statutory influences.

Since taking trusteeship, the property has been used by various community groups and general public for events. Australian Crawl (Goodna) Pty Ltd also held trustee permits from September 2013 to August 2019. After decades of use, the

buildings and facilities need significant rehabilitation and refurbishment to ensure it meets existing standards and maintenance obligations.

Although there have been enquiries to occupy the residence, it fails to meet the *Residential Tenancies and Rooming Accommodation Act 2008* standards, and the council lack funds for its maintenance.

Council is now considering whether to:

- surrender 2 Tallegalla Two Tree Hill Road to the Queensland Government, or
- rehabilitate the buildings and facilities and enter into a lease with a suitable organisation.

The themes and stakeholder insights identified in this report will help inform whether Old Tallegalla School is retained or surrendered by council.

WHY WE ENGAGED

Engagement for the potential surrender of trusteeship of 2 Tallegalla Two Tree Hill Road, Tallegalla aimed to:

- ensure the community were aware and informed of the potential surrender
- articulate the requirement for council to commit public funds to facility rehabilitation if the property is not surrendered to Queensland Government
- manage and mitigate potential or perceived issues and risks, including misinformation about future use of the property
- understand overall community preference on whether council should surrender or retain Old Tallegalla School.

HOW WE ENGAGED

Engagement channels

Community engagement was undertaken between 3 February 2025 and 3 March 2025. The community was able to contribute their feedback through the channels outlined below.

Shape Your Ipswich

Comments were captured via a survey on the project page, <u>Old Tallegalla School</u>, hosted on Shape Your Ipswich. Survey questions can be seen in Appendix 1.

Hard copy survey

Community members were able to complete a hard copy survey to share their feedback. The questions in the survey replicated the online version on Shape Your Ipswich. These surveys could be picked up at Rosewood Library, Rosewood Resource Recovery Centre and 1 Nicholas Street, Ipswich.

Community engagement events

Two community engagement events were held to provide the broader community with general information on the project and capture feedback. The following events were held:

Event	Date	Location	
Community pop up	7 February 2025	Rosewood Library	
Community pop up	14 February 2025	Rosewood Library	

Email

The community was able to email council directly via <u>propertyrequests@ipswich.qld.gov.au</u> or <u>communityengagement@ipswich.qld.gov.au</u> with feedback on this project.

Phone

The community was able to phone council directly via 3810 6666 with feedback on this project.

Marketing channels

To maximise engagement, the following communication channels were used to reach the community and trigger awareness.

Shape Your Ipswich

One email campaign was sent out via Shape Your Ipswich on 3 February 2025. The campaign was sent to Shape Your Ipswich members who had selected any of the following categories of interest:

- Arts, culture and heritage
- City design and planning
- Community
- Tallegalla

This campaign was sent to a total of 1,093 members, of which 518 opened the email (47%).

Email

An email was sent to schools and community organisations within proximity of Old Tallegalla School on 4 February 2025. The email provided an overview of the project and encouraged recipients to share with their communities. Below is a list of the schools and community organisations that were targeted:

- Ashwell State School
- Haigslea State School
- Ipswich Heritage Network
- Marburg and District Residents' Association
- Marburg Show Society
- Marburg State School
- Mount Marrow State School

- Rosewood History Group
- Rosewood Scrub Historical Society
- Rosewood State High School
- Rosewood State School
- St Brigid's Primary School
- Walloon State School

Letterbox drop

An information pack was posted to property owners who resided within a 5km radius of Old Tallegalla School. The pack included an overview of the project including closing date for feedback and links to the online survey, fact sheet and printed copy of the survey. The pack was distributed on 3 February 2025 and was sent to approximately 1,200 households.

Physical signage

Signage was placed at Rosewood Resource Recovery Centre, Rosewood Library, Rosewood IGA, Spar Express Marburg and 1 Nicholas Street, Ipswich for the duration of the engagement period. Signage included a QR code linked to Shape Your Ipswich and encouraged community to share their feedback. The signage design can be seen in Appendix 2.

Media mentions

Throughout the engagement period, there were 15 mentions recorded in the media. The media outlets were:

- Moreton Border News (3 mentions)
- River FM (3 mentions)
- Ipswich News Today (2 mentions)
- Ipswich Tribune (2 mentions)
- Facebook (1 mention)
- Ipswich First (1 mention)
- Local Ipswich News (1 mention)
- X (formerly known as Twitter) (1 mention)

Overall, these engagement and marketing activities led to 1,376 views of the Shape Your Ipswich page and 104 contributions throughout the engagement as outlined in the table below.

Engagement Channel	Contributions ¹
Shape Your Ipswich	52
Hard copy survey	44
Community engagement events	19
Phone	0
Email	7
Letter	1
Total	123

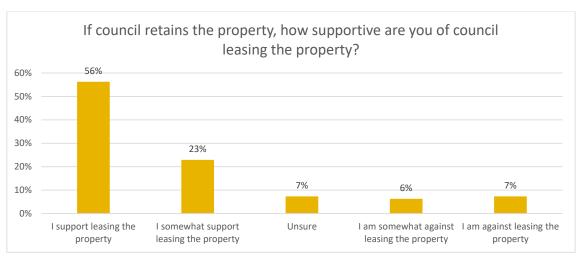
 $^{^{1}}$ Total number of individuals who submitted feedback per engagement channel. Noting individuals may be counted multiple times if submitting multiple submissions.

WHAT THE COMMUNITY TOLD US

A summary of the feedback received across all channels has been outlined below.

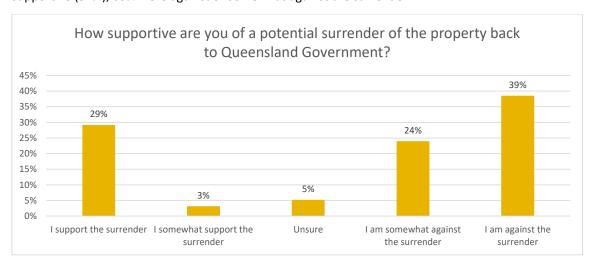
If council retains the property, how supportive are you of council leasing the property?

96 respondents provided an answer to this question. Overall, respondents were generally supportive of this approach, with 56% supportive. An additional 23% were somewhat supportive.



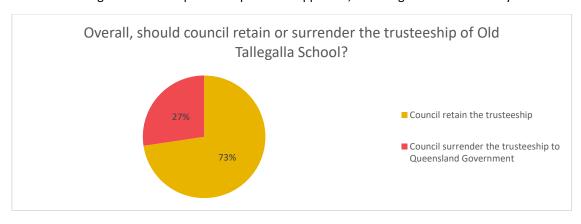
How supportive are you of a potential surrender of the property back to Queensland Government?

96 respondents provided an answer to this question. This proposed approach received much more mixed sentiment. While a reasonable percentage of respondents were either supportive or somewhat supportive (32%), 63% were against or somewhat against the surrender.



Overall, should council retain or surrender the trusteeship of Old Tallegalla School?

117 respondents provided an answer to this question. In alignment with the previous questions, council retaining the trusteeship was the preferred approach, receiving 73% of community votes.



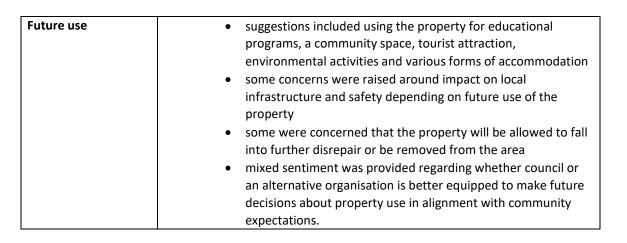
Please share any other comments on the future of Old Tallegalla School

Respondents were provided with the opportunity to share their reasoning behind their preferred approach, as well as share any additional comments on this project. 80 respondents provided an answer to this question. These themes reflect a strong community interest in preserving Old Tallegalla School's heritage while finding sustainable and beneficial uses for the property. Respondents also provided a wide variety of ideas for future uses of the property. It is noted that some suggested future uses of the property are currently considered outside of this project's scope, as they do not meet requirements such as:

- use of the property is required to abide by the *Queensland Heritage Act 1992*
- use of the property must be used for heritage, historical and cultural purposes
- use of the property cannot extend to overnight activities
- the Queensland Government must remain the owner of the property.

A summary of the key themes has been outlined below.

Theme	Detail
Heritage	 many respondents emphasised the importance of preserving the school's historical and cultural heritage the property is seen as a vital part of local history and part of the community's identity.
Financial	 concerns were raised about whether council had the financial capacity to manage the property some felt it is council's responsibility to rehabilitate the property, and suggested return on investment could be made by leasing the property to businesses or using the property for various events. Others suggested partnering with trade schools to reduce rehabilitation costs.



Quotes from respondents included:

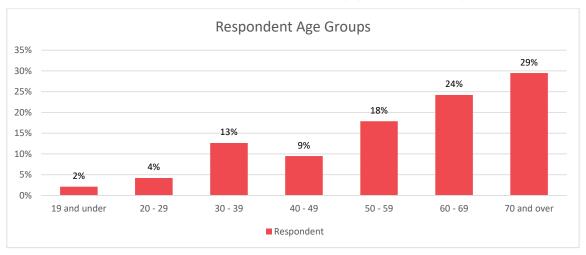
- "I would love to see the old school used for something that would benefit our community. Quite honestly I think there is a better chance of that happening if the school is surrendered back to the Queensland Government. Local council won't even upgrade parks close to this school, such as Marburg, so how on earth is it going to find the funds to do anything useful with the school. Invest the money into your more rural parts of Ipswich, such as Tallegalla, more thoughtfully instead."
- "We should be retaining and preserving as many historical buildings as we can. One of
 the reasons why we relocated to Ipswich is because of the historical nature of Ipswich's
 buildings and homes. All of which need to be preserved and held in Ipswich by the
 community where possible. They should not be allowed to be relocated or pulled down
 for development, but rather preserved."
- "Really, the question is down to cost and return on investment. If council believes that
 the site can be remediated and then leased to return a profit, then retain. If this can't
 be achieved, then relinquish back to State."
- "Remain in ICC. A training base for Indigenous education, a site for horticulture of native plants and research on medicinal benefits of native flora/fauna. Imagine a property with students from TAFES, Schools and Uni propagating plants developing the grounds into natural bush settings. Use examples of horticulture in the book Dark Emu by Pascoe. Native grasses for flour, soil for native yams, so soft, horses had difficulty traversing, native beehives. Research for future planning initiatives."
- "Surrendering the property means the trusteeship can be given to an organisation that
 has the funds and motivation to properly take care of the space, rather than let it
 continue to fall into further disrepair. Does council commit to spending the funds to fix it
 if it keeps the trusteeship?"
- "If it goes back to the state, we won't be heard it will be too late."
- "This old building would be an excellent asset for the council and general Tallegalla/Marburg area could even be a community hall or leased to a reputable organisation. The expenditure to upgrade and upkeep would be far outweighed by the potential use of the building and who knows.....with the increasing population in the general area, it may even become a school again. I know I would love my grandkids to attend a small country school."

WHO ENGAGED

Where reasonable, demographic data was captured as part of engagement activities to understand the diversity of respondents.

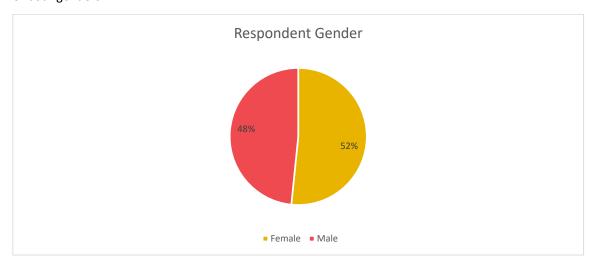
Age

All age groups were represented in this engagement. It is noted that feedback may be more reflective of community members 30 years and older due to limited engagement from younger audiences.



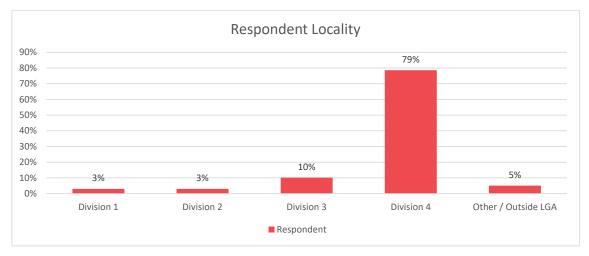
Gender

Respondents were made up of 48% males and 52% females, ensuring feedback is likely to be reflective of both genders.



Locality

Respondents reside across all four divisions of the Ipswich Local Government Area. While the majority (79%) reside in Division 4, these residents are most likely to be impacted as the property is based in this division, and therefore community members residing in this area were primarily targeted for engagement and marketing activities.



In total, 32 suburbs were represented. This included:

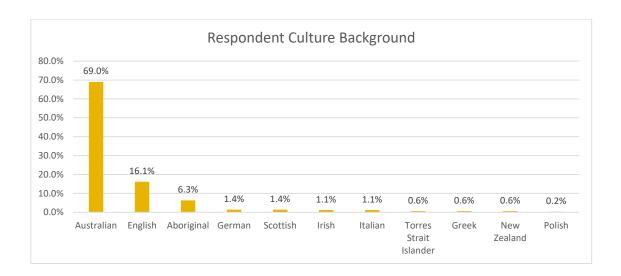
- Ashwell
- Augustine Heights
- Brassall
- Bundamba
- Camira
- Chuwar
- Coalfalls
- Collingwood Park
- Deebing Heights
- East Ipswich
- Haigslea

- Ipswich
- Karana Downs
- Laidley
- Lanefield
- Leichhardt
- Logan
- Lower Mount Walker
- Marburg
- Moggill
- Mount Marrow
- North Booval

- One Mile
- Raceview
- Reedy Creek
- Rosewood
- Springfield
- Tallegalla
- Thagoona
- The Bluff
- Walloon
- Yamanto

Cultural Background

11 cultural backgrounds were represented by respondents. Most (69%) identified as Australian, followed by English (16.1%) and Aboriginal (6.3%). It is noted that when respondents identified multiple cultural backgrounds, their submission was equally weighted across each of the identified cultural backgrounds.



Relationship to Old Tallegalla School

While not explicitly asked as part of the engagement, it is noted that comments were received from numerous respondents who stated they had either attended as a student or worked at the school in the past.

FINDINGS

Review and analysis of the data from all engagement activities identified the following key findings from the community.

Findings as outlined in this report are to be shared publicly via Shape Your Ipswich, along with relevant project updates to show how the community's feedback has shaped this project.

- respondents indicated a preference towards Ipswich City Council retaining Old Tallegalla School (73%)
- key considerations for the decision related to which organisation was perceived best fit to
 preserve the property's heritage, and who should be responsible for the financial
 investment of rehabilitating the property
- mixed sentiment was captured regarding which organisation was perceived most likely to use the space in alignment with community preferences
- a variety of suggested futures uses of the property were provided, including educational programs, a community space, tourist attraction, environmental activities and various forms of accommodation.

The information will be used to inform next steps for this project.

APPENDIX
1. SURVEY QUESTIONS
RETAIN THE TRUSTEESHIP
If council retains (does not surrender) the property, council will be responsible for refurbishment costs and ongoing maintenance of Old Tallegalla School. Council has determined that major refurbishment of the buildings and facilities to meet current standards will cost \$120,000, with an additional \$180,000 required for ongoing operational maintenance over the next 10 years. Council will complete a tender process inviting suitable organisations to submit an application to lease the property for the management and operation of the facility.
01. If council retains the property, how supportive are you of council leasing the property? Required
On a scale between 0 and 4, and in increments of 1, provide your rating below.
SURRENDER THE TRUSTEESHIP
If the surrender proceeds, the Queensland Government appoints the trusteeship. Typically, a trustee is the local government, but it can also be groups like a showground trust or an incorporated sporting association. If the surrender proceeds, suitable organisations can apply to the Queensland Government for trusteeship of the property. If a suitable organisation is granted trusteeship of the property, the organisation will fund the refurbishment costs and upgrade the facility.
02. How supportive are you of a potential surrender of the property back to Queensland Government? Required
On a scale between 0 and 4, and in increments of 1, provide your rating below.
03. Overall, should council retain or surrender the trusteeship of Old Tallegalla School?
Select one answer only
Council retain the trusteeship
Council surrender the trusteeship to Queensland Government

04. Please share any other comments on the future use of Old Tallegalla School

Item 4	/ Attachment	3.
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Maximum of 500 characters		

2. SIGNAGE FOR COMMUNITY ENGAGEMENT



Ipswich City Council is considering the potential surrender of the land and facilities at 2 Tallegalla Two Tree Hill Road, Tallegalla, currently under its trusteeship from the Queensland Government. Council is conducting community consultation to collect feedback and understand community sentiment about the potential surrender.



Scan the QR code or visit Shapeyouripswich.com.au/ old-tallegalla-school to learn more and provide your feedback by 3 March 2025.

lpswich.qld.gov.au





Fact Sheet

Have Your Say on Old Tallegalla School

What's happening?

lpswich City Council (council) is considering the potential future of the land and facilities at 2 Tallegalla Two Tree Hill Road, Tallegalla, currently under its trusteeship from the Queensland Government.



A potential option is to surrender the land and facilities and would include the classrooms, teachers staff room and annex. The land and facilities would be surrendered back to the Queensland Government. Council would no longer be responsible for the management or operation of the land and facilities. The area for potential surrender is highlighted in the map below.

Have your say by 3 March 2025

Council is conducting community consultation to collect feedback and understand community sentiment about the potential surrender.

Your feedback will help inform council's decision on whether to:

- surrender the land back to the Queensland Government for another suitable organisation to take over trusteeship, or
- rehabilitate the buildings and facilities and enter into a lease with a suitable organisation.



Provide your feedback through the online survey by scanning the QR code or visiting Shapeyouripswich.com.au/ old-tallegalla-school

Collect a hard copy survey at:

Customer Service 1 Nicholas Street, Ipswich

Rosewood Library
15 Railway Street, Rosewood

Rosewood Resource Recovery Centre 94 Oakleigh Colliery Road, Rosewood





Designated purpose of the land: heritage, historical and cultural purposes

The Queensland Government designates land for heritage, historical, and cultural purposes to preserve and protect places of significant cultural value. The Old Tallegalla School is listed on the Queensland Heritage Register, recognising its importance in the state's history and ensuring its preservation for future generations.

Why is council considering surrender of Old Tallegalla School?

After decades of use, the buildings and facilities need significant rehabilitation and refurbishment to ensure it meets existing standards and maintenance obligations.

Council has determined that major refurbishment of the buildings and facilities to meet current standards will cost \$120,000, with an additional \$180,000 required for ongoing operational maintenance over the next 10 years. If council has trusteeship of the land, public funds will be required to complete the refurbishment and ongoing maintenance.

What happens if council surrenders the property back to the Queensland Government?

If the surrender proceeds, suitable organisations can apply to the Queensland Government for trusteeship of the property. If they are granted trusteeship of the property, they will fund the refurbishment costs and upgrade the facility.

What happens if the property is not surrendered?

If the surrender does not proceed, council will be responsible for refurbishment costs and ongoing maintenance of the buildings and facilities at 2 Tallegalla Two Tree Hill Road, Tallegalla. Council may enter into a lease with a suitable organisation for the management and operation of the facility whilst council retains trusteeship or council may complete a tender process inviting suitable organisations to submit an application to lease the property for heritage, historical and cultural purposes.

What happens if the trusteeship is granted to another organisation in the future and they surrender it?

The Queensland Government appoints the trusteeship. Typically, a trustee is the local government, but it can also be groups like a showground trust or an incorporated sporting association. Council will most likely have the first right of refusal.

What happens next?

Following community consultation, Property Services will submit a report to council outlining feedback and sentiment received on the potential future. Council will use this information to decide whether to surrender the land back to the Queensland Government. Council is committed to keeping the community up to date and will provide an update on the potential surrender in the coming months.



Get in contact

Phone the Property Services Section on **(07) 3810 6295** or send an email to **propertyrequests@ipswich.qld.gov.au**

More information

For more information about the proposed surrender of trusteeship and consultation opportunities, visit **Shapeyouripswich.com.au/old-tallegalla-school**



Doc ID No: A11884523

ITEM: 5

SUBJECT: CONFLICT OF INTEREST FOR EMPLOYEES POLICY REVIEW

AUTHOR: TEAM LEADER (GOVERNANCE SERVICES)

DATE: 8 AUGUST 2025

EXECUTIVE SUMMARY

This report details the outcome of the required four year review of the existing Conflicts of Interest for Employees Policy. It was considered by the Executive Leadership Team on 15 July and has been referred to the Finance and Governance Committee for approval.

RECOMMENDATION/S

That the amended Conflicts of Interest for Employees Policy as outlined in Attachment 3, be adopted.

RELATED PARTIES

There was no declaration of conflicts of interest.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The Conflicts of Interest for Employees Policy (Attachment 1) was scheduled for review on 28 July 2024. Following consultation, minor edits have been proposed as outlined below and reflected in Attachment 3 – Draft Conflicts of Interest for Employees Policy v2 with markup.

- The statement "Internal Audit are responsible for ongoing monitoring processes to ensure accountability of employees and Council" be removed as Internal Audit does not have line function authority or responsibility for monitoring processes to ensure accountability.
- 2. The scope of the Policy specifically excludes Councillors; therefore, the sentence relating to the roles and responsibilities of the Mayor and Councillors has been removed.
- 3. The document author has been updated from the Corporate Governance Manager to the Team Leader Governance Services. This change reflects the Governance Services Team's responsibility for overseeing the conflict of interest process.
- 4. The Policy has been updated to reflect the name of responsible branch Strategy, Governance and Performance.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions: Local Government Act 2009 Public Sector Ethics Act 1994

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

FINANCIAL/RESOURCE IMPLICATIONS

Not applicable

COMMUNITY AND OTHER CONSULTATION

The existing policy has been reviewed by Internal Audit, People & Culture, Legal and Governance Branch Manager, Governance Services Team, Corporate Governance Manager, Procurement and Executive Services. The proposed changes were endorsed by the Executive Leadership Team on 15 July 2025 and presented to Council at the Briefing Session on 5 August 2025.

CONCLUSION

Following review, only minor amendments were required to the Conflicts of Interest for Employees Policy, confirming that it remains fit for purpose. The policy continues to provide a robust framework that supports governance, promotes transparency and aligns with organisational standards and expectations.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS		
OTHER DECISION		
(a) What is the	Council are being asked to note the review of the Conflict of	
Act/Decision being	Interest for Employees Policy and approve the updated Policy	
made?		
(b) What human	Section 25 - Privacy and reputation.	
rights are	Sections 17, 20 & 21 are also potentially affected, however	
affected?	section 25 - Privacy and reputation has the greatest risk and is	
	likely to occur more frequently.	

(c) How are the	Employees may feel that by being required to declare a matter
human rights	from their personal life as a conflict of interest for other officers
limited?	to review and manage is interfering with their right to privacy and
	may also damage their reputation depending on how the action
	or association is interpreted be other officers. However, the
	requirement to declare personal matters will not be inconsistent
	with this right if the requirement is not unlawful or arbitrary. In
	this situation it is arguable that the requirement for disclosure is
	not unlawful (as Council is able to make a policy about this
	matter) or arbitrary (in that it is not unpredictable or unjust).
(d) Is there a good	The Policy provides clear steps for dealing with conflicts of
reason for limiting	interest and ensures that human rights are only limited to the
the relevant	extent reasonably necessary to achieve the objectives of
rights? Is the	transparency and integrity.
limitation fair and	
reasonable?	
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

- 1. Current Conflicts of Interest for Employees Policy J. 🛣
- 2. DRAFT Conflicts of Interest for Employees Policy v2 clean skin 🗓 🖫
- 3. DRAFT Conflicts of Interest for Employees Policy v2 with markup 🗓 🖫

Michelle Pearl

TEAM LEADER (GOVERNANCE SERVICES)

I concur with the recommendations contained in this report.

Haiden Taylor

MANAGER, STRATEGY, GOVERNANCE AND PERFORMANCE

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"



Conflicts of Interest for Employees Policy











Version Control and Objective ID	Version No: 1	Objective ID: A6074554
Adopted at Council Ordinary Meeting on	28 July 2020	
Date of Review	28 July 2024	

1. Statement

All Ipswich City Council (Council) employees must perform their duties in a fair and unbiased way in the public interest, ensuring that decisions and actions are not impacted by their personal interests or the likelihood of gain or loss for them or others that they may wish to benefit or disadvantage.

A conflict of interest occurs when personal interests interfere, or appear to interfere, with the performance of official duties.

Employees must regularly consider the relationship between their personal interests and official duties in order to honestly and transparently identify, disclose and manage any conflicts in the public interest.

2. Purpose and Principles

The purpose of this policy is to clearly define the obligations, roles and responsibilities that concern actual, potential or perceived employee conflicts of interest, to ensure decision-making and actions are fair, unbiased and carried out in the public interest.

Decisions and actions by employees must not be affected by personal interests, which may result in personal gain (pecuniary or non-pecuniary) or any loss to employees or their associates.

Council is committed to developing and maintaining the highest levels of integrity and public trust, and serving the public interest. Council is committed to preventing adverse consequences that can arise from conflicts of interest through encouraging and supporting the identification, disclosure, and appropriate management and monitoring of employee conflicts of interest.

A conflict of interest exists when a reasonable person might perceive that a Council employee's personal interest interferes or appears to interfere, or where an employee's personal interest may influence, or be seen to influence, their decisions or actions in the performance of their official duties.

Council employees must disclose and manage any actual, perceived or potential conflict of interest to ensure that they do not allow their personal interests to discredit, or conflict in any way, with their obligation to Council, or provide an opportunity for employees or their associates to gain any benefit, or be disadvantaged.

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

It is important to understand that conflicts of interest occur, and inevitably Council employees will have occasions when their personal interests come into conflict, with carrying out their official duties. However, when conflicts of interest are not identified, disclosed and managed appropriately, adverse consequences such as serious misconduct or corruption may arise.

The *Public Sector Ethics Act 1994* and the *Local Government Act 2009* provide guiding principles for employees regarding conflicts of interest including:

- Ensuring decision making is carried out in the public interest;
- Good governance of and by the local government; and
- Integrity and impartiality.

In alignment with the legislative principles, Council's Employee Code of Conduct outlines clear responsibilities with regard to conflicts of interest. Additionally, one of Council's core values is integrity.

Council will ensure adverse consequences that arise from employee conflicts of interest are prevented by:

- facilitating an organisational culture that encourages and ensures timely identification, disclosure, management and monitoring of conflicts of interest;
- educating staff on the identification, disclosure and management of conflicts of interest;
- proactively identifying and monitoring business processes that are prone to high risk of conflicts; and
- maintaining supporting structures, systems, clear processes and procedures for the disclosure, management and monitoring of conflicts of interest.

3. Strategic Plan Links

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

• A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

Public Sector Ethics Act 1994

Ipswich City Council Employee Code of Conduct

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 Ipswich City Council.

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

Conflicts of Interest relating to the role of Councillors have not been provided for in this policy due to the specific legislative requirements under the *Local Government Act 2009* and *Local Government Regulation 2012*.

7. Roles and Responsibilities

The Mayor and Councillors are responsible for demonstrating leadership for good governance of the Council and decision-making that is made in the public interest.

The Chief Executive Officer, General Managers, Branch Managers and Section Managers are required to provide leadership with regard to disclosing, managing and monitoring conflicts of interest; and ensure policies, procedures and other work instructions requiring reference to this policy and any supporting procedure or processes are in place, in particular, for higher risk areas of Council.

All employees are responsible for:

- regularly considering the relationship between their personal interests and official duties in order to proactively identify any actual, perceived or potential conflicts of interest that may influence any actions or decisions made while carrying out official Council duties;
- being honest, open and transparent in their disclosure of conflict of interest; and
- following internal procedures relating to the identification, disclosure, self-management and monitoring of their conflicts of interest.

All employees who also have supervisory responsibilities must:

- ensure employees who they manage, disclose and manage any conflicts of interest and take appropriate action, where an employee has not done so; and
- monitor any management approach that is required to be taken by their direct reports for any conflicts of interest that may exist.

Legal and Governance Branch are responsible for:

- ensuring clear policy and procedures are in place for Council employees to follow, to identify, disclose and manage conflicts of interest;
- maintaining a confidential centralised system for the disclosure, management and monitoring of conflicts of interest for Council employees;
- proactively educating all staff on their responsibilities with regard to conflicts of interest, and focussing on areas within Council that pose a higher risk with regard to conflicts of interest; and
- the confidential management of employee conflicts of interest. Conflicts of interest records may be the subject of applications under the *Right to Information Act 2009* and/or the *Information Privacy Act 2009*, where a decision may be made on whether it is in the public interest to release information relating to employee conflicts of interest.

People and Culture Branch are responsible on a confidential case by case basis, for the management of employees who may have conflicts of interest, due to their personal interests.

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

Internal Audit are responsible for ongoing monitoring processes to ensure accountability of employees and Council.

8. Key Stakeholders

The following will be consulted during the review process:

- Executive Leadership Team
- Legal and Governance Branch
- People and Culture Branch
- Internal Audit

9. Monitoring and Evaluation

- Conflicts of interest systems, procedures and processes are established and maintained.
- Conflicts of interest are being disclosed by employees and management plans are in place.
- Participation rates at conflicts of interest training and awareness initiatives.

10. Definitions

<u>Associate</u> – Includes a spouse, parent, child, parent-in-law, or other relative, friend, coworker, an entity which an associate has an interest in, whether direct, or indirect, or a legal or beneficial interest, including companies and directorships related to associates.

<u>Employee/s</u> – Any person employed directly by Ipswich City Council, regardless of their employment status (full time, part time, casual, volunteer) and contractors, undertaking duties on behalf of Council.

<u>Official Duties</u> – Means the performance of an employee's role at Council, including their public duty to act with the highest ethical standards and integrity when making decisions, and when exercising any power or authority which has been entrusted by Council.

<u>Public interest</u> – Acting in the public interest means carrying out duties for the benefit of the public, in a fair and unbiased way, and making decisions that are not affected by personal interests, private associations or the likelihood of personal gain or loss for employees or associates.

<u>Personal interests</u> – Personal interests include private, professional or business interests, as well as the interests of individuals that you associate with, such as family, dependants and friends. This includes any pecuniary interests, which reasonably may result in an actual or potential financial gain or loss for an employee or an associate. A personal interest may also include non-pecuniary interests that do not have a financial component, but may arise where an opportunity to advantage or disadvantage an employee or any associate of the employee, occurs due to involvement in any sporting, social or cultural activities with the employee or associate.

Examples of personal interests include:

- ownership of shares in a family business which tenders for Council contracts;
- family members or associates who own businesses that are contracted by Council;
- an employee with secondary employment in a business that contracts with Council;

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

- owning property adjacent to a block of land which is subject to an application for a redevelopment application through Council;
- associates applying for jobs with Council;
- employees or associates involved in local sporting groups who lodge funding applications with Council; or
- employees or associates board membership of a local community group applying for funding or grants from Council.

<u>Transparency</u> – Transparency involves the disclosure of personal interests that could compromise, the unbiased performance of an employee's official duties and maintaining appropriate records of all actions and decisions taken in managing conflicts of interest.

Areas within Council that pose a higher risk with regard to conflicts of interest include:

- recruitment and selection processes;
- procurement, entering into contracts and contract management;
- allocating donations, grants, sponsorships and financial incentives;
- · entering into partnerships;
- regulatory roles including:
 - inspecting, testing, regulating or monitoring standards, business, equipment or premises;
 - o issuing, or reviewing the issue of, fines or other sanctions;
 - o issuing permits, qualifications or licences;
- where concurrent or other employment occurs (for example board positions, part-time, casual employment and voluntary positions);
- complaints management; and
- the exercise of discretionary power in decision making, such as planning decisions.

<u>Actual conflict of interest</u> – there is a real conflict between the Council employee's official duties and their personal interests.

<u>Potential conflict of interest</u> – Personal interests that could conflict with a Council employee's official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.

<u>Perceived conflict of interest</u> - The public or a third party could form the view that personal interests could improperly influence an employee's decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.

11. Policy Owner

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



Conflicts of Interest for Employees Policy













Version Control and Objective ID	Version No: 2	Objective ID:
Adopted at Council Ordinary Meeting on		
Date of Review		

1. Statement

All Ipswich City Council (Council) employees must perform their duties in a fair and unbiased way in the public interest, ensuring that decisions and actions are not impacted by their personal interests or the likelihood of gain or loss for them or others that they may wish to benefit or disadvantage.

A conflict of interest occurs when personal interests interfere, or appear to interfere, with the performance of official duties.

Employees must regularly consider the relationship between their personal interests and official duties in order to honestly and transparently identify, disclose and manage any conflicts in the public interest.

2. **Purpose and Principles**

The purpose of this policy is to clearly define the obligations, roles and responsibilities that concern actual, potential or perceived employee conflicts of interest, to ensure decisionmaking and actions are fair, unbiased and carried out in the public interest.

Decisions and actions by employees must not be affected by personal interests, which may result in personal gain (pecuniary or non-pecuniary) or any loss to employees or their associates.

Council is committed to developing and maintaining the highest levels of integrity and public trust, and serving the public interest. Council is committed to preventing adverse consequences that can arise from conflicts of interest through encouraging and supporting the identification, disclosure, and appropriate management and monitoring of employee conflicts of interest.

A conflict of interest exists when a reasonable person might perceive that a Council employee's personal interest interferes or appears to interfere, or where an employee's personal interest may influence, or be seen to influence, their decisions or actions in the performance of their official duties.

Council employees must disclose and manage any actual, perceived or potential conflict of interest to ensure that they do not allow their personal interests to discredit, or conflict in any way, with their obligation to Council, or provide an opportunity for employees or their associates to gain any benefit, or be disadvantaged.

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

It is important to understand that conflicts of interest occur, and inevitably Council employees will have occasions when their personal interests come into conflict, with carrying out their official duties. However, when conflicts of interest are not identified, disclosed and managed appropriately, adverse consequences such as serious misconduct or corruption may arise.

The *Public Sector Ethics Act 1994* and the *Local Government Act 2009* provide guiding principles for employees regarding conflicts of interest including:

- Ensuring decision making is carried out in the public interest;
- Good governance of and by the local government; and
- Integrity and impartiality.

In alignment with the legislative principles, Council's Employee Code of Conduct outlines clear responsibilities with regard to conflicts of interest. Additionally, one of Council's core values is integrity.

Council will ensure adverse consequences that arise from employee conflicts of interest are prevented by:

- facilitating an organisational culture that encourages and ensures timely identification, disclosure, management and monitoring of conflicts of interest;
- educating staff on the identification, disclosure and management of conflicts of interest;
- proactively identifying and monitoring business processes that are prone to high risk of conflicts; and
- maintaining supporting structures, systems, clear processes and procedures for the disclosure, management and monitoring of conflicts of interest.

3. Strategic Plan Links

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

• A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

Public Sector Ethics Act 1994

Ipswich City Council Employee Code of Conduct

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 Ipswich City Council.

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

Conflicts of Interest relating to the role of Councillors have not been provided for in this policy due to the specific legislative requirements under the *Local Government Act 2009* and *Local Government Regulation 2012*.

7. Roles and Responsibilities

The Chief Executive Officer, General Managers, Branch Managers and Section Managers are required to provide leadership with regard to disclosing, managing and monitoring conflicts of interest; and ensure policies, procedures and other work instructions requiring reference to this policy and any supporting procedure or processes are in place, in particular, for higher risk areas of Council.

All employees are responsible for:

- regularly considering the relationship between their personal interests and official duties in order to proactively identify any actual, perceived or potential conflicts of interest that may influence any actions or decisions made while carrying out official Council duties:
- being honest, open and transparent in their disclosure of conflict of interest; and
- following internal procedures relating to the identification, disclosure, self-management and monitoring of their conflicts of interest.

All employees who also have supervisory responsibilities must:

- ensure employees who they manage, disclose and manage any conflicts of interest and take appropriate action, where an employee has not done so; and
- monitor any management approach that is required to be taken by their direct reports for any conflicts of interest that may exist.

Strategy, Governance and Performance Branch are responsible for:

- ensuring clear policy and procedures are in place for Council employees to follow, to identify, disclose and manage conflicts of interest;
- maintaining a confidential centralised system for the disclosure, management and monitoring of conflicts of interest for Council employees;
- proactively educating all staff on their responsibilities with regard to conflicts of interest, and focussing on areas within Council that pose a higher risk with regard to conflicts of interest; and
- the confidential management of employee conflicts of interest. Conflicts of interest records may be the subject of applications under the *Right to Information Act 2009* and/or the *Information Privacy Act 2009*, where a decision may be made on whether it is in the public interest to release information relating to employee conflicts of interest.

People and Culture Branch are responsible on a confidential case by case basis, for the management of employees who may have conflicts of interest, due to their personal interests.

8. Key Stakeholders

The following will be consulted during the review process:

• Executive Leadership Team

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

- Strategy, Governance and Performance Branch
- People and Culture Branch
- Internal Audit

9. Monitoring and Evaluation

- Conflicts of interest systems, procedures and processes are established and maintained.
- Conflicts of interest are being disclosed by employees and management plans are in place.
- Participation rates at conflicts of interest training and awareness initiatives.

10. Definitions

<u>Associate</u> – Includes a spouse, parent, child, parent-in-law, or other relative, friend, coworker, an entity which an associate has an interest in, whether direct, or indirect, or a legal or beneficial interest, including companies and directorships related to associates.

<u>Employee/s</u> – Any person employed directly by Ipswich City Council, regardless of their employment status (full time, part time, casual, volunteer) and contractors, undertaking duties on behalf of Council.

<u>Official Duties</u> – Means the performance of an employee's role at Council, including their public duty to act with the highest ethical standards and integrity when making decisions, and when exercising any power or authority which has been entrusted by Council.

<u>Public interest</u> – Acting in the public interest means carrying out duties for the benefit of the public, in a fair and unbiased way, and making decisions that are not affected by personal interests, private associations or the likelihood of personal gain or loss for employees or associates.

<u>Personal interests</u> – Personal interests include private, professional or business interests, as well as the interests of individuals that you associate with, such as family, dependants and friends. This includes any pecuniary interests, which reasonably may result in an actual or potential financial gain or loss for an employee or an associate. A personal interest may also include non-pecuniary interests that do not have a financial component, but may arise where an opportunity to advantage or disadvantage an employee or any associate of the employee, occurs due to involvement in any sporting, social or cultural activities with the employee or associate.

Examples of personal interests include:

- ownership of shares in a family business which tenders for Council contracts;
- family members or associates who own businesses that are contracted by Council;
- an employee with secondary employment in a business that contracts with Council;
- owning property adjacent to a block of land which is subject to an application for a redevelopment application through Council;
- associates applying for jobs with Council;
- employees or associates involved in local sporting groups who lodge funding applications with Council; or

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

 employees or associates board membership of a local community group applying for funding or grants from Council.

<u>Transparency</u> – Transparency involves the disclosure of personal interests that could compromise, the unbiased performance of an employee's official duties and maintaining appropriate records of all actions and decisions taken in managing conflicts of interest.

Areas within Council that pose a higher risk with regard to conflicts of interest include:

- recruitment and selection processes;
- procurement, entering into contracts and contract management;
- allocating donations, grants, sponsorships and financial incentives;
- entering into partnerships;
- regulatory roles including:
 - inspecting, testing, regulating or monitoring standards, business, equipment or premises;
 - o issuing, or reviewing the issue of, fines or other sanctions;
 - o issuing permits, qualifications or licences;
- where concurrent or other employment occurs (for example board positions, part-time, casual employment and voluntary positions);
- complaints management; and
- the exercise of discretionary power in decision making, such as planning decisions.

<u>Actual conflict of interest</u> – there is a real conflict between the Council employee's official duties and their personal interests.

<u>Potential conflict of interest</u> – Personal interests that could conflict with a Council employee's official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.

<u>Perceived conflict of interest</u> - The public or a third party could form the view that personal interests could improperly influence an employee's decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.

11. Policy Owner

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



Version Control and Objective ID	Version No: 42	Objective ID: A6074554
Adopted at Council Ordinary Meeting on	28 July 2020	
Date of Review	28 July 2024	

1. Statement

All Ipswich City Council (Council) employees must perform their duties in a fair and unbiased way in the public interest, ensuring that decisions and actions are not impacted by their personal interests or the likelihood of gain or loss for them or others that they may wish to benefit or disadvantage.

A conflict of interest occurs when personal interests interfere, or appear to interfere, with the performance of official duties.

Employees must regularly consider the relationship between their personal interests and official duties in order to honestly and transparently identify, disclose and manage any conflicts in the public interest.

2. Purpose and Principles

The purpose of this policy is to clearly define the obligations, roles and responsibilities that concern actual, potential or perceived employee conflicts of interest, to ensure decision-making and actions are fair, unbiased and carried out in the public interest.

Decisions and actions by employees must not be affected by personal interests, which may result in personal gain (pecuniary or non-pecuniary) or any loss to employees or their associates.

Council is committed to developing and maintaining the highest levels of integrity and public trust, and serving the public interest. Council is committed to preventing adverse consequences that can arise from conflicts of interest through encouraging and supporting the identification, disclosure, and appropriate management and monitoring of employee conflicts of interest.

A conflict of interest exists when a reasonable person might perceive that a Council employee's personal interest interferes or appears to interfere, or where an employee's personal interest may influence, or be seen to influence, their decisions or actions in the performance of their official duties.

Council employees must disclose and manage any actual, perceived or potential conflict of interest to ensure that they do not allow their personal interests to discredit, or conflict in any way, with their obligation to Council, or provide an opportunity for employees or their associates to gain any benefit, or be disadvantaged.

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

It is important to understand that conflicts of interest occur, and inevitably Council employees will have occasions when their personal interests come into conflict, with carrying out their official duties. However, when conflicts of interest are not identified, disclosed and managed appropriately, adverse consequences such as serious misconduct or corruption may arise.

The Public Sector Ethics Act 1994 and the Local Government Act 2009 provide guiding principles for employees regarding conflicts of interest including:

- Ensuring decision making is carried out in the public interest;
- Good governance of and by the local government; and
- Integrity and impartiality.

In alignment with the legislative principles, Council's Employee Code of Conduct outlines clear responsibilities with regard to conflicts of interest. Additionally, one of Council's core values is integrity.

Council will ensure adverse consequences that arise from employee conflicts of interest are prevented by:

- facilitating an organisational culture that encourages and ensures timely identification, disclosure, management and monitoring of conflicts of interest;
- educating staff on the identification, disclosure and management of conflicts of interest;
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4. Regulatory Authority

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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 Ipswich City Council.

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

Conflicts of Interest relating to the role of Councillors have not been provided for in this policy due to the specific legislative requirements under the *Local Government Act 2009* and *Local Government Regulation 2012*.

7. Roles and Responsibilities

The Mayor and Councillors are responsible for demonstrating leadership for good governance of the Council and decision making that is made in the public interest.

The Chief Executive Officer, General Managers, Branch Managers and Section Managers are required to provide leadership with regard to disclosing, managing and monitoring conflicts of interest; and ensure policies, procedures and other work instructions requiring reference to this policy and any supporting procedure or processes are in place, in particular, for higher risk areas of Council.

All employees are responsible for:

- regularly considering the relationship between their personal interests and official duties in order to proactively identify any actual, perceived or potential conflicts of interest that may influence any actions or decisions made while carrying out official Council duties:
- being honest, open and transparent in their disclosure of conflict of interest; and
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All employees who also have supervisory responsibilities must:

- ensure employees who they manage, disclose and manage any conflicts of interest and take appropriate action, where an employee has not done so; and
- monitor any management approach that is required to be taken by their direct reports for any conflicts of interest that may exist.

Legal and Strategy, Governance and Performance Branch are responsible for:

- ensuring clear policy and procedures are in place for Council employees to follow, to identify, disclose and manage conflicts of interest;
- maintaining a confidential centralised system for the disclosure, management and monitoring of conflicts of interest for Council employees;
- proactively educating all staff on their responsibilities with regard to conflicts of interest, and focussing on areas within Council that pose a higher risk with regard to conflicts of interest; and
- the confidential management of employee conflicts of interest. Conflicts of interest records may be the subject of applications under the *Right to Information Act 2009* and/or the *Information Privacy Act 2009*, where a decision may be made on whether it is in the public interest to release information relating to employee conflicts of interest.

People and Culture Branch are responsible on a confidential case by case basis, for the management of employees who may have conflicts of interest, due to their personal interests.

Commented [MP1]: Policy scope excludes Mayor and councillors therefore removing this sentence.

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

Internal Audit are responsible for ongoing monitoring processes to ensure accountability of employees and Council.

9.8. Kev Stakeholders

The following will be consulted during the review process:

- · Executive Leadership Team
- Legal and Strategy, Governance and Performance Branch
- People and Culture Branch
- Internal Audit

10.9. Monitoring and Evaluation

- Conflicts of interest systems, procedures and processes are established and maintained.
- Conflicts of interest are being disclosed by employees and management plans are in place.
- Participation rates at conflicts of interest training and awareness initiatives.

11.10. Definitions

<u>Associate</u> – Includes a spouse, parent, child, parent-in-law, or other relative, friend, coworker, an entity which an associate has an interest in, whether direct, or indirect, or a legal or beneficial interest, including companies and directorships related to associates.

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<u>Official Duties</u> – Means the performance of an employee's role at Council, including their public duty to act with the highest ethical standards and integrity when making decisions, and when exercising any power or authority which has been entrusted by Council.

<u>Public interest</u> – Acting in the public interest means carrying out duties for the benefit of the public, in a fair and unbiased way, and making decisions that are not affected by personal interests, private associations or the likelihood of personal gain or loss for employees or associates.

<u>Personal interests</u> – Personal interests include private, professional or business interests, as well as the interests of individuals that you associate with, such as family, dependants and friends. This includes any pecuniary interests, which reasonably may result in an actual or potential financial gain or loss for an employee or an associate. A personal interest may also include non-pecuniary interests that do not have a financial component, but may arise where an opportunity to advantage or disadvantage an employee or any associate of the employee, occurs due to involvement in any sporting, social or cultural activities with the employee or associate.

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- an employee with secondary employment in a business that contracts with Council;

IPSWICH CITY COUNCIL | Conflicts of Interest for Employees Policy

- owning property adjacent to a block of land which is subject to an application for a redevelopment application through Council;
- associates applying for jobs with Council;
- employees or associates involved in local sporting groups who lodge funding applications with Council; or
- employees or associates board membership of a local community group applying for funding or grants from Council.

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- recruitment and selection processes;
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- · allocating donations, grants, sponsorships and financial incentives;
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- · regulatory roles including:
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 - $\circ\quad$ issuing, or reviewing the issue of, fines or other sanctions;
 - $\circ \quad \text{issuing permits, qualifications or licences;} \\$
- where concurrent or other employment occurs (for example board positions, part-time, casual employment and voluntary positions);
- complaints management; and
- the exercise of discretionary power in decision making, such as planning decisions.

<u>Actual conflict of interest</u> – there is a real conflict between the Council employee's official duties and their personal interests.

<u>Potential conflict of interest</u> – Personal interests that could conflict with a Council employee's official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.

<u>Perceived conflict of interest</u> - The public or a third party could form the view that personal interests could improperly influence an employee's decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.

12.11. Policy Owner

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

Doc ID No: A11872549

ITEM: 6

SUBJECT: PROCUREMENT - VARIATION TO CONTRACT FOR PROVISION OF COMMERCIAL

CLEANING

AUTHOR: GOODS AND SERVICES CATEGORY MANAGER

DATE: 5 AUGUST 2025

EXECUTIVE SUMMARY

This is a report concerning a request for Council's approval to extend Contract No. 13902 for commercial cleaning services by six months beyond its current expiry date of 1 December 2025. The extension is necessary to maintain service continuity during the school holidays and festive period while the procurement process for a new contract is being finalised.

Approval is sought to vary the existing contract 13902 for an additional six (6) months to allow additional time to thoroughly evaluate tender submissions received as part of the new procurement process and allow a suitable transition time (if required) outside of peak holiday periods.

RECOMMENDATION

- A. That the contractual arrangement (Council contract 13902) with Total Building Maintenance (Supplier) for the Provision of Commercial Cleaning be varied as follows:
 - (i) Add a final extension of six (6) months (from 1 December 2025 to 31 May 2026);
 - (ii) to approve increase in expenditure from \$10,500,000.00 excluding GST to approximately \$12,500,000.00 excluding GST over the entire term;
- B. That Council enter into a deed of variation with the Supplier to appropriately amend the existing contractual arrangement.
- 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.

RELATED PARTIES

Supplier: Total Building Maintenance (ACN 057 669 173)

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

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

Council's attention is required to address the impending expiry of Contract No. 13902 for commercial cleaning services on 1 December 2025. A new tender was issued on 30 June 2025 with a closing date of 11 August 2025. Council received a high number of submissions from the tender process and the ensuing evaluation process involves multiple separable portions with complex assumptions, resulting in potential delays in the finalisation of the evaluation stage.

Cleaning services are critical to maintain safe, inclusive, and compliant public spaces across Council-managed assets, including parks, public amenities and the Nicholas Street Precinct. Without an interim arrangement, Council risks service disruption, regulatory non-compliance due to procurement thresholds, and a breach of its social obligations to the community.

Continuation of this service is an essential business requirement that covers a large asset base (and continues to grow as new assets / spaces come online) including community accessible public facilities, parks, open spaces and Nicholas Street Precinct.

The objective is to ensure service continuity while the procurement process is completed. Council's approval is needed for the increased approved spend on this contract for the extension period.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy issues with this report.

RISK MANAGEMENT IMPLICATIONS

The recommendation presents minimal risk. However, if Council does not extend the current contract, the risk significantly increases. In that scenario, Council will be without a formal legal agreement with a cleaning supplier during the interim period while the new contract is being negotiated. This could result in service delivery disruptions to the community and expose Council to compliance and operational risks.

FINANCIAL/RESOURCE IMPLICATIONS

The revised cost to provide commercial cleaning services relating to Council's infrastructure and assets under this agreement for an additional six (6) months are estimated to cost \$1,500,000 (ex GST) for the extension that is being sought in this report up to 31 May 2026.

Previous past estimated spend approved by Council (FAGC 16 July 2024) may be exceeded prior to the end of the existing term (01 December 2025), thus an additional estimate of \$500,000 (ex GST) has been included for a total increase of \$2,000,000 (ex GST).

Funding is available from within existing budget areas.

COMMUNITY AND OTHER CONSULTATION

This report does not require Community consultation.

The Procurement Branch have consulted key internal stakeholders from Works and Field Services concerning this extension of the existing arrangement.

CONCLUSION

Council to approve the extension of the existing contract and increase as listed above for Contract No. 13902 Provision of Commercial Cleaning.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS		
OTHER DECISION		
(a) What is the Act/Decision being made?	That Council approve an increase in expenditure for the provision of Commercial Cleaning and approve an extension for up to 6 months to 31 May 2026 with the current supplier, Total Building Maintenance (TBM) while the new contract is being negotiated.	
(b) What human rights are affected?	Nil.	
(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.	

Tim Steinhardt

GOODS AND SERVICES CATEGORY MANAGER

I concur with the recommendations contained in this report.

Tanya Houwen

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Sonia Gollschewski

MANAGER, WORKS AND FIELD SERVICES

I concur with the recommendations contained in this report.

Seren McKenzie

GENERAL MANAGER (ASSET AND INFRASTRUCTURE SERVICES)

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: A11914860

ITEM: 7

SUBJECT: PROCUREMENT: SIGNIFICANT CONTRACTING PLAN - TIVOLI SPORTING

COMPLEX UPGRADE AND REDBANK PLAINS RECREATION RESERVE NEW SPORTS

FACILITY

AUTHOR: CATEGORY SPECIALIST

DATE: 19 AUGUST 2025

EXECUTIVE SUMMARY

This is a report concerning a Significant Contracting Plan for Tivoli Sporting Complex Upgrade and Redbank Plains Recreation Reserve New Sports Facility.

The Significant Contracting Plan is required in accordance with Chapter 6, Part 2, s221 of the Local Government Regulation 2012 for any contract/s with a total expected term over 10 years or a value equal to or exceeding \$7,000,000 (ex. GST). Significant Contracting Plans must be adopted by Council prior to awarding a contract.

RECOMMENDATION

That pursuant to Section 221 of the *Local Government Regulation 2012*, Council make and adopt the Significant Contracting Plan for Tivoli Sporting Complex Upgrade and Redbank Plains Recreation Reserve New Sports Facility as detailed in Attachment 1.

RELATED PARTIES

There were no declarations of conflicts of interest.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

Ipswich City Council is seeking approval to adopt a Significant Contracting Plan (SCP) for the procurement of Tivoli Sporting Complex Upgrade and Redbank Plains Recreation Reserve New Sports Facility, in accordance with section 221 of the *Local Government Regulation* 2012.

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 content is consistent with the Procurement Policy and Procurement and Contracts manual. No other policies have been identified that would be impacted.

RISK MANAGEMENT IMPLICATIONS

The recommendation is for the approval of the SCP to proceed to market for the submission of Tenders. Due to the value, risks and timing constraints of the projects there is no alternative. This recommendation if not approved shall jeopardise delivery of the Tivoli Sporting Complex Upgrade and Redbank Plains Recreation Reserve New Sports Facility.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial implications from the approval of the recommendation.

COMMUNITY AND OTHER CONSULTATION

Consultation was undertaken with representatives from the Capital Delivery Branch of Asset and Infrastructure Services Department.

CONCLUSION

That Council adopt the Significant Contracting Plan as detailed in Attachment 1.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS			
OTHER DECISION			
(a) What is the Act/Decision being made?	Act/Decision being made is detailed in the recommendation within this report.		
(b) What human rights	No human rights are affected by this decision, this is a		
are affected?	procurement process		
(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.	SCP Tivoli & Redbank Plains SFU 🗓 🖫
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David Niebling

CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Wayne Bichel

BUILDING CONSTRUCTION AND MAINTENANCE CATEGORY MANAGER

I concur with the recommendations contained in this report.

Tanya Houwen

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Graeme Martin

MANAGER, CAPITAL PROGRAM DELIVERY

I concur with the recommendations contained in this report.

Seren McKenzie

GENERAL MANAGER (ASSET AND INFRASTRUCTURE SERVICES)

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"

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IPSWICH CITY COUNCIL | Significant Contracting Plan

Name: INF05094 Tivoli Sporting Complex Upgrade; and

INF05095 Redbank Plains Recreation Reserve New Sports Facility

CES Numbers: INF05094 250710-000273; and

INF05095 250710-000269

This Significant Contracting Plan **(SCP)** is approved in accordance with the *Local Government Regulation 2012* and Ipswich City Council's Procurement and Contracts Manual and Delegation of Authority.

The Significant Contracting Plan is required in accordance with Chapter 6, Part 2, s221 of the Local Government Regulation 2012 for any contract/s with a total expected term over 10 years or a value equal to or exceeding \$7,000,000 (ex. GST). Significant Contracting Plans must be adopted by Council prior to awarding a contract.

EXECUTIVE SUMMARY

In accordance with section 221 of the Local Government Regulation 2012, Ipswich City Council is seeking approval to adopt a Significant Contracting Plan (SCP) for the procurement of two (2) major community infrastructure projects:

- INF05094 Tivoli Sporting Complex Upgrade; and
- INF05095 Redbank Plains Recreation Reserve New Sports Facility

These projects are identified in the 2025–2028 Capital Works Program and are supported by external funding under the SEQ Livability Grant Program. The combined estimated contract value is \$15.39 million (ex. GST), with funding allocated across FY25/26 and FY26/27. The recommended procurement strategy is a single open tender with separable portions, governed by the AS2124 construct-only contract, ensuring efficient delivery, clear risk allocation, and value for money.

The primary objective of both projects is to expand Ipswich's sporting infrastructure to meet growing community demand by delivering safe, accessible, and high-quality facilities. This includes the construction of new playing fields, lighting, irrigation, and supporting infrastructure such as car parking and service connections. The projects aim to integrate seamlessly with existing assets while allowing for future expansion, supporting regional sport development and activation of underutilised areas. Both projects are designed to be delivered efficiently and cost-effectively, within approved budgets and timeframes, while minimising disruption to current users.

Project Overviews

Project	Scope Summary	Key Features
INF05094 – Tivoli Sporting Complex Upgrade	Expansion of existing citywide sports facility to meet growing demand	 - 1 full-size rugby union field (120m x 70m) - 1 junior/training field - Sports field lighting and irrigation - Goal posts, player shelters, back netting - 80-space sealed car park with lighting - New access road and compliant footpaths - Inground services for future amenities - Drinking fountain and bin enclosures
INF05095 – Redbank Plains Recreation Reserve Upgrade	Development of a future regional sports facility in the southeast corner of the reserve	 2 full-size rectangular fields (rugby union) 1 community-level cricket field with synthetic pitch Sports lighting (100–200 LUX), irrigation, goal posts

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IPSWICH CITY COUNCIL | Significant Contracting Plan

- Back netting and player shelters
- 150-space car park with lighting
- Footpaths, bollards, tree planting
- Inground services for future amenities
- Drinking fountains and waste facilities

PROCUREMENT STRATEGY

1. Procurement activity/project details

Procurement Project Details				
Works, Goods and/or Services Required	As detailed in project overviews above; INF05094 Tivoli Sporting Complex Upgrade; INF05095 Redbank Plains Recreation Reserve New Sports Facility;			
Estimated Contract Value (Expressed as total cost over life of contract Ex. GST and is budget approved)	Both projects are identified in the 2025 – 2028 Capital Works Program and are split year funded in FY25/26 and FY26/27. The estimated contract value is approximately \$15.39M based on the settled concept estimate. As part of the development of the next three-year Capital Works Program, funding allocations will be amended to ensure Council meets its obligations under the external funding agreement.			
Financial Delegate	Sonia Cooper, Chief Executive Officer via Council Resolution			
Workplace Health and Safety Assessment	A Safety Risk Assessment has been conducted and the procurement activities are considered at risk rating: Tier 3			
Value / Risk Assessment	The Value Risk Matrix (VRM) classifies this procurement activity as: Strategic			
Sourcing Timeline	Task Name	Finish		
	Planning Phase Engage the market Evaluation Phase Recommendation Approval Contract Award The above is indicative based March 2026	09/25 11/25 01/26 02/26 03/26 d on com	nmencement date for construction in	

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IPSWICH CITY COUNCIL | Significant Contracting Plan

2. Objectives

(In accordance with Chapter 6, Part 2, s221 (3) (a,b,c,d) of the Local Government Regulation 2012 this section outlines the objectives of the significant contract and how achievement of the objectives will be measured)

Ipswich City Council seeks to maximise benefits through its procurement activities by applying the Sound Contracting Principles of the *Local Government Act 2009* (QLD) and in accordance with the Procurement Policy and Procurement and Contracts Manual.

Further to this, all procurement activity seeks to deliver on Council's Corporate and Annual Plans.

The procurement activities seek to deliver benefit across one or more of the Council's four iFuture themes:

· Vibrant and Growing

Objective is to approach the open market to attract a reputable company to deliver both projects within required timeframes and budget, awarding of works may be to a single or multiple companies to achieve these outcomes.

Objectives				
What are the objectives of the	Deliver new sporting facilities that meet the growing needs of			
proposed contracts?	the Ipswich community and local sporting clubs.			
	Ensure safe and efficient construction of playing fields and			
	supporting infrastructure with minimal disruption to current			
	users.			
	Achieve financial responsibility by completing the projects			
	within approved budgets and timeframes.			
	Support future growth and flexibility by including infrastructure			
	that allows for future amenities and field expansion.			
	Promote regional sport development and increase activation of			
	underutilised areas.			
How will objectives be achieved?	The project objectives will be achieved through a structured and			
	transparent procurement process. Ipswich City Council will conduct			
	an open tender using separable portions, allowing flexibility in			
	awarding contracts for each site. The contracts will be governed by			
	the AS2124-1992 construct-only model, which ensures clear risk			
	allocation, defined roles, and effective dispute resolution.			
	Detailed tender documentation will outline all milestones and			
	deliverables, and Council's appointed Superintendent and Capital			
	Delivery Branch will actively manage the contracts. Progress will be			
	tracked against key performance indicators, ensuring the projects			
	are delivered on time, within budget, and to the required standards.			
How will achievement of objectives	Achievement of the project objectives will be measured by:			
be measured?	Completion of works in accordance with approved designs for			
	both sites.			
	Delivery within the agreed budget and timeframes, as outlined			
	in the contract.			
	Fulfilment of key milestones and deliverables specified in the			
	tender documentation.			
	tender documentation.			

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IPSWICH CITY COUNCIL | Significant Contracting Plan

	•	Compliance with safety, quality, and performance standards, monitored by Council's Project Manager and Superintendent. Ongoing contractor performance reviews, with progress tracked and discussed throughout the delivery phase
What are the alternative ways of achieving the objectives? Include reasons for not adopting alternative ways.	•	Internal Delivery by Council Not adopted due to limited internal resources and skills. The scale, complexity, and timing of the projects exceed current internal capacity, increasing risk and reducing efficiency.
	•	Separate Tenders for Each Site Rejected due to duplication and loss of economies of scale. A combined tender streamlines administration, encourages competitive pricing, and allows for contractor continuity. Design and Construct (D&C) Model Not adopted to retain Council control over design. A construct-only approach ensures alignment with existing infrastructure and allows Council to manage design quality and integration.

3. Supply Market Analysis and Strategic Considerations

1. Similar Scope and Supply Categories

Both projects involve:

- Civil works (carparks, access roads, grading)
- Sports field construction (rectangular fields, cricket)
- Lighting and irrigation
- In-ground services for future amenities
- Spectator and player infrastructure

2. Geographic Proximity

Both sites are within Ipswich LGA, enabling:

- Shared contractor mobilisation
- Efficient logistics and workforce deployment
- Potential cost savings through economies of scale

3. Procurement Efficiency

- A single open tender can reduce administrative overhead and streamline evaluation.
- Enables bulk pricing and contractor continuity across sites.
- Encourages larger, more capable contractors to bid, improving quality and delivery certainty.

This alignment supports bundling under a multi-site sports infrastructure tender.

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IPSWICH CITY COUNCIL | Significant Contracting Plan

Market analysis indicates that there is a high demand in South East Queensland for large scale projects, a multi-site projects infrastructure tender is envisaged at attracting a healthy response from the market. The multi-site tender allows suppliers to tender for an individual project or both.

Risks Analysis of the Market

(In accordance with Chapter 6, Part 2, s221 (3) (f) of the Local Government Regulation 2012 this section outlines risk analysis of the market)

Risk	Consequence	Mitigation
Contractor Availability	Delayed project start, reduced competition, potential cost increase	Use open tender with separable portions; prequalify scalable contractors
Tender Response Quality	Re-tendering required, evaluation delays, scope misalignment	Provide detailed tender documentation; host pre-tender briefing
Cost Escalation	Budget overruns, need for scope reduction or additional funding	Include escalation clauses; encourage early procurement of long-lead items
Scope Misalignment	Contractor disputes, change requests, reputational risk	Clearly define exclusions and future provisions in tender documents
Contract Structure	Delivery delays, increased variation claims, reduced adaptability	Use separable portions contract; allow for milestone-based payments
Supplier Coordination	On-site delays, rework, quality issues	Require integrated delivery plans; assess coordination experience in evaluation
Market Saturation	Fewer bids, higher prices, reduced flexibility	Early market sounding; flexible start dates; promote project visibility
Local Content & Social Value	Community dissatisfaction, reputational impact	Include social procurement criteria; encourage local subcontractor engagement

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IPSWICH CITY COUNCIL | Significant Contracting Plan

3.1. Recommended Procurement Strategy

(In accordance with Chapter 6, Part 2, s221 (3) (d) of the Local Government Regulation 2012 this section outlines alternative ways of achieving the objective and why they were not adopted)

Based on the analysis completed, the recommended strategy is to conduct open tender process with separable portions for each site, governed by the AS2124-1992 construct-only contract. This standard form provides clear risk allocation, defined roles, and dispute resolution mechanisms suitable for local government infrastructure projects.

Alternative Approaches Considered:

- Separate tenders for each site
 - o rejected due to duplication, reduced efficiency, and loss of economies of scale
- Design and construct (D&C) model
 - o not adopted to retain council control over design and ensure alignment with existing infrastructure

(In accordance with Chapter 6, Part 2, s221 (3) (e) of the Local Government Regulation 2012 this section outlines the proposed contractual arrangements of the activity)

Procurement Project Details	
Terms & Conditions	ICC amended AS2124 Major Municipal Works General Conditions of Contract
Estimated Contract Duration	Proposed commencement date: 16/03/2026
	Proposed Completion date:26/03/2027
Key Milestone Dates:	Recommendation to award at Committee 10/2/26 and Council 26/2/26
Specific contract/s clauses (if applicable)	AS2124 Project Specific Deliverables

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IPSWICH CITY COUNCIL | Significant Contracting Plan

4. Approvals / Endorsements

Prepared by	Signature, Date
Name: David Niebling Position: Category Specialist (Evaluation Panel Chairperson)	David Milling
	27 August 2025 3:34 PM AEST

Review & endorsed by	Signature, Date
I certify that this plan meets the requirements of the Ipswich City Council Contracts Manual. Wayne Bichel	Wayne Bichel
Category Manager Procurement Branch	28 August 2025 4:29 PM AEST
Tanya Houwen Manager, Procurement Procurement Branch	Tanya Houwen
	29 August 2025 7:17 AM AEST
Zach McAllan Position: Program Coordinator Branch: Capital Delivery Branch	Each Medllan
	29 August 2025 9:21 AM AEST
Brad I. Smith Position: Project Manager Branch: Capital Delivery Branch	Brad 1. Smith 29 August 2025 9:31 AM AEST
Ann Bailey Position: Principal Officer (Infrastructure Delivery) Branch: Capital Delivery Branch	lun Bailey 29 August 2025 9:51 AM AEST
Pedro Baraza Position: Construction Manager Branch: Capital Delivery Branch	29 August 2025 9:53 AM AEST
Graeme Martin Position: Manager, Capital Program Delivery Branch: Capital Delivery Branch	Graeme Martin
	29 August 2025 2:09 PM AEST

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IPSWICH CITY COUNCIL | Significant Contracting Plan

Approved and executed by	Signature, Date
Based on the information provided in this document, I confirm that there is available funding allocated and support the release to market for this requirement. Name: Seren McKenzie Position: General Manager Department: Asset and Infrastructure	Seren Mekenzie
Services	01 September 2025 1:27 PM AEST

Doc ID No: A11914931

ITEM: 8

SUBJECT: PROCUREMENT: INTERSECTION UPGRADE – RIPLEY ROAD & REIF STREET,

FLINDERS VIEW

AUTHOR: CATEGORY SPECIALIST

DATE: 19 AUGUST 2025

EXECUTIVE SUMMARY

This is a report concerning the approval for the award of Tender VP465457 Intersection Upgrade, Ripley Road and Reif Street, Flinders View.

After an open market request for tender process, the evaluation panel has recommended one supplier for the undertaking of the intersection upgrade, Ripley Road and Reif Street 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 Council's resolution at Recommendation B.

RECOMMENDATION

- A. That pursuant to Section 228 of the Local Government Regulation 2012
 (Regulation), Council award Tender No. VP465457 for the provision of Intersection
 Upgrade Ripley Road and Reif Street, Flinders View.
- B. That Council enter into a contractual arrangement with the Supplier identified in the confidential Attachment 1 for the lump sum amount of two million, seven hundred sixty-eight thousand, one hundred sixty-eight dollars (\$2,768,168.00) 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.

RELATED PARTIES

There was no declaration of conflict of interest

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

The Ripley Road and Reif Street intersection is currently experiencing operational and capacity issues, which are expected to increase in the coming years due to the traffic volumes associated with the significant growth being experienced in the Ripley Valley PDA, to the south of the Cunningham Highway. The objective is to upgrade the existing signalised intersection at Ripley Road and Reif Street, providing capacity and safety improvements, to support the current and planned population growth.

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. Risk management implications have been considered in Confidential Attachment 1.

FINANCIAL/RESOURCE IMPLICATIONS

No major financial impacts. Attachment 1 provides detail of the approved budget, contract and contingency amounts.

COMMUNITY AND OTHER CONSULTATION

The following internal stakeholders were consulted and support the recommendation:

- Manager, Procurement
- General Manager, Asset and Infrastructure Services
- Manager, Capital Delivery Program
- Construction Manager, Capital Delivery Branch
- Project Manager, Capital Delivery Branch

CONCLUSION

It is recommended that Council enter into a contract with the supplier identified within Attachment 1.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS		
OTHER DECISION		
(a) What is the	Recommendation that Council Delegate to the CEO to enter	
Act/Decision being	into contract for the supply of VP465457 Intersection Upgrade,	
made?	Ripley Road and Reif Street, Flinders View.	
(b) What human rights	Not Applicable	
are affected?		
(c) How are the human	Not Applicable	
rights limited?		
(d) Is there a good	Not Applicable	
reason for limiting		
the relevant rights?		
Is the limitation fair		
and reasonable?		
(e) Conclusion	The decision is consistent with human rights.	

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

	CONFIDENTIAL
1.	Recommendation to Award (RTA) Ripley & Reif Street

David Niebling

CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Wayne Bichel

BUILDING CONSTRUCTION AND MAINTENANCE CATEGORY MANAGER

I concur with the recommendations contained in this report.

Tanya Houwen

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Graeme Martin

MANAGER, CAPITAL PROGRAM DELIVERY

I concur with the recommendations contained in this report.

Seren McKenzie

GENERAL MANAGER (ASSET AND INFRASTRUCTURE SERVICES)

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER (CORPORATE SERVICES)

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Doc ID No: A11958630

ITEM: 9

SUBJECT: PROCUREMENT: RECOMMENDATION TO AWARD - INTELLIGENT TRAFFIC

SYSTEM INFRASTRUCTURE (TRAFFIC SIGNAL MAINTENANCE)

AUTHOR: CATEGORY SPECIALIST

DATE: 1 SEPTEMBER 2025

EXECUTIVE SUMMARY

This is a report concerning the recommendation to award for Tender VP430214 Intelligent Transport System Infrastructure (Traffic Signal Maintenance) following an Open Tender process.

RECOMMENDATION

- A. That pursuant to Section 228 of the Local Government Regulation 2012 (Regulation), Council award Tender VP430214 for the provision of Intelligent Transport System Infrastructure to the recommended supplier detailed in Attachment 1.
- B. That Council enter into a contractual arrangement with the Supplier, Council's estimated spend of \$10.5M excluding GST, being a term of two (2) years, with options for extension at the discretion of Council (as purchaser), of an additional two (2) X two (2) year terms, total term being six (6) years.
- 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.

RELATED PARTIES

Ipswich City Council and recommended supplier detailed in Attachment 1.

There were no declarations of conflict of interest.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

Ipswich City Council is procuring services for the supply, installation, commissioning, maintenance, and upgrade of Intelligent Transport System (ITS) infrastructure, which includes:

- · Traffic signals;
- Flashing school zone signs;
- Electronic speed awareness signs;
- AddInsight Bluetooth systems;
- Communication equipment and related infrastructure.

This procurement supports Council's strategic goals under the iGO Intelligent Transport Systems Strategy, responding to rapid urban growth and increased infrastructure demands.

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 is consistent with Council's Procurement Policy and Procedures.

RISK MANAGEMENT IMPLICATIONS

Risks associated with the proposed contract will be managed under Council's Contract Management Framework.

FINANCIAL/RESOURCE IMPLICATIONS

The estimated amount of \$10.5M within the recommendation is to cover operational and capital works expenditure over the entire term.

COMMUNITY AND OTHER CONSULTATION

Consultation was undertaken with relevant internal stakeholders from the following branches of Asset and Infrastructure Services Department;

- Works and Field Services Branch; and
- Infrastructure Strategy Branch; of

CONCLUSION

The procurement activity concluded that the supply, installation, commissioning, maintenance, and upgrade of Intelligent Transport System (ITS) infrastructure be undertaken by the recommended supplier detailed in Attachment 1, providing Council the best value for money.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS		
OTHER DECISION		
(a) What is the Act/Decision being made?	Act/Decision being made is detailed in the recommendations within this report	
(b) What human rights are affected?	The parties involved are companies/corporations and the subject matter of the proposed engagement, act or decision being assessed will not affect human rights and further consideration is unnecessary	
(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

	CONFIDENTIAL
1.	RTA VP430214 Intelligent Traffic Signals

David Niebling

CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Wayne Bichel

BUILDING CONSTRUCTION AND MAINTENANCE CATEGORY MANAGER

I concur with the recommendations contained in this report.

Tanya Houwen

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Sonia Gollschewski

MANAGER, WORKS AND FIELD SERVICES

I concur with the recommendations contained in this report.

Seren McKenzie

GENERAL MANAGER (ASSET AND INFRASTRUCTURE SERVICES)

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER (CORPORATE SERVICES)

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ITEM: 10

SUBJECT: REPORT - REGULATION ADVISORY COMMITTEE NO. 2025(03) OF 21 AUGUST

2025

AUTHOR: MEETING COORDINATION MANAGER

DATE: 25 AUGUST 2025

INTRODUCTION

This is the report of the Regulation Advisory Committee No. 2025(03) of 21 August 2025.

RECOMMENDATION

That Council adopt the recommendations of the Regulation Advisory Committee No. 2025(03) of 21 August 2025.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

- 1. Regulation Advisory Committee Report No. 2025(03) of 21 August 2025 🗓 🖫
- 2. Regulation Advisory Committee Minutes Attachments 🗓 🖺

21 AUGUST 2025

REGULATION ADVISORY COMMITTEE NO. 2025(03)]

REGULATION ADVISORY COMMITTEE NO. 2025(03)

21 AUGUST 2025

REPORT

ATTENDANCE:

Councillor Paul Tully (Chairperson); Councillors Jim Madden (Deputy Chairperson), Marnie Doyle, Andrew Antoniolli and David Martin (Observer)

APOLOGIES:

Nil

OFFICERS' ATTENDANCE:

Sonia Cooper (Chief Executive Officer), Allison Ferres-MacDonald (Acting Manager, General Counsel, Legal), Matt Smith (General Manager, Corporate Services), Brett Davey (General Manager, Planning and Regulatory Services), Alisha Connaughton (Manager, Compliance), Barbara Dart (Principal Officer, Governance), Wade Wilson (Executive Services Manager), Kylie Curley (Acting Council Liaison Officer)

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. <u>CONFIRMATION OF MINUTES OF THE REGULATION ADVISORY COMMITTEE NO.</u> 2025(02) OF 5 JUNE 2025

RECOMMENDATION

That the minutes of the Regulation Advisory Committee held on 5 June 2025 be confirmed.

21 AUGUST 2025

REGULATION ADVISORY COMMITTEE NO. 2025(03)]

OFFICERS' REPORTS

2. STRATEGIC REGULATION PROJECT - STEP 1 POLICY (CONSULTATION OUTCOMES)

This is a report concerning the Strategic Regulation Project, specifically Step 1 which involves updating Council's current Compliance and Enforcement Policy to be more holistic on what Council's position on regulation is. Targeted consultation has been undertaken, and this report provides the outcomes of that consultation and next steps.

RECOMMENDATION

- A. That the report be received and the contents noted.
- B. That the current Compliance and Enforcement Policy (Attachment 1) be amended to be more holistic about regulation with a risk-based approach and renamed to 'Regulation Policy'.
- C. That in respect of Recommendation B, the draft 'Regulation Policy' be forwarded to all Councillors and key staff for feedback, and a final draft be forwarded to a future Regulation Advisory Committee meeting for consideration.

The committee discussed the naming of the proposed amended policy and compressed Recommendations B and C noting that feedback would be sought and an updated policy forwarded to a future Regulation Advisory Committee.

RECOMMENDATION

- A. That the report be received and the contents noted.
- B. That the current Compliance and Enforcement Policy (Attachment 1) be amended and the draft be forwarded to all Councillors and key staff for feedback, and a final draft be forwarded to a future Regulation Advisory Committee meeting for consideration.

Attachments

Compliance and Enforcement Policy

3. STRATEGIC REGULATION PROJECT - STEP 2 - LOCAL LAW MAKING PROCESS

This is a report concerning Step 2 of the Strategic Regulation Project the process for making local laws in line with the requirements of the *Local Government Act 2009*. The report highlights that the current policy can be repealed as it is not legislatively required and is set out like a process. An improved draft process is provided for feedback so that it can be finalised and commence on 1 December 2025.

21 AUGUST 2025

REGULATION ADVISORY COMMITTEE NO. 2025(03)]

The committee agreed to amend Recommendation B by replacing the word 'Council' with the words 'Councillors and officers'.

RECOMMENDATION

- A. That Council repeal the "Local Law-Making Policy" effective as of 30 November 2025 (Attachment 1 of this report).
- B. That Councillors and officers provide feedback on the draft process (Attachment 2 of this report) by 1 November 2025 so that the draft process can be finalised and approved by the Chief Executive Officer for commencement on 1 December 2025.

Attachments

- 1. Current Local Law Making Policy
- 2. Draft Local Law Making Process
- 4. <u>STRATEGIC REGULATION PROJECT STEP 3 LOCAL LAW REVIEW ESTIMATED TIMEFRAMES</u>

This is a report concerning a request from the Regulation Advisory Committee to review the timeline of the local law review with a view to compressing the estimated completion time. Negotiable and not negotiable tasks have been identified with three options provided for discussion, along with the recommendation of Council officers preferred option, Option 2, which comprises of:

- Reduction of 2 weeks for community consultation in phase 3 (from 6 weeks down to 4 weeks)
- Reduction of Phase 5 (Drafting) from 6 months down to 5 months.
- Total reduction of one month and 2 weeks
- Estimated completion date of March 2027.
- This would result in the final report for consideration of the final laws occurring early March at a Regulation Advisory Committee meeting and subsequent Finance and Governance Committee and Ordinary Council meetings.
- Acknowledgement of the risks identified in this report for reducing drafting time.

RECOMMENDATION

A. That the report be received and the contents noted.

21 AUGUST 2025

REGULATION ADVISORY COMMITTEE NO. 2025(03)]

- B. That Option 2 of the report be approved as the preferred option for compressing the estimated completion time for the Local Law Review.
- 5. <u>STRATEGIC REGULATION PROJECT STEP 3 LOCAL LAW REVIEW SURVEY</u> OUTCOMES (INTERNAL)

This is a report providing an update on a recent internal survey of staff and Councillors for the *Strategic Regulation Project: Step 3 Local Law Review*. The report documents the high-level key themes that have been derived from the submissions received. Further meetings/workshops will be held to progress outcomes of the survey.

RECOMMENDATION

That the report be received and the contents noted.

6. NEXT MEETING

The next meeting is to be advised.

7. GENERAL DISCUSSION (within the purpose and scope of the committee)

The committee discussed regulatory matters relating to:

- Homelessness and rough sleepers
- Unregistered cars
- Squatters
- Unmade Road Reserves

Councillor Paul Tully (Chairperson) raised the issue of access to unmade road reserves and to the Notice of Motion he moved at the 30 April 2025 Council meeting in relation to unlocking of barriers across road reserves.

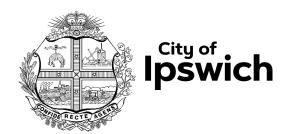
Action: Chief Executive Officer to follow up on action.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 10.31 am.

The meeting closed at 11.07 am.

MINUTES ATTACHMENTS 21 AUGUST 2025



•	2 Strateg	ic Regulation Project - Step 1 Policy (Consultation Outcomes)	
	Attachment 1	Compliance and Enforcement Policy	3
•	3 Strateg	ic Regulation Project - Step 2 - Local Law Making Process	
	Attachment 1	Current Local Law Making Policy	7
	Attachment 2	2 Draft Local Law Making Process	17

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REGULATION ADVISORY COMMITTEE MEETING AGENDA

21 AUGUST 2025

Item 2 / Minutes Attachment 1



Version Control and Objective ID	Version No: 2 Objective ID: A6142436	
Adopted at Council Ordinary Meeting on	19 September 2020	
Date of Review	19 September 2022	2

1. Statement

This is an overarching policy that outlines Council's broad approach to enforcement and provides a framework that promotes understanding of the manner in which compliance and enforcement activities are undertaken. The Policy is supported by detailed procedures that provide further guidance to staff. It establishes clear guidelines for the exercise of Council's powers in dealing with potential unlawful activity within Council's jurisdiction. It provides practical guidance on how Council staff are to assess potential unlawful activity to determine if it requires further investigation, the courses of action available to Council for dealing with unlawful activity, how to decide whether enforcement action is warranted and, if so, the process to be used in deciding which type of enforcement action is appropriate in the circumstances.

2. Purpose and Principles

The purpose of this policy is to assist Council staff to act promptly, consistently and effectively in response to allegations of unlawful activity. This is to ensure that:

- Council responds quickly and effectively to allegations of unlawful activity
- Council exercises its regulatory functions consistently and without bias
- Council regulatory functions are exercised proactively
- The rules of procedural fairness are applied when making decisions that concern regulatory matters
- Enforcement action is proportionate to the offence in each case
- There is widespread understanding of the Council's approach to enforcement,
- including the circumstances which will be taken into account when assessing different enforcement options; and
- Council allocates its limited resources in the most appropriate manner consistent with the public interest, its policy objectives and current regulatory issues

Our compliance and enforcement activities will be guided by the following principles:

- Our decisions will be fair, reasonable, respectful and reliable
- Our regulatory responses will be consistent, efficient and proportionate to the risk
- Our decisions and actions will be informed by evidence
- We will be transparent, and accountable for our decisions and actions
- We will monitor, review and report on our effectiveness
- We will continue to improve the way we regulate
- We will engage to listen, learn and respond.

Page 1 of 4

REGULATION ADVISORY COMMITTEE MEETING AGENDA

21 AUGUST 2025

Item 2 / Minutes Attachment 1

IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

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

Section 28 of the *Local Government Act 2009* provides the power for local governments to make and enforce local laws that are necessary or convenient for the good rule and government of their local government area. In addition, Council has the responsibility of administering a range of State legislation.

- Local Government Regulations 2012
- Public Sector Ethics Act 1994
- Employee Code of Conduct
- Councillor Code of Conduct
- Meeting Conduct Policy
- Meeting Conduct Procedure
- Conflicts of Interest for Employees Policy
- Conflicts of Interest for Employees Procedure Identifying, Disclosing, Managing and Monitoring

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

The Policy applies to all areas of Council operations that have a compliance and enforcement component. This Policy applies a risk-based approach to compliance and enforcement management to ensure resources are focussed on those matters posing the most significant risk to the community and environment. This approach is used for both proactive compliance activities and also in response to reports alleging unlawful activity (reactive compliance). Council will undertake compliance and enforcement action where appropriate in accordance with this Policy document.

7. Roles and Responsibilities

General

This policy applies to all Councillors and Council officers and is directly relevant to officers involved in the compliance and enforcement of Legislation and Local Laws.

Delegations from the Chief Executive Officer are required to officers to enable them to undertake investigation or compliance and enforcement action.

REGULATION ADVISORY COMMITTEE MEETING AGENDA

21 AUGUST 2025

Item 2 / Minutes Attachment 1

IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

Councillors and Officers have significant responsibilities and must ensure that they comply with the relevant Codes of Conduct and Council Policies and Procedures in the execution of their duties. In particular, they must manage any conflicts of interest.

The Chief Executive Officer shall have overall responsibility for Council's legislative compliance framework

Role of Officers

All council officers have a responsibility to ensure that they remain abreast of Legislation and Local Laws which affect their area of work.

The Executive Leadership Team are to ensure that adequate training and instruction is given to staff to ensure that legal obligations regarding their responsibilities are identified and met.

Managers must ensure that procedures and systems are established to support compliance and enforcement actions in accordance with this Policy.

Role of Councillors

Compliance and enforcement matters are sensitive and easily susceptible to allegations of impropriety, bias or inconsistency. In order to manage those risks, and be consistent with the Councillors' Code of Conduct and the Councillor – Staff Interaction Policy, Councillors are:

- Not to attend on-site meetings with Council staff, the complainants, or persons the subject of an investigation or enforcement action, or;
- Not to direct staff in relation to particular outcomes relating to investigations, enforcement options or actions.

Councillors can assist individuals who raise concerns with them by referring them to the relevant functional area so that the appropriate action can take place.

8. Key Stakeholders

The following Council Departments and Branches will be consulted during the review process:

- Planning and Regulatory Services Department
- Legal and Governance Branch

9. Monitoring and Evaluation

This policy is to be reviewed at least every two (2) years or sooner if necessary to accommodate changes in legislation.

10. Definitions

The following are the definitions of key terms in this Policy:

Council means the Ipswich City Council.

Councillor means a duly elected person of the Ipswich City Council.

Conflicts of Interest for Employees

<u>Actual conflict of interest</u> means there is a real conflict between the Council employee's official duties and their personal interests.

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IPSWICH CITY COUNCIL | Compliance and Enforcement of Policy

<u>Potential conflict of interest</u> means personal interests that could conflict with a Council employee's official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.

<u>Perceived conflict of interest</u> means the public or a third party could form the view that personal interests could improperly influence an employee's decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.

Enforcement means a range of procedures and actions taken by Council to ensure that a person or organisation comply with their statutory obligations.

Public Interest means the interests of the community as a whole or a group within the community or individuals.

Risk means a potential impact that may cause physical, financial, environmental or other harm resulting in loss of value of goods, loss of life or loss of amenity.

11. Policy Owner

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

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Version Control and Objective ID	Version No: 1 Objective ID: A5974497	
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IPSWICH CITY COUNCIL | Local Law-Making Policy

1. Statement

Council commits to making local laws that align with State Government legislation, are relevant and contemporary, and provide the community with transparency on how local laws are reviewed and made.

2. Purpose and Principles

Section 29(1) of the *Local Government Act 2009*, states that a local government may decide its own process for making a local law. The purpose of this policy is to define the process publicly for making a local law. The Local Government Principles from the *Local Government Act 2009* are applied.

- a) transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- c) democratic representation, social inclusion and meaningful community engagement; and
- d) good governance of, and by, local government; and
- e) ethical and legal behaviour of councillors and local government employees.

There are four types of local laws that a Local Government can make:

- a local law that incorporates a model local law; and
- · an "other" local law; and
- · an interim local law; and
- a local law that is a subordinate local law.

The process for each type of law is below.

3. Strategic Plan Links

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

• A Trusted and Leading Organisation

4. Regulatory Authority

- Local Government Act 2009
- Legislative Standards Act 2002

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 the making of:

- each local law that incorporates a model local law; and
- each local law that is a subordinate local law; and
- each other local law; and
- an interim local law.

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7. Roles and Responsibilities

Council - Responsible for the making of the local law by resolutions.

Legal Services – Responsible for the coordination of making/amending/repealing a law.

Council Staff - Responsible for input into making/reviewing a law.

Community/External Stakeholders – feedback and input where the process indicates public consultation.

State Government – feedback and input where the process indicates State Government interest checks are to be undertaken.

8. Key Stakeholders

- Staff working in areas across Council that utilise the law requirements as part of their day
 to day operations such as customer service, applications and assessment, service request
 management and enforcement of local law breaches.
- Residents, businesses and visitors to the Ipswich local government area.

9. Making a local law that incorporates a model local law

The process (model local law-making process) stated in this policy must be used to make a local law that incorporates a model local law into the local laws of the local government.

- 9.1 By resolution, propose to incorporate the model local law.
- 9.2 If the model local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions.
- 9.3 If there is an existing local law about a matter in the model local law that would be inconsistent with the matter in the model local law:
 - amend or repeal the existing local law so that there is no inconsistency.
- 9.4 By resolution, incorporate the model local law.
- 9.5 Let the public know that the local law has been made, by publishing a notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.
- 9.6 As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at Council's Customer Service Centres and available on Council's website.
- 9.7 Within 14 days after the notice is published in the gazette, give the Minister:
 - a copy of the notice; and
 - a copy of the local law in electronic form; and
 - if the local law contains 1 or more anti-competitive provisions:
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.
- 9.8 Update the register of local laws.

10. Making a local law ("other local law-making process")

The process (other local law-making process) stated in this policy must be used to make a local law (a proposed local law) other than:

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- · a local law that incorporates a model local law; or
- an interim local law; or
- a subordinate local law.
- 10.1 By resolution, Council proposes to make the proposed local law.
- 10.2 Consult with relevant government entities about the overall State interest in the proposed local law
- 10.3 Consult with the public about the proposed local law for at least 21 days (the consultation period) by:
 - publishing a notice (a consultation notice) about the proposed local law at least once in a newspaper circulating generally in the local government's area; and
 - displaying the consultation notice in a conspicuous place at the local government's public
 office from the first day of the consultation period until the end of the last day of the
 consultation period; and
 - making a copy of the proposed local law available for inspection at the local government's public office during the consultation period; and
 - making a copy of the proposed local law available on Council's website; and
 - making copies of the proposed local law available for purchase at the local government's public office during the consultation period.

The consultation notice must state the following:

- · the name of the proposed local law; and
- the purpose and general effect of the proposed local law; and
- the length of the consultation period and the first and last days of the period; and
- that written submissions by any person supporting or objecting to the proposed local law
 may be made and given to the local government on or before the last day of the
 consultation period stating:
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds.
- If the local government decides, by resolution, that the proposed local law only amends an existing local law to make a minor change, the local government may proceed to step 10.6 without satisfying step 10.3 or step 10.5.
- 10.4 If the proposed local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 10.3, and this step 10.4, may be undertaken contemporaneously.
- 10.5 Accept and consider every submission properly made to the local government. A submission is properly made to the local government if it:
 - is the written submission of any person about the proposed local law; and
 - states:
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds; and
 - is given to the local government on or before the last day of the consultation period.

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10.6 By resolution, decide whether to:

- proceed with the making of the proposed local law as advertised; or
- proceed with the making of the proposed local law with amendments; or
- make the proposed local law as advertised; or
- make the proposed local law with amendments; or
- not proceed with the making of the proposed local law.

If the local government resolves to proceed with the making of the proposed local law with amendments, and the amendments are substantial, the local government may again:

- consult with the public at step 10.3; and
- accept and consider every submission properly made to the local government at 10.5.

For the avoidance of doubt, if an amendment changes an anticompetitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anticompetitive provisions for the amended anti-competitive provision.

- 10.7 Let the public know that the local law has been made, by publishing a notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.
- 10.8 As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at Council's Customer Service Centres and available on Council's website.
- 10.9 Within 14 days after the notice is published in the gazette, give the Minister:
 - a copy of the notice; and
 - a copy of the local law in electronic form; and
 - if the local law contains 1 or more anti-competitive provisions:
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.

10.10 Update the local government's register of its local laws.

11. Making an interim local law

The process (interim local law-making process) stated in this policy must be used to make an interim local law (which is a local law that will only have effect for 6 months or less).

- 11.1 By resolution, Council proposes to make the proposed interim local law and its expiry date.
- 11.2 Consult with relevant government entities about the overall State interest in the proposed local law.
- 11.3 If the proposed interim local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 11.2 2, and this step 11.3, may be undertaken contemporaneously.
- 11.4 By resolution, decide whether to:
 - make the proposed interim local law with or without amendments; or

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- not proceed with the making of the proposed interim local law.
- 11.5 Let the public know that the local law has been made, by publishing a notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.
- 11.6 As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at Council's Customer Service Centre's and available on Council's website.
- 11.7 Within 14 days after the notice is published in the gazette, give the Minister:
 - a copy of the notice; and
 - a copy of the local law in electronic form; and
 - if the local law contains 1 or more anti-competitive provisions:
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.
- 11.8 Update the local government's register of its local laws.

12. Making a subordinate local law

A subordinate local law must be made using the following process. The local government may start the process for making a subordinate local law even though the process for making the local law (including a model local law) on which the subordinate local law is to be based (the proposed authorising law) has not finished.

The local government may undertake 12.1 to 12.4 of the subordinate local law-making process before the proposed authorising law is made if:

- in making the proposed authorising law, the local government has to satisfy:
 - the model local law-making process; or
 - the other local law-making process; and
- if the proposed authorising law is made under the other local law-making process:
 - The notice about the subordinate local law under 12.2 of the subordinate local lawmaking process is published no earlier than the notice about the proposed authorising law under 10.3 of the other local law-making process is published.

For the avoidance of doubt, a subordinate local law made by the local government using the process detailed in this resolution may provide for the local government to, from time to time, by resolution, reference or incorporate information.

For example, under the Local Government Regulation 2012:

- the identification guidelines for the identification of anti-competitive provisions are a
 document made by the department and available for inspection on the department's
 website; and
- the public interest test procedures are a document made by the department and available for inspection on the department's website.
- 12.1 Council, by resolution, proposes to make the proposed subordinate local law.

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- 12.2 Public consultation is undertaken about the proposed subordinate local law for at least 21 days (the consultation period) by:
 - publishing a notice (also a consultation notice) about the proposed subordinate local law
 at least once in a newspaper circulating generally in the Ipswich local government area;
 - displaying the consultation notice in a conspicuous place in the local government's public office for the consultation period; and
 - making a copy of the proposed subordinate local law available for inspection at the local government's public office during the consultation period; and
 - making a copy of the proposed local law available on Council's website; and
 - making copies of the proposed subordinate local law available for purchase at the local government's public office during the consultation period.

The consultation notice must state the following:

- the name of the proposed subordinate local law; and
- the name of:
 - the local law allowing the proposed subordinate local law to be made; or
 - if the local government has started the process for making a subordinate local law even though the process for making the proposed authorising law on which the subordinate local law is to be based has not finished — the proposed authorising law; and
- the purpose and general effect of the proposed subordinate local law; and
- the length of the consultation period and the first and last days of the period; and
- that written submissions by any person supporting or objecting to the proposed subordinate local law may be made and given to the local government on or before the last day of the consultation period stating:
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds.
- If the local government decides, by resolution, that the proposed subordinate local law
 only amends an existing subordinate local law to make a minor change, and the
 amendment does not affect an anti-competitive provision, the local government may
 proceed to step 12.5 without satisfying any of step 12.2 to step 12.4 inclusive.
- 12.3 If the proposed subordinate local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 12.2, and this step 12.3, may be undertaken contemporaneously.
- 12.4 Accept and consider every submission properly made to the local government. A submission is properly made to the local government if it:
 - is the written submission of any person about the proposed subordinate local law; and

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- states:
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds; and
- is given to the local government on or before the last day of the consultation period.
- 12.5 By resolution, decide whether to:
 - proceed with the making of the proposed subordinate local law as advertised; or
 - · proceed with the making of the proposed subordinate local law with amendments; or
 - · make the proposed subordinate local law as advertised; or
 - make the proposed subordinate local law with amendments; or
 - not proceed with the making of the proposed subordinate local law.

If the local government resolves to proceed with the making of the proposed subordinate local law with amendments, and the amendments are substantial, the local government may again:

- consult with the public at step 12.2; and
- accept and consider every submission properly made to the local government at step 12.4.
- For the avoidance of doubt, if an amendment changes an anticompetitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anticompetitive provisions for the amended anti-competitive provision.
- 12.6 Let the public know that the subordinate local law has been made, by publishing a notice of the making of the subordinate local law in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.
- 12.7 As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at Council's Customer Service Centre and available on Council's website.
- 12.8 Within 14 days after the notice is published in the gazette, give the Minister:
 - a copy of the notice; and
 - a copy of the subordinate local law in electronic form; and
 - if the subordinate local law contains 1 or more anti-competitive provisions:
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.
- 12.9 Update the local government's register of its local laws.

13. Monitoring and Evaluation

- Local Laws should be reviewed at least once every four years to be relevant and contemporary.
- Evaluation could occur through surveys with key stakeholders on how the process works.

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14. Definitions

Local Law has the same meaning as defined in Section 26 of the Local Government Act 2009.

Subordinate Local Law has the same meaning as defined in Section 26 of the Local Government Act 2009.

Model Local Law has the same meaning as defined in Section 26 of the Local Government Act 2009.

Other Local Law-Making Process means any other type of local law-making process, with the exception of the following local law-making processes: (a) a local law that incorporates a model local law; (b) an interim local law; (c) a subordinate local law.

Interim Local Law has the same meaning as defined in Section 26 of the Local Government Act 2009.

Minor change means an amendment that will not change the policy intent and includes changes to the name of an Act or a spelling/grammatical error.

15. Policy Owner

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

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Local Law-Making Process

Section 29(1) of the *Local Government Act 2009*Approval Date:

Section 29(1) of the *Local Government Act 2009* says a local government may decide its own process for making a local law to the extent that the process is not inconsistent with Chapter 3, Part 1 (Local Laws) of the Act. The following pages outline the process for making local laws and are consistent with the Act.

Processes and estimated timeframes are provided for:

- Making a local law (other than a model local law, interim local law or subordinate local law)
- Making a subordinate local law
- Making an interim local law
- Making administrative amendments to a local law or subordinate local law
- Making a local law that incorporates a model local law

Council's current local laws can be found at lpswich.qld.gov.au

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	a local law (other than a model local law, interim local law or subordinate local law)	
- Sec	cal law is a law made by a local government. tion 28(1) of the Local Government Act 2009 states that a local government may make and enforce any local law that is necessary onvenient for the good rule and local government of its local government area.	
STEPS		Estimated Timeframes
Prelim	Drafting & Anti-competitive provision process Officers to prepare draft of proposed local law and identify whether it contains any possible anti-competitive provisions. If the proposed local law contains a possible anti-competitive provision, comply with the procedures prescribed under section 15 of the Local Government Regulation 2012 for the review of anti-competitive provisions, which may include meaningful consultation with relevant businesses about the anti-competitive provisions. If consultation is to occur it will be conducted at the same time as Public Consultation in Step 4.	Variable
Step 1	Council Resolution – Propose to make and proceed By resolution, propose to make the proposed local law and approve to proceed to State Government interest checks and then undertake public consultation (including consultation on any significant anti-competitive provisions should they exist)	1 month
Step 2	State Consultation Consult with relevant State Government entities about the overall State interest in the proposed local law. The identification of any anti-competitive provisions will be acknowledged should they exist and that consultation, as per the legislative requirements, will occur as part of Step 3 should it be required.	1 month
Step 2A	Amending to reflect State requirements If the State requires major amendments, a further Council resolution may be required to proceed with making the proposed local law (with those amendments) before undertaking public consultation.	(if required) 2 months (includes drafting time and council meeting)
Step 3	Public Consultation Consult with the public about the proposed local law for at least 21 days (the consultation period) by— olisplaying a consultation notice in a conspicuous place at Ipswich City Council's public office (1 Nicholas Street) from the first day of the consultation period until the end of the last day of the consultation period; and making a copy of the proposed local law available for inspection at Council's public office during the consultation period; and	1 month

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- making copies of the proposed local law available free of charge at Council's public office during the consultation period; and
 making a copy of the consultation notice and proposed local law available for download on Council's public
- making a copy of the consultation notice and proposed local law available for download on Council's public
 consultation website (Shape Your Ipswich) during the consultation period (a link from Council's website to
 Shape Your Ipswich will be available),

Note: Council will promote the consultation through one or more of the various channels such as, but not limited to, social media, print media, media statements, displays and copies at other council facilities. Each local law when being made/amended may require different/bespoke consultation planning to ensure consultation outcomes are met.

The consultation notice must state the following—

- the name of the proposed local law; and
- the purpose and general effect of the proposed local law; and
- the length of the consultation period and the first and last days of the consultation period;
- the method in which written submissions may be received by Council (eg online, email, post, delivery in person to 1 Nicholas Street);
- that council will only consider properly made submissions and what that means (see Step 4A)
- that written submissions by any person supporting or objecting to the proposed local law may be made and given to Council on or before the last day of the consultation period stating—
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds.

<u>Note</u>: if any consultation is required due to possible new anti-competitive provisions, Council will comply with the procedures prescribed under section 15 of the *Local Government Regulation 2012*.

Step 3A Consider Public Submissions

Accept and consider every submission properly made to Ipswich City Council.

A submission is properly made to Ipswich City Council if it —

- 1) is the written submission of any person about the proposed local law, including submissions using:
 - a) the Council's online submission form;
 - b) downloading and completing a submission form;

Variable

Note: The time needed to consider submissions will vary based on number of laws out for consultation and amendments being.

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	c) letter or email; and 2) states— a) the grounds of the submission; and b) the facts and circumstances relied on in support of the grounds; and 3) is received by Ipswich City Council on or before the last day of the consultation period.	
Step 4	Council resolution - Make	1 month
	By resolution: 1) Council decides whether to— a) make the proposed local law as advertised for public consultation; or b) make the proposed local law with amendments; or c) proceed with the making of the proposed local law with amendments by repeating steps 2, 2A, 3 and this step 4; or d) not proceed with the making of the proposed local law; and 2) for a proposed amendment to an existing local law, - adopt a 'consolidated version' of the local law incorporating all amendments decided under subsection (1) above. For the avoidance of doubt, if an amendment contains possible new anti-competitive provisions, Council must again comply with the procedures prescribed under section 15 of the Local Government Regulation 2012.	
Step 5	Publishing of local laws	1 month
	Within one month of the resolution in Step 4, let the public know that the local law has been made, by publishing a notice of the making of the local law in the Queensland Government Gazette and on Council's website in accordance with the requirements of section 29B(1) to (4) inclusive of the <i>Local Government Act 2009</i> .	
Step 5A	As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and provided free of charge at the Ipswich City Council's public office and is available on Council's website to view and download for free.	Captured in timeframe for Step 5
Step 5B	Within 14 days after the notice is published in the gazette, give the Minister— 1) a copy of the notice; and 2) a copy of the local law in electronic form.	Captured in timeframe for Step 5
	Note that for consolidated versions of a local law, Section 32(4) of the <i>Local Government Act 2009</i> states that within 7 days of the resolution, Council must give a copy to the Minister.	

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Step 5C	Update the local government's register of its local laws.	Captured in timeframe for Step 5
APPROX TI	MEFRAME MINIMUM (Excluding prelim step as well as variable Step 2A if its required and 3A)	5 months+

Making a	a subordinate local law	
impleme - A subord - Making a	dinate local law is a local law that is made under the power contained in a local law, and provides for the detailed ntation of broader principles contained in the local law. dinate local law does not require State Government interest checks to be undertaken when making/amending the law. a subordinate local law can commence at the same time the subordinate local law's authorising law (the local law) is being amended. A subordinate local law should not be finalised (Step 4) before the authorising law is finalised.	Estimated Timeframes
Prelim	Drafting & Anti-competitive provision process Officers to prepare draft of proposed local law and identify whether it contains any possible anti-competitive provisions. If the proposed local law contains a possible anti-competitive provision, comply with the procedures prescribed under section 15 of the Local Government Regulation 2012 for the review of anti-competitive provisions, which may include meaningful consultation with relevant businesses about the anti-competitive provisions. If consultation is to occur it will be conducted at the same time as Public Consultation in Step 4.	Variable
Step 1	Council Resolution – Propose to make and proceed By resolution, propose to make the proposed subordinate local law and approve to proceed to public consultation (including consultation on any significant anti-competitive provisions should they exist)	1 month
Step 2	Public Consultation Consult with the public about the proposed subordinate local law for at least 21 days (the consultation period) by— displaying a consultation notice in a conspicuous place at Ipswich City Council's public office (1 Nicholas Street) from the first day of the consultation period until the end of the last day of the consultation period; and making a copy of the proposed subordinate local law available for inspection at Council's public office during the consultation period; and	1 month

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	 making copies of the proposed local law available free of charge at Council's public office during the consultation period; and making a copy of the consultation notice and proposed local law available for download on Council's public consultation website (Shape Your Ipswich) during the consultation period (a link from Council's website to Shape Your Ipswich will be available), 	
	Note: Council will promote the consultation through one or more of the various channels such as, but not limited to, social media, print media, media statements, displays and copies at other council facilities. Each subordinate local law when being made/amended may require a different/bespoke consultation plan to ensure consultation outcomes are met.	
	 The consultation notice must state the following— the name of the proposed subordinate local law (and the name of the local law that authorises the local law to be made); and the purpose and general effect of the proposed subordinate local law; and the length of the consultation period and the first and last days of the consultation period; the method in which written submissions may be received by Council (eg online, email, post, in person); that council will only consider properly made submissions and what that means (see Step 3A) that written submissions by any person supporting or objecting to the proposed local law may be made and given to Council on or before the last day of the consultation period stating— the grounds of the submission; and the facts and circumstances relied on in support of the grounds. 	
01 04	Note: if any consultation is required due to possible new anti-competitive provisions, Council will comply with the procedures prescribed under section 15 of the <i>Local Government Regulation 2012</i> .	
Step 2A	Consider Public Submissions	Variable
	Accept and consider every submission properly made to Ipswich City Council. A submission is properly made to Ipswich City Council if it —	
	is the written submission of any person about the proposed subordinate local law, including submissions using:	

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	a) the Council's online submission form; b) downloading and completing a submission form; c) letter or email; and 2) states— a) the grounds of the submission; and b) the facts and circumstances relied on in support of the grounds; and 3) is received by Ipswich City Council on or before the last day of the consultation period.	
Step 3	Council resolution - Make	1 month
	By resolution: 1) Council decides whether to— a) make the proposed subordinate local law as advertised for public consultation; or b) make the proposed subordinate local law with amendments; or c) proceed with the making of the proposed subordinate local law with amendments by restarting steps 2, 2A and this step 3 for the amended version; or d) not proceed with the making of the proposed subordinate local law; and 2) for a proposed amendment to an existing subordinate local law, adopt a 'consolidated version' of the subordinate local law incorporating all amendments decided under subsection (1) above. For the avoidance of doubt, if an amendment contains possible new anti-competitive provisions, Council must again comply with the procedures prescribed under section 15 of the Local Government Regulation 2012.	
Step 4	Publishing of local laws Within one month of the resolution in Step 3, let the public know that the subordinate local law has been made, by publishing a notice of the making of the subordinate local law (and the name of the local law that authorises the local law to be made) in the Queensland Government Gazette and on Council's website in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.	1 month
Step 4A	As soon as practicable after the notice is published in the gazette, ensure that a copy of the subordinate local law may be inspected and provided free of charge at the Ipswich City Council's public office and is available on Council's website to view and download for free.	Captured in timeframe for Step 4
Step 4B	Within 14 days after the notice is published in the gazette, give the Minister— 1) a copy of the notice; and 2) a copy of the subordinate local law in electronic form.	Captured in timeframe for Step 4

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	Note that for consolidated versions of a subordinate local law, Section 32(4) of the Local Government Act 2009	
	states that within 7 days of the resolution, Council must give a copy to the Minister.	
Step 4C	Update the local government's register of its local laws.	Captured in timeframe for
		Step 4
APPROX T	IMEFRAME MINIMUM (Excluding prelim step with variable timeframe)	4 months+

Making a	an Interim Local Law	
	m local law only has effect for 6 months or less and must contain a provision stating when the law expires. m Local Law does not require public consultation or anti-competitive checks but does require State Government interest	
STEPS		Estimated Timeframes
Prelim	Drafting Officers to prepare draft of proposed interim local law. The interim local law must contain a provision stating when the law expires.	Variable
Step 1	Council Resolution – Propose to make and proceed By resolution, propose to make the proposed Interim local law and approve to proceed to State Government interest checks	1 month
Step 2	State Consultation Consult with relevant State Government entities about the overall State interest in the proposed interim local law and consider feedback.	1 month
Step 2A	Amending to reflect State requirements If the State requires major amendments, a further Council resolution may be required to proceed with making the proposed local law (with those amendments) before undertaking public consultation.	(if required) 2 months (includes drafting time and council meeting)
Step 3	Council resolution - Make	1 month
	By resolution and noting the expiry date of the interim local law: 1) Council decides whether to— a) make the proposed interim local law; or b) make the proposed interim local law with amendments; or	

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	c) not proceed with the making of the proposed interim local law.	
Step 4	Publishing of local laws	1 month
	Within one month of the resolution in Step 5, let the public know that the interim local law has been made and its expiry date, by publishing a notice of the making of the interim local law in the Queensland Government Gazette and on Council's website in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.	
Step 4A	As soon as practicable after the notice is published in the gazette, ensure that a copy of the interim local law may be inspected and provided free of charge at the Ipswich City Council's public office and is available on Council's website to view and download for free.	Captured in timeframe for Step 6
Step 4B	Within 14 days after the notice is published in the gazette, give the Minister— 1) a copy of the notice; and 2) a copy of the interim local law in electronic form.	Captured in timeframe for Step 6
Step 4C	Update the local government's register of its local laws.	Captured in timeframe for Step 6
APPROX	TIMEFRAME MINIMUM (Excluding prelim step and Step 2A if its required)	4 months+

Making '	'administrative amendments" to a local law or subordinate local law	
- For avoi	trative amendments" are described in Step 1 dance of doubt, "administrative amendments" are minor with no impact on the community (policy intent, anti-competitive etc) his reason will not go through public consultation process. rative amendments made to local laws will have a State Government interest check undertaken.	
STEPS		Estimated Timeframes
Prelim	Drafting Officers to prepare draft of proposed local law or subordinate local law that only contain administrative amendments.	Variable

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	The accompanying report that will go to Council in Step 1 should indicate why these changes are necessary and that they don't:	
	- change any policy intent,	
	- result in any anti-competitive provisions, and	
	- don't make the law inconsistent with other laws.	
Step 1	Council Resolution – Propose to make and proceed for Local Laws; and	1 month
	Council Resolution –Make for <u>Subordinate Local Laws</u>	
	By resolution:	
	1) decide that the proposed local law or subordinate local law is an "administrative amendment", on the	
	basis that Council is satisfied that that the amendment only corrects or changes:	
	an explanatory matter about the local law or subordinate local law;	
	b) the format or presentation of the local law or subordinate local law;	
	 a spelling, grammatical or mapping error in the instrument that does not materially affect the remainder of the local law or subordinate local law: 	
	d) a factual matter incorrectly stated in the local law or subordinate local law;	
	e) a redundant or outdated term in the local law or subordinate local law;	
	f) inconsistent numbering of provisions in the local law or subordinate local law; or	
	g) cross-references in the local law or subordinate local law; and	
	2) If it is a <u>local law</u> requiring administrative amendments:	
	a) propose to make the proposed local law and approve to proceed to State Government interest checks in Step 2: or	
	3) If it is a subordinate local law requiring administrative amendments, decide to:	
	a) make the proposed subordinate local law; or	
	b) make the proposed subordinate local law with further administrative amendments; or	
	 c) not proceed with the making of the proposed subordinate local law. 	
	4) For a proposed amendment to a subordinate local law, adopt a 'consolidated version' of the subordinate	
	local law incorporating all amendments decided under subsection (3) above.	
	(the local law process now moves to Step 2)	
	(the subordinate local law process now moves to Step 4)	
Step 2	State Consultation (only required if a local law)	1 month (Local Laws only)

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1) decide a) m b) m c) nc 2) Adopt above Step 4 Publishi Within on by publish Gazette a Local Got Step 4A As soon a law/subor office and (b) a Note that Act 2009 Step 4C Update th	AME MINIMUM (Excluding prelim step with variable timeframe)	4 months for local laws 2 months for subordinate local laws
1) decide a) m b) m c) nc 2) Adopt above Step 4 Publishi Within on by publish Gazette a Local Got Step 4A As soon a law/subor office and Step 4B Within 14 (a) a a (b) a a Note that	te the local government's register of its local laws.	Captured in timeframe for Step 4
1) decide a) m b) m c) nc 2) Adopt above Step 4 Publishi Within on by publish Gazette a Local Got Step 4A As soon a law/subor office and	a 14 days after the notice is published in the gazette, give the Minister— a copy of the notice; and a copy of the local law/subordinate local law in electronic form. that for consolidated versions of a local law/subordinate local law, Section 32(4) of the <i>Local Government</i> 2009 states that within 7 days of the resolution, Council must give a copy to the Minister.	Captured in timeframe for Step 4
1) decide a) m b) m c) nc 2) Adopt above Step 4 Publishi Within on by publish Gazette a	on as practicable after the notice is published in the gazette, ensure that a copy of the local ubordinate local law may be inspected and provided free of charge at the Ipswich City Council's public and is available on Council's website to view and download for free.	Captured in timeframe for Step 4
1) decide a) m b) m c) nc 2) Adopt above	n one month of the resolution, let the public know that the local law/subordinate local law has been made, blishing a notice of the making of the local law/subordinate local law in the Queensland Government tte and on Council's website in accordance with the requirements of section 29B(1) to (4) inclusive of the Government Act 2009.	
amendme	ecide whether to: make the proposed local law as provided to the State; or make the proposed local law with further administrative amendments; or not proceed with the making of the proposed local law; and dopt a 'consolidated version' of the local law incorporating any amendments decided under subsection (1)	1 month (Local Laws only) 1 month

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Making a	a local law that incorporates a model local law	
	odel local law is a local law that has been approved by the Minister (by gazette notice) as being suitable for incorporation by ocal governments.	
STEPS		Estimated Timeframes
Prelim	Drafting & Anti-competitive provision process Officers to prepare council report with model local law (the proposed local law) and identify whether it contains any possible anti-competitive provisions. If the proposed local law contains a possible anti-competitive provision, comply with the procedures prescribed under section 15 of the Local Government Regulation 2012 for the review of anti-competitive provisions, which may include meaningful consultation with relevant businesses about the anti-competitive provisions. If consultation is to occur it will be conducted in Step 2. Inconsistency Check If there is an existing local law about a matter in the model local law that would be inconsistent with the matter in the model local law, the council report should also identify the inconsistency, and: - amend or repeal the existing local law so that there is no inconsistency.	Variable
Step 1	 If amend, the relevant process should be followed in conjunction with this process. Council Resolution – Propose to make and proceed By resolution, propose to incorporate the model local law and proceed to anti-competitive provision checks. 	1 month
Step 2	Anti-competitive provision Consultation If the preliminary stage identifies that the model local law contains a possible anti-competitive provision, meaningful consultation with relevant businesses about the anti-competitive provision will be required. Council will comply with the procedures prescribed under section 15 of the Local Government Regulation 2012	1 month
Step 3	Council resolution - Make	1 month
	By resolution, incorporate the model local law.	
Step 4	Publishing of local laws	1 month

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	Within one month of the resolution in Step 4, let the public know that the local law has been made, by publishing a notice of the making of the local law in the Queensland Government Gazette and on Council's website in accordance with the requirements of section 29B(1) to (4) inclusive of the <i>Local Government Act</i> 2009.	
Step 4A	As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at Council's Customer Service Centre's and available on Council's website.	Captured in timeframe for Step 4
Step 4B	Within 14 days after the notice is published in the gazette, give the Minister— (a) a copy of the notice; and (b) a copy of the local law in electronic form.	Captured in timeframe for Step 4
Step 4C	Update the register of local laws.	Captured in timeframe for Step 4
APPROX	TIMEFRAME MINIMUM (Excluding prelim step with variable timeframe)	4 months+

Doc ID No: A11962035

ITEM: 11

SUBJECT: MONTHLY FINANCIAL PERFORMANCE REPORT - AUGUST 2025

AUTHOR: ACTING FINANCIAL ACCOUNTING MANAGER

DATE: 2 SEPTEMBER 2025

EXECUTIVE SUMMARY

This is a report concerning Ipswich City Council's (**Council**) financial performance for the period ending 31 August 2025, submitted in accordance with section 204 of the *Local Government Regulation 2012*.

RECOMMENDATION/S

That the report on Council's financial performance for the period ending 31 August 2025, submitted in accordance with section 204 of the *Local Government Regulation 2012*, be considered and noted by Council.

RELATED PARTIES

Not applicable

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

This report outlines the financial results for Ipswich City Council as of 31 August 2025.

The total net result (including capital revenue) for Council as of 31 August 2025 is a surplus of \$24.1 million compared to the year to date (YTD) budget surplus of \$25.4 million.

Council's YTD operating deficit excluding infrastructure levy is a \$1.7 million deficit compared to a budgeted surplus of \$1.1 million. The explanations are outlined further in the report.

Capital expenditure year-to-date, excluding asset donations, the Voluntary Home Buy-Back program, and disaster recovery, is \$4.2 million above budget, including the Nicholas Street Redevelopment. As of 31 August 2025, asset donations are \$2 million below the year-to-date budget.

Revenue

Operating revenue is \$2.5 million below the year-to-date budget, which is primarily due to \$4.1 million of the Financial Assistance Grant being recognised in the prior financial year. Higher interest income and higher UU Tax revenue is partially offsetting the lower grant revenue.

Expenses

Overall operating expenses were \$251k above the YTD budget.

Employee expenses (including labour contracts) were over budget by \$1.2 million. This is largely due to the EBA increase on estimated leave balances being higher than forecasted during budget development, higher spending on overtime, and the labour efficiency not being fully met. In addition, less labour has been charged to capital projects which Finance continues to review with the Departments. Labour contracts continue to be over budget.

Materials and services (excluding labour contracts) are \$1.8 million under budget, primarily due to service contracts being under budget by \$1.4 million. This is due to timing of delivery of works, and it is expected the variance will reduce over the coming months.

Depreciation, which is a non-cash item, is over budget by \$511k YTD.

Capital

The total full year capital expenditure (including the Nicholas Street Redevelopment and excluding Asset donations, the Voluntary Home Buy Back and Disaster Recovery) is \$16.2 million compared to the full year budget of \$12 million.

The Nicholas Street Precinct Redevelopment is below the YTD budget by approximately \$536k predominantly due to deferral of tenant incentive payments for Venue, and Tulmur Walk.

Asset and Infrastructure Services Infrastructure Program YTD capital expenditure (excluding Voluntary Home Buy Back and Disaster Recovery) is \$11.9 million compared to budget of \$7.3 million. Overspends were mainly due to Bridge and Culvert Rehabilitation on Purga School Rd Bridge, sealed Road Rehabilitation on Adelong Avenue works and Drainage Rehabilitation on Champions Way drainage project.

Cash Balances

Council's cash and cash equivalents balance as at 31 August 2025 was \$211.4 million and above forecasts.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

Council's financial position is managed in accordance with the Financial Management Policy.

RISK MANAGEMENT IMPLICATIONS

The operating result of a \$1.7 million deficit against a budgeted surplus of \$1.1 million is mainly driven by lower operating grants revenue received and higher employee expenses (including labour contracts). Materials and services expenditure will continue to be monitored.

The higher than budgeted spending on employee expenses represents an ongoing risk for the 2025-2026 financial year. Employee expenses will continue to be monitored and reported on.

The regular review of council's financial reports on a monthly basis will continue to be an important part of council's governance processes.

FINANCIAL/RESOURCE IMPLICATIONS

There are no specific financial implications as a result of this report.

COMMUNITY AND OTHER CONSULTATION

The contents of this report did not require any community consultation. Analysis and explanations of the variances are undertaken in conjunction with the various departments.

CONCLUSION

Regular reporting and monitoring of Council's financial position will continue during the financial year as part of Council's regular governance and reporting process.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS

RECEIVE AND NOTE REPORT

The Recommendation states that the report be received and the contents noted. The decision to receive and note the report does not limit human rights. Therefore, the decision is compatible with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1. Monthly Financial Performance Report - August 2025 🗓 🕍

Chase Maudsley

ACTING FINANCIAL ACCOUNTING MANAGER

I concur with the recommendations contained in this report.

Christina Binoya

CHIEF FINANCIAL OFFICER

I concur with the recommendations contained in this report.

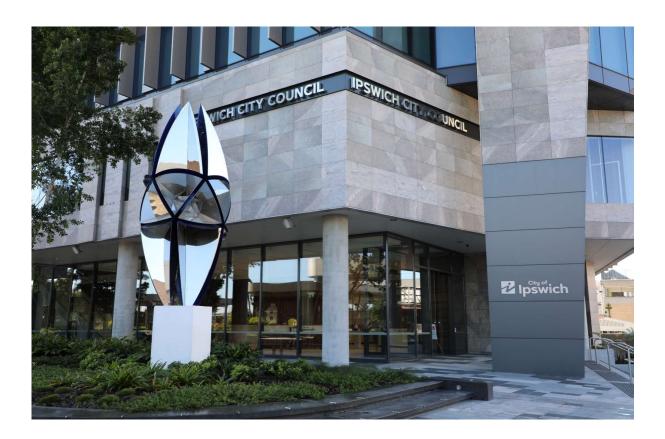
Matt Smith

GENERAL MANAGER (CORPORATE SERVICES)

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

Ipswich City Council

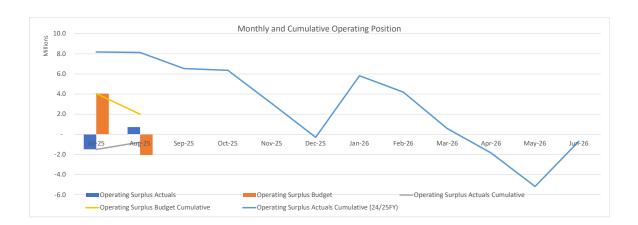
Monthly Financial Performance Report Aug 2025



Operational Summary

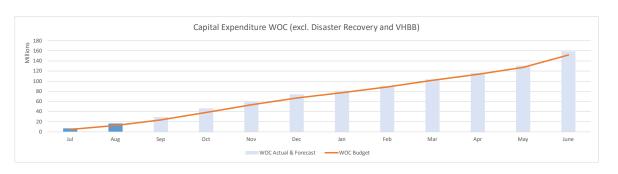
Operational Expenditure

	M	ITD				Y	TD		Annual
Actuals	Budget	Variance	Variance		Actuals	Budget	Variance	Variance	Budget
\$'000s	\$'000s	\$'000s			\$'000s	\$'000s	\$'000s	%	\$'000s
36,470	32,763	3,707	11.3%	Operating Revenue	73,550	76,087	(2,537)	(3.3%)	454,38
35,758	34,804	(954)	(2.7%)	Operating Expense	74,329	74,078	(251)	(0.3%)	446,26
712	(2,041)	2,753	(134.9%)	Operating Surplus/(Deficit)	(779)	2,009	(2,788)	(138.8%)	8,113
256	(2,487)	2,743	(110.3%)	Operating Surplus/(Deficit) excluding Infra. Levy	(1,691)	1,117	(2,808)	(251.4%)	2,697
8,123	11,335	(3,212)	(28.3%)	Capital Revenue	21,866	23,430	(1,564)	(6.7%)	156,69
0	0	0	0.0%	Other Capital Income (Asset disposals)	17	0	17	0.0%	
(3,742)	0	3,742	0.0%	Capital Loss (Asset write-off)	(3,026)	0	3,026	0.0%	
12,577	9,294	3,283	35.3%	Net Result	24,130	25,439	(1,309)	(5.1%)	164,81
				Forecast Operating Ratio	-1.18%				1.799



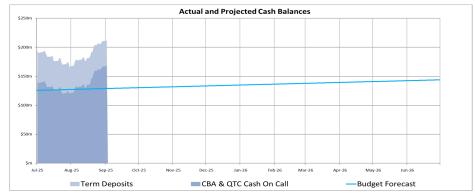
Capital Summary

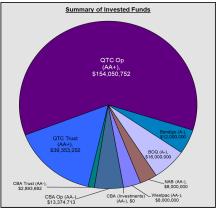
MTD					YTD				Annual
Actuals	Budget	Variance	Variance	Program	Actuals	Budget	Variance	Variance	Budget
\$'000s	\$'000s	\$'000s	%		\$'000s	\$'000s	\$'000s	%	
6,610	4,504	(2,106)	(46.8%)	Asset and Infrastructure Services	11,890	7,287	(4,603)	(63.2%)	85,135
655	582	(73)	(12.6%)	Community, Cultural and Economic Development	655	582	(73)	(12.6%)	16,396
622	1,230	608	49.5%	Corporate Services	1,322	2,098	776	37.0%	15,270
160	274	114	41.5%	Environment and Sustainability	342	342	0	0.0%	14,760
485	521	36	6.8%	Resource Recovery	567	711	144	20.3%	5,464
860	0	(860)	0.0%	Executive	860	0	(860)	0.0%	4,847
242	557	316	56.6%	Nicholas Street Precinct	398	934	536	57.4%	9,109
11	9	(2)	(18.9%)	Planning and Regulatory Services	112	14	(98)	(697.4%)	746
810	1,890	1,080	57.1%	Disaster Recovery and Voluntary Home Buy Back	1,166	2,060	894	43.4%	13,160
10,456	9,568	(888)	(9.3%)	Total Capital Expenditure	17,312	14,028	(3,284)	(23.4%)	164,887
5,964	8,800	2,836	32.2%	Donated Assets	15,583	17,600	2,017	11.5%	105,600
16,419	18,368	1,948	10.6%	Total Capital Expenditure including donated assets	32,895	31,628	(1,267)	(4.0%)	270,487



Balance Sheet

	JUN-25 \$'000s	AUG-25 \$'000s	YTD Change \$'000s	YTD Change
Assets	\$ 0003	\$ 0003	\$ 0003	70
Current assests				
Cash & cash investments	192,091	210,269	18,179	9.5%
Receivables	23,766	36.314	12,548	52.8%
Other current assets	26,118	26,256	138	0.5%
Total current assets	241,974	272,839	30,865	12.8%
Non-current assets				
Investment in UU & Greenovate	461,569	461,569	0	0.0%
Property, plant & equipment & other	4,167,458	4,182,134	14,676	0.4%
Investment property	59,750	59,750	0	0.0%
Total non-current assets	4,688,777	4,703,453	14,676	0.3%
Total assets	4,930,751	4,976,291	45,540	0.9%
11-1-1901				
Liabilities Current liabilities				
Payables	43,796	40,777	(3,019)	(6.9%
Borrowings	93.924	93.924	(3,019)	0.0%
Annual & long service leave	30,505	31,501	996	3.3%
Other liabilities	56,097	82,629	26,532	47.39
Total current liabilities	224,321	248,830	24,508	10.9%
Non-current liabilities				
Borrowings	304,622	304,622	0	0.0%
Annual & long service leave	3,190	4,720	1.530	48.0%
Other liabilities	9,451	9,327	(124)	(1.3%
Total non-current liabilities	317,263	318,669	1,406	0.4%
Total liabilities	541,585	567,499	25,914	4.8%
Net community assets	4,389,166	4,408,793	19,626	0.4%
Community equity				
Asset revaluation surplus	1,218,969	1,214,829	(4,140)	(0.3%)
Retained surplus	3,170,198	3,193,963	23,766	0.7%
Total community equity	4,389,166	4,408,793	19,626	0.4%





Investments and Earnings Summary	Margin	% Return	\$
CBA Operating Account	0.006	4.10%	\$13,374,713
Term Deposit Investments	0.008	4.35%	\$44,000,000
QTC Trust Fund Account	0.009	4.40%	\$39,353,252
QTC Operating Account - CBD	0.009	4.40%	
QTC Operating Account - General	0.009	4.40%	\$154,050,752
QTC Operating Account - Total	0.009	4.40%	\$154,050,752
Total Invested funds (W.Avg return)	0.008	4.37%	\$250,778,716
Total Operating Funds (Ex Trust)	0.008	4.37%	\$211,425,465

Cashflov

Council's cash and cash equivalents balance as at 31 Aug 2025 was \$211.4 million. Council's investments are made in accordance with Council's Investment Policy (adopted as part of the annual budget) with an average return percentage of 4.37%.

Detailed Operational Expenditure - Whole of Council

MTD						Y			
Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %		Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %	Annual Budget \$'000s
				Operating Revenue					
24,306	24,595	(289)	(1.2%)	Net rates and utilities charges	49,967	49,812	155	0.3%	306,12
3,818	4,009	(191)	(4.8%)	Fees and charges	8,076	7,949	127	1.6%	46,17
2,013	(1,535)	3,548	(231.1%)	Government grants and subsidies	2,185	6,373	(4,188)	(65.7%)	13,57
3,126	3,035	91	3.0%	Internal revenue	6,581	6,474	107	1.7%	38,39
3,203	2,656	547	20.6%	Other revenue	6,736	5,474	1,262	23.1%	50,08
4	3	1	33.3%	Donations and contributions	5	5	0	0.0%	3
36,470	32,763	3,707	11.3%	Total Revenue	73,550	76,087	(2,537)	(3.3%)	454,38
				Operating Expenses					
11,957	11,499	(458)	(4.0%)	Employee expenses	25,511	24,630	(881)	(3.6%)	152,63
380	191	(189)	(99.0%)	Labour contracts	724	396	(328)	(82.8%)	1,85
9,129	9,429	300	3.2%	Materials and services	19,236	21,040	1,804	8.6%	124,44
2,995	2,828	(167)	(5.9%)	Internal expenses	6,317	6,039	(278)	(4.6%)	35,83
2,280	2,248	(32)	(1.4%)	Other expenses	4,800	4,743	(57)	(1.2%)	29,04
9,017	8,609	(408)	(4.7%)	Depreciation & amortisation	17,741	17,230	(511)	(3.0%)	102,45
35,758	34,804	(954)	(2.7%)	Total Expenses	74,329	74,078	(251)	(0.3%)	446,26
712	(2,041)	2,753	(134.9%)	Net operating position	(779)	2,009	(2,788)	(138.8%)	8,11
256	(2,487)	2,743	(110.3%)	Operating Surplus/(Deficit) excluding Infra. Levy	(1,691)	1,117	(2,808)	(251.4%)	2,69
				Capital Revenue					
7,199	10,801	(3,602)	(33.3%)	Donations and contributions	20,233	21,602	(1,369)	(6.3%)	129,60
924	534	390	73.0%	Government grants and subsidies	1,633	1,828	(195)	(10.7%)	27,09
0	0	0	0.0%	Other revenue	17	0	17	0.0%	
				Capital Expenses					
(3,742)	0	3,742		Other expenses	(3,026)	0	3,026	0.0%	
12,577	9,294	3,283	25 206	Net Result	24,130	25,439	(1,309)	(5.1%)	164,81

			Capital Summary				
	MTD				YTD		Full Year
Actual \$'000s	Budget \$'000s	Variance \$'000s		Actual \$'000s	Budget \$'000s	Variance \$'000s	Budget \$'000s
			Whole of Council				
0.040	7.070	(4.000)	Construction Program & Asset Purchase	10 470	10 500	(2.070)	151 707
9,646	7,678		(excl. VHBB & Disaster Recovery)	16,479	12,500	(3,979)	151,727
810 10,456	1,890 9,568	•	VHBB and Disaster Recovery Total Capital Expenditure	1,166 17,646	2,060 14,560	(3,086)	13,160 164,887
5,964	8,800	2,836	Total Donated Assets	15,583	17,600	2,017	105,600
			Executive				
860	0	(860)	Construction Progam and Asset Purchase	860	0	(860)	4,847
242	557	316	Nicholas Street Precinct	398	934	536	9,109
1,102	557	(545)	Total Capital Expenditure	1,258	934	- 324	13,956
			Corporate Services				
267	288	22	Construction Program and Asset Purchase	502	627	124	4,800
355	942	587	iVolve (Capex & Opex)	814	1,472	657	9,470
0	0	0	Facility Upgrades	6	0	(6)	1,000
622	1,230	608	Total Capital Expenditure	1,322	2,098	776	15,270
			Community, Cultural and Economic Development				
412	232	(181)	Construction Program and Asset Purchase (Other)	501	414	(88)	9,916
242	350	108	Sports Facilities	487	700	213	6,480
655	582	- 73	Total Capital Expenditure	988	1,114	125	16,396
			Assets and Infrastructure Services				
63	153	91	Infrastructure Program (Other)	430	170	(260)	4,470
3,174	2,046	(1,128)	Asset Rehabilitation	5,726	2,775	(2,951)	43,125
3,203	1,442	(1,761)	Transport and Traffic	4,754	3,064	(1,690)	27,760
10	20	10	Parks and Recreation	65	20	(45)	1,069
0	0	0	Emergent Works	0	0	0	925
20	0	(20)	Equipment	28	0	(28)	420
141	843	702	Fleet	887	1,259	372	7,366
618	1,720	1,102	Disaster Recovery	942	1,720	778	7,600
192	170	(22)	Voluntary Home Buy Back Scheme	224	340	116	5,560
7,421	6,394	(1,026)	Total Capital Expenditure	13,056	9,347	(3,709)	98,295
			Environment and Sustainability				
160	274	114	Infrastructure Program	342	342	0	14,760
485	521	36	Waste	567	711	144	5,464
646	795	149	Total Capital Expenditure	909	1,053	144	20,224
			Planning and Regulatory Services				
11	9	(2)	Construction Program and Asset Purchase	112	14	(98)	746
11	9	(2)	Total Capital Expenditure	112	14	(98)	746
		, ,					

5,964

8,800

2,836 Total Donated Assets

105,600

Item 11 / Attachment 1.

MTD					YTD			
Actual \$'000s	Budget \$'000s	Variance \$'000s		Actual \$'000s	Budget \$'000s	Variance \$'000s	Budget \$'000s	
		Don	ated Assets					
0	4	4 Con	nmunity, Cultural and Economic Development		8	8		
0	0	0 Cor	porate Services	(0 0	0		
5,964	8,796	2,832 Ass	et and Infrastructure Services	15,58	3 17,592	2,009	105,	
0	0	0 Envi	ronment and Sustainability	(0 0	0		
0	0	0 Exe	cutive	(0 0	0		
0	0	0 Plar	ning and Regulatory Services		0 0	0		

15,583

17,600

2,017

Ipswich Waste Services

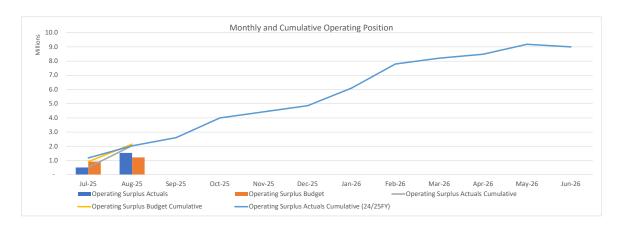
Monthly Financial Performance Report Aug 2025



Operational Summary

Operational Expenditure

	Jilat Expe								Annual	
MTD						YTD				
Actuals	Budget				Actuals	Budget		Variance		
\$'000s	\$'000s	\$'000s			\$'000s	\$'000s	\$'000s	%		
6,123	6,296	(173)	(2.7%)	Operating Revenue	12,298	12,811	(513)	(4.0%)	74,82	
4,586	5,074	488	9.6%	Operating Expense	10,250	10,664	414	3.9%	64,762	
1,537	1,222	315	25.8%	Operating Surplus/(Deficit)	2,048	2,147	(99)	(4.6%)	10,061	
1,537	1,222	315	25.8%	Operating Surplus/(Deficit) excluding Infra. Levy	2,048	2,147	(99)	(4.6%)	10,061	
0	0	0	0.0%	Capital Revenue	0	0	0	0.0%		
0	0	0	0.0%	Other Capital Income (Asset disposals)	2	0	2	0.0%	(
16	0	(16)	0.0%	Capital Loss (Asset write-off)	16	0	(16)	0.0%	(
1,521	1,222	299	24.5%	Net Result	2,034	2,147	(113)	(5.3%)	10,061	
				Forecast Operating Ratio	13.41%				13.459	







Detailed Operational Expenditure - Ipswich Waste Services

MTD					YTD				
Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %		Actuals \$'000s	Budget \$'000s	Variance \$'000s	Variance %	Annual Budget \$'000s
				Operating Revenue					
4,227	4,203	24	0.6%	Net rates and utilities charges	8,407	8,406	1	0.0%	51,0
1,182	1,306	(124)	(9.5%)	Fees and charges	2,463	2,627	(164)	(6.2%)	15,6
155	202	(47)	(23.3%)	Government grants and subsidies	216	606	(390)	(64.4%)	1,0
473	512	(39)	(7.6%)	Internal revenue	995	1,024	(29)	(2.8%)	6,1
86	73	13	17.8%	Other revenue	217	148	69	46.6%	
0	0	0	0.0%	Donations and contributions	0	0	0	0.0%	
6,123	6,296	(173)	(2.7%)	Total Revenue	12,298	12,811	(513)	(4.0%)	74,8
				Operating Expenses					
1,061	965	(96)	(9.9%)	Employee expenses	2,309	2,042	(267)	(13.1%)	12,6
8	20	12	60.0%	Labour contracts	23	40	17	42.5%	:
1,116	1,502	386	25.7%	Materials and services	2,586	3,208	622	19.4%	18,
1,958	1,984	26	1.3%	Internal expenses	4,065	4,156	91	2.2%	25,
334	484	150	31.0%	Other expenses	1,050	980	(70)	(7.1%)	6,9
109	119	10	8.4%	Depreciation & amortisation	217	238	21	8.8%	1,4
4,586	5,074	488	9.6%	Total Expenses	10,250	10,664	414	3.9%	64,7
1,537	1,222	315	25.8%	Net operating position	2,048	2,147	(99)	(4.6%)	10,0
1,537	1,222	315	25.8%	Operating Surplus/(Deficit) excluding Infra. Levy	2,048	2,147	(99)	(4.6%)	10,0
				Capital Revenue					
0	0	0	0.0%	Donations and contributions	0	0	0	0.0%	
0	0	0	0.0%	Government grants and subsidies	0	0	0	0.0%	
0	0	0	0.0%	Other revenue	2	0	2	0.0%	
				Capital Expenses					
16	0	(16)	0.0%	Other expenses	16	0	(16)	0.0%	
1,521	1,222	299		Net Result	2,034	2,147	(113)	(5.3%)	10,0

			Capital Summa	ary			
Actual \$'000s	MTD Budget \$'000s	Variance \$'000s		Actual \$'000s	YTD Budget \$'000s	Variance \$'000s	Full Year Budget \$'000s
			Ipswich Waste Services				
485	521	36	Waste	567	711	144	5,464
485	521	36	Total Capital Expenditure	567	711	144	5,464
			Donated Assets				
0	0	0	Ipswich Waste Services	0	0	0	
-	-	0	Total Donated Assets	-	-	0	-

