



City of
Ipswich

AGENDA

FINANCE AND GOVERNANCE COMMITTEE

Tuesday, 2 December 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

<u>MEMBERS OF THE FINANCE AND GOVERNANCE COMMITTEE</u>	
Councillor Paul Tully (Chairperson) Councillor Jacob Madsen (Deputy Chairperson)	Mayor Teresa Harding Deputy Mayor Nicole Jonic Councillor Marnie Doyle Councillor Andrew Antonioli Councillor Jim Madden

FINANCE AND GOVERNANCE COMMITTEE AGENDA

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** Item includes confidential papers

FINANCE AND GOVERNANCE COMMITTEE NO. 2025(11)

2 DECEMBER 2025

AGENDA

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE NO. 2025(10) OF 18 NOVEMBER 2025**

RECOMMENDATION

That the minutes of the Finance and Governance Committee held on 18 November 2025 be confirmed.

OFFICERS' REPORTS

2. **PUBLIC INTEREST DISCLOSURE POLICY REVIEW**

This report details the outcome of the required four year review of the existing Public Interest Disclosure (PID) Policy. It was considered by the Executive Leadership Team on 26 August and has been referred to the Finance and Governance Committee for approval.

RECOMMENDATION

That the amended Public Interest Disclosure Policy as outlined in Attachment 3, be adopted.

3. ****LEASE RENEWAL OVER TRUST LAND AT 1 MILL STREET, ROSEWOOD**

This is a report concerning the proposed renewal over trust land located at 1 Mill Street, Rosewood, described as part of Lot 638 on SP157096 (the Land), between

Ipswich City Council as Trustee (Council) and Australian Crawl (Goodna) Pty Ltd (ACG).

RECOMMENDATION

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception at section 236(1)(c)(iii) of the Regulation applies to the disposal of interest in land at 1 Mill Street, Rosewood more particularly described as part of Lot 638 and Plan SP157096, for public swimming pool purposes, because it is for renewal of a lease to the existing lessee.
- B. That Council renew the lease (Council file reference number 6139 with Australian Crawl (Goodna) Pty Ltd (Lessee):
- (i) at a commencing annual rent of \$1.00 if demanded, excluding GST, payable to Council, and
 - (ii) at a commencing annual management fee as negotiated by the Chief Executive Officer, payable to the Lessee, and
 - (iii) for a term of ten (10) years, with no options for extension.

4. ****ACQUISITION OF EASEMENTS FOR INF05136 - EAST IPSWICH CATCHMENT STAGE 3 DRAINAGE PROJECT**

This is a report concerning the acquisition of three (3) drainage easements (Easements) over the Subject Land identified in Attachment A. The Easements will facilitate the rehabilitation of part of the stormwater network within the East Ipswich catchment.

RECOMMENDATION

- A. That pursuant to Section 6(1) of the *Acquisition of Land Act 1967 (Qld)*, Council as “constructing authority” proceed to acquire three (3) easements over the Subject Land identified in Attachment A, (Council file reference number 6845), for a drainage purpose.
- B. That in the first instance, the method of acquiring the easements will be by agreement with the affected parties in accordance with Division 3, *Acquisition of Land Act 1967 (Qld)*; however, where agreement cannot be reached, or operational timeframes intervene, the method of acquiring the subject easement will be in accordance with Division 2, *Acquisition of Land Act 1967 (Qld)*.

5. **PROCUREMENT: SIGNIFICANT CONTRACTING PLAN, ELECTRONIC SECURITY SERVICES**

This is a report concerning a Significant Contracting Plan for Electronic Security Services.

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 Electronic Security Services as detailed in Attachment 1.

6. **PROCUREMENT: RECOMMENDATION TO AWARD GROUP TRAINING ORGANISATION

This is a report concerning the establishment of a contractual arrangement with a Group Training Organisation (GTO) following a tender process. Engagement of a suitably qualified, experienced and accredited GTO will provide Council an overall strategic solution for managing traineeships and apprenticeships providing significant benefits to Council, community and the individual trainees and apprentices.

RECOMMENDATION

- A. That pursuant to Section 228 of the Local Government Regulation 2012 (Regulation), Council award Tender VP474376 for the provision of Group Training Organisation Services to the recommended supplier detailed in Attachment 1.
- B. That Council enter into a contractual arrangement with the Supplier, Council's estimated spend of \$4.5M excluding GST, being a term of three (3) years, with option for extension at the discretion of Council (as purchaser), of an additional two (2) year term, total term being five (5) 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.

NOTICES OF MOTION

MATTERS ARISING

QUESTIONS / GENERAL BUSINESS

FINANCE AND GOVERNANCE COMMITTEE NO. 2025(10)

18 NOVEMBER 2025

MINUTES

COUNCILLORS' ATTENDANCE:

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

COUNCILLOR'S APOLOGIES:

Nil

OFFICERS' ATTENDANCE:

Chief Executive Officer (Sonia Cooper), General Manager Corporate Services (Matt Smith), General Manager Community, Cultural and Economic Development (Ben Pole), General Manager Asset and Infrastructure Services (Seren McKenzie), General Manager Environment and Sustainability (Kaye Cavanagh), Manager Procurement (Tanya Houwen), Manager Resource Recovery (David McAlister), Senior Communications and Policy Officer (Jodie Richter), Property Services Manager (Alicia Rieck), Manager Works and Field Services (Sonia Gollschewski), Manager Community and Cultural Services (Don Stewart), Manager Media, Communications and Engagement (Mark Strong), Senior Media Officer (Darrell Giles) and Venue Technician (Max Moylan)

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

Councillor Paul Tully (Chairperson) invited Councillor Jacob Madsen (Deputy Chairperson) to deliver the Acknowledgement of Country

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

At Item 5 titled Procurement – Waste Contract Expiration Re-Alignment Deputy Mayor Nicole Jonic declared an interest.

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE
NO. 2025(09) OF 14 OCTOBER 2025**

RECOMMENDATION

Moved by Councillor Andrew Antonioli:

Seconded by Councillor Marnie Doyle:

That the minutes of the Finance and Governance Committee held on 14 October 2025 be confirmed.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antonioli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

OFFICERS' REPORTS

2. **LEASE RENEWAL OVER TRUST LAND AT 123 BRISBANE TERRACE, GOODNA**

This is a report concerning the proposed renewal over trust land located at 123 Brisbane Terrace, Goodna, described as part of Lot 128 on SP178961 (the Land), between Ipswich City Council as Trustee (Council) and Australian Crawl (Goodna) Pty Ltd (ACG).

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

RECOMMENDATION

Moved by Deputy Mayor Nicole Jonic:

Seconded by Councillor Andrew Antonioli:

- A. **That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception at section 236(1)(c)(iii) of the Regulation applies to the disposal of interest in land at 123 Brisbane Terrace, Goodna more particularly described as part of Lot 128 on SP178961, for public**

swimming pool purposes, because it is for renewal of a lease to the existing lessee.

B. That Council renew the lease (Council file reference number 6139 with Australian Crawl (Goodna) Pty Ltd (Lessee):

- (i) at a commencing rent of 5% of total gross monthly revenue excluding GST, payable to Council, and**
- (ii) for a term of ten (10) years, with no options for extension.**

AFFIRMATIVE

Councillors:

Tully

Madsen

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Harding

The motion was put and carried.

MOVE INTO CLOSED SESSION

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Mayor Teresa Harding:

That in accordance with section 254J(3)(g) of the *Local Government Regulation 2012*, the meeting move into closed session to discuss Item 3 titled Lease Renewal over Freehold Land at 44 Sportstar Drive, Springfield Central.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

The meeting moved into closed session at 10.26 am

MOVE INTO OPEN SESSION

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Mayor Teresa Harding:

That the meeting move into open session.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

The meeting moved into open session at 10.43 am.

3. LEASE RENEWAL OVER FREEHOLD LAND AT 44 SPORTSTAR DRIVE, SPRINGFIELD CENTRAL

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

RECOMMENDATION

Moved by Deputy Mayor Nicole Jonic:

Seconded by Mayor Teresa Harding:

- A. **That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception at section 236(1)(c)(iii) of the Regulation applies to the disposal of interest in land at 44 Sportstar Drive, Springfield Central more particularly described as part of Lot 700 on Plan SP303717, for recreational tennis facility purposes, because it is for renewal of a lease to the existing lessee.**
- B. **That Council renew the lease (Council file reference number 6421) with Baseline Tennis Coaching Pty Ltd (Lessee):**
- (i) **at a commencing annual rent of \$1.00 excluding GST, payable to Council if demanded, with provision for potential increase reflective of court**

condition, and

(ii) for a term of five (5) years, with no options for extension.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

4. **NEW LEASE OVER PART OF FREEHOLD LAND AT 102 CHAMPIONS WAY,
WILLOWBANK (LEASE A)**

This is a report concerning the proposed new lease over freehold land located at 102 Champions Way, Willowbank, described as part of Lot 1 on SP308694 (the Land), between Ipswich City Council (Council) and Ipswich City Dirt Kart Club Inc. (ICDKC).

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Councillor Marnie Doyle:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception at section 236(1)(b)(ii) of the Regulation applies to the disposal of interest in land at 102 Champions Way, Willowbank more particularly described as part of Lot 1 and Plan SP308694, for dirt kart purposes, because Ipswich City Dirt Kart Club Inc. (Lessee) is a community organisation.**
- B. That Council enter into a lease (Council file reference number 5969) with the Lessee:**
- (i) at a commencing annual rent of \$2,000 payable to Council (excluding GST);
and**
 - (ii) for a term of five (5) years, with no options for extension.**

AFFIRMATIVE

Councillors:

Tully

NEGATIVE

Councillors:

Nil

Madsen
Harding
Jonic
Doyle
Antoniolli
Madden

The motion was put and carried.

In accordance with section 150EM of the *Local Government Act 2009*, Deputy Mayor Nicole Jonic informed the meeting that she has a prescribed conflict of interest in Item 5 titled Procurement – Waste Contract Expiration Re-Alignment.

The nature of the prescribed conflict of interest is that Deputy Mayor Jonic's family members work for one of the businesses outlined in Recommendation A.

Deputy Mayor Councillor Nicole Jonic advised that she will leave the meeting room (including any area set aside for the public) while this matter is being discussed and voted on.

Deputy Mayor Nicole Jonic left the meeting at 10.47 am.

5. PROCUREMENT - WASTE CONTRACT EXPIRATION RE-ALIGNMENT

This is a report concerning the alignment of end dates for four (4) existing waste collection contracts to conclude in late 2027. This alignment supports long-term strategic planning, including collaboration with other councils and the exploration of alternative residual waste disposal initiatives. It will enable a more coordinated and efficient approach when re-entering a limited supplier market.

RECOMMENDATION

Moved by Councillor Jim Madden:

Seconded by Mayor Teresa Harding:

A. That the contractual arrangements (Council contract 18257 (3 & 4) and 09-10-264 (1 & 2)) with Veolia Environmental Services, Ti-Tree Bioenergy, and Remondis Pty Ltd (Supplier/s) for Resource Recovery and Disposal of Non-Putrescible Waste, and Waste Disposal Services be varied as follows:

- (i) to amend the entire terms of the above contracts from current end dates, to a common end date expiring 31 December 2027;**
- (ii) to increase expenditure by approximately \$5,200,000 excluding GST for the extension of contracts 09-10-264-1 and 09-10-264-2.**

- B. That Council enter into a deed of variation with the Suppliers 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.**

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

All Councillors except Deputy Mayor Nicole Jonic were present when the vote was taken.

The motion was put and carried.

Deputy Mayor Nicole Jonic returned to the meeting at 10.49 am.

6. PROCUREMENT: PREFERRED SUPPLIER ARRANGEMENT FOR THE PROVISION OF PLANT HIRE (WET HIRE) SERVICES

This is a report concerning the establishment of preferred supply arrangements with nineteen (19) suppliers for the provision of Plant Hire (Wet Hire) services 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 Andrew Antoniolli:

Seconded by Councillor Jacob Madsen:

- A. That pursuant to Section 233 of the *Local Government Regulation 2012* (Regulation), Council establish Preferred Supplier Arrangement for the provision of Plant Hire (Wet Hire) Services with the Suppliers detailed in Attachment 1 of this report.**
- B. That pursuant to Section 233(8) of the Regulation, Council resolve that it is satisfied that a term of longer than two (2) years will result in better value for Council.**

- C. That under the Preferred Supplier Arrangement, Council's approximate spend will be \$30,000,000.00 excluding GST (subject to Council's annually adopted budget) over the entire term, being a term of two (2) years, with the option for extension of one (1) additional two (2) year term.
- D. That Council may enter into a contractual arrangement with any of the aforementioned Suppliers.
- E. For those individual contractual arrangements that exceed \$2,000,000.00 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.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

7. PROCUREMENT: PREFERRED SUPPLIER ARRANGEMENT FOR THE PROVISION OF GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

This is a report concerning the establishment of preferred supply arrangement with ten (10) suppliers for the provision of Grounds Maintenance and Associated Services to Ipswich City Council.

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

RECOMMENDATION

Moved by Councillor Marnie Doyle:

Seconded by Deputy Mayor Nicole Jonic:

- A. That Council establish contracts with the following Suppliers, for the provision of Grounds Maintenance and Associated Services (Council reference 250611-000249), for a term of 4 years and 6 months, with options for extension at the discretion of Council (as purchaser), of 2 additional 2 year terms.

1. **Green by Nature Landscape Services (QLD) Pty Ltd**
ABN 15 114 488 041 /ACN 114 488 041
2. **Lush and Green Pty Ltd (T/A Lush Green)**
ABN 39 612 315 321
3. **Canasta Holdings Pty Ltd (T/A LD Total)**
ABN 26 660 260 426/ ACN 660 260 426
4. **MARSUPIAL LANDSCAPE MANAGEMENT PTY LIMITED ACN: 003 585 108,**
or its related body corporate (per Corporations Act 2001 (Cth), GLASCOTT
LANDSCAPE AND CIVIL PTY LTD ACN: 001 281 572
5. **SHANE RICHARD MARX SIDDLE trading as Nilin Group ABN 96 345 826 101**
6. **Multhana Building Services Pty Ltd**
ABN 65 673 255 064 / ACN 673 255 064
7. **Solutions Plus Grow Pty Ltd**
ABN 60 097 217 493/ ACN 097 217 493
8. **River City Garden & Lawn Pty Ltd (T/A Rivercity Environmental)**
ABN 82 093 062 643/ ACN 093 062 643
9. **Austspray Environmental Weed Control Pty Ltd (T/A Austspray**
Environmental)
ABN 89 122 731 775 / ACN 122 731 775
10. **Aquatic Weed Management Pty Ltd**
ABN 16 634 751 947/ACN 634 751 947

B. That Council’s approximate spend under all of the abovementioned contracts will be \$60 million excluding GST over the entire term (including the options for extension).

C. 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.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

MOVE INTO CLOSED SESSION

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Mayor Teresa Harding:

**That in accordance with section 254J(3)(g) of the *Local Government Regulation 2012*, the meeting move into closed session to discuss Item 8 titled
Procurement - Tender 5662 - North Ipswich Reserve Western Grandstand -
Design and Construct.**

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

The meeting moved into closed session at 10.57 am

MOVE INTO OPEN SESSION

RECOMMENDATION

Moved by Councillor Paul Tully:

That the meeting move into open session.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

The meeting moved into open session at 11.04 am.

8. PROCUREMENT - TENDER 5662 - NORTH IPSWICH RESERVE WESTERN
GRANDSTAND - DESIGN AND CONSTRUCT

This is a report concerning the recommendation to award Tender 5662 North Ipswich Reserve Western Grandstand - Design and Construct with the nominated supplier detailed in confidential Attachment 1.

Following an open market request for tender process, the evaluation panel has completed a comprehensive assessment of all submissions received. Based on the evaluation criteria and scoring methodology, the panel recommends the appointment of a single supplier to undertake the design and construction of the Western Grandstand at North Ipswich Reserve.

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

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

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Councillor Jim Madden:

- A. **That pursuant to Section 228 of the *Local Government Regulation 2012* (Regulation), Council award Tender No. 5662 Western Grandstand, North Ipswich – Design and Construct.**
- B. **That Council enter into a contractual arrangement with the successful supplier for the amount specified in confidential Attachment 1.**
- C. **That pursuant to Section 257(1)(b) of the Local Government Act 2009, Council resolve to delegate to the Chief Executive Officer the power to take "contractual action" pursuant to section 238 of the Regulation, in order to implement Council's decision.**
- D. **That owing to the confidential nature of the recommendations, that once adopted by Council, the recommendations be made public.**

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

9. COUNCILLOR EXPENSES POLICY

This is a report concerning proposed amendments to the Councillor Expenses Reimbursement and Administrative Support Policy.

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Councillor Marnie Doyle:

That the revised policy titled 'Councillor Expenses and Administrative Support Policy' as detailed in Attachment 1 be adopted.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

10. RATES AND RECOVERY POLICIES

This is a report concerning the adoption of a new Financial Difficulties and Financial Hardship Policy, the adoption of a revised Rates Recovery Policy and the repeal of the Reserve Price Policy.

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Councillor Jim Madden:

A. That the new policy titled 'Financial Difficulties and Financial Hardship Policy' as detailed in Attachment 1, be adopted.

B. That the revised policy titled 'Rates Recovery Policy' as detailed in Attachment 2, be adopted.

C. That the policy titled 'Reserve Price Policy' as detailed in Attachment 5, be repealed.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

11. QUEENSLAND AUDIT OFFICE 2025 FINANCIAL AUDIT REPORT

This is a report concerning the Queensland Audit Office findings and recommendations from the 2024-2025 external audit of Ipswich City Council.

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Deputy Mayor Nicole Jonic:

That the 2024-2025 final management report Ipswich City Council, as detailed in Attachment 1, be received and the contents noted.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

12. REPORT - REGULATION ADVISORY COMMITTEE NO. 2025(03) OF 30 OCTOBER 2025

This is the report of the Regulation Advisory Committee No. 2025(03) of 30 October 2025.

RECOMMENDATION

Moved by Councillor Paul Tully:

Seconded by Councillor Jim Madden:

That Council adopt the recommendations of the Regulation Advisory Committee No. 2025(03) of 30 October 2025.

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antoniolli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

1. **CONFIRMATION OF MINUTES OF THE REGULATION ADVISORY COMMITTEE NO. 2025(03) OF 21 AUGUST 2025**

RECOMMENDATION

That the minutes of the Regulation Advisory Committee held on 21 August 2025 be confirmed.

2. **LOCAL LAW REVIEW WORKSHOP**

This is a report providing an outline of an upcoming workshop for the Local Law Review (Strategic Regulation Project: Step 3 Local Law Review) to be held on 24 November 2025.

RECOMMENDATION

That the report be received and the contents noted.

DISCUSSION

The committee received an overview of the papers that will be distributed prior to the local law workshop and the importance of receiving these papers in plenty of time for councillors to review the information.

13. MONTHLY FINANCIAL PERFORMANCE REPORT - OCTOBER 2025

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

RECOMMENDATION

Moved by Deputy Mayor Nicole Jonic:

Seconded by Councillor Andrew Antonioli:

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

AFFIRMATIVE

Councillors:

Tully

Madsen

Harding

Jonic

Doyle

Antonioli

Madden

NEGATIVE

Councillors:

Nil

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

QUESTIONS / GENERAL BUSINESS

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 10.15 am.

The meeting closed at 11.21 am.

Doc ID No: A12029890

ITEM: 2

SUBJECT: PUBLIC INTEREST DISCLOSURE POLICY REVIEW

AUTHOR: MANAGER, STRATEGY, GOVERNANCE AND PERFORMANCE

DATE: 6 NOVEMBER 2025

EXECUTIVE SUMMARY

This report details the outcome of the required four year review of the existing Public Interest Disclosure (PID) Policy. It was considered by the Executive Leadership Team on 26 August and has been referred to the Finance and Governance Committee for approval.

RECOMMENDATION/S

That the amended Public Interest Disclosure Policy as outlined in Attachment 3, be adopted.

RELATED PARTIES

There were no conflict of interest declarations.

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The PID Policy (attachment 1) was scheduled for review in December 2023. Following consultation, the policy has been amended as outlined below and reflected in attachment 2 – Draft Public Interest Disclosure Policy v5 with markup.

1. Some sections in the PID Policy were duplicated in the PID Procedure; therefore, they have been removed from the Policy to improve readability.
2. Reference to the PID Management Program has been updated to indicate that the PID Policy and Procedure constitute Council's PID Management Program, with the PID Management Program document being repealed by the CEO on 10 July 2025.
3. The role of the PID Coordinator has been assigned to the Governance Services Officer, following the Governance Section restructure in 2024. The Governance Services Officer (PID Coordinator) is the principal contact for PID issues, whereas the Ethical Standards Manager is responsible for coordinating any associated investigations.

4. The PID Procedure has also been reviewed and updated in accordance with the standard four year review cycle.
5. Both documents are publicly available on the council website.
6. Following the Councillor Briefing Session on 6 November 2025, Item 8 Key stakeholders has been updated to include councillors.

LEGAL IMPLICATIONS

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

Public Interest Disclosure Act 2010

Crime and Corruption Act 2001

Local Government Act 2009

Ombudsman Act 2010

Public Sector Ethics Act 1994

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

The risk of not approving the recommendation would result in council's existing policy being out of date and publicly available and at risk of non-compliance with the Public Interest Disclosure Act 2010.

FINANCIAL/RESOURCE IMPLICATIONS

Not applicable

COMMUNITY AND OTHER CONSULTATION

The PID Coordinator, Team Leader (Governance Services), Ethical Standards Manager, General Counsel, Manager, Strategy, Governance & Performance, and Manager, People and Culture have been consulted during this review. The Qld Ombudsman's Office have also reviewed the PID Policy and Procedure documents.




CONCLUSION

Following review and consultation, the Public Interest Disclosure Policy has been amended to improve overall readability. The amended policy has been reviewed by the Qld Ombudsman's Office, providing assurance that it is compliant with the requirements of the Public Interest Disclosure Act 2010.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
NON-DISCRETIONARY DECISION	
Recommendation that the amended Public Interest Disclosure Policy as outlined in Attachment 3, be adopted Council has no ability to act differently/make a different decision because The Public Interest Disclosure Act 2010 requires the CEO to establish reasonable procedures to ensure that a management program for public interest disclosures made to the entity is developed and implemented. Therefore, while the proposed decision may not be compatible with human rights Council's decision will not be unlawful under the <i>Human Rights Act 2019</i> .	

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Current Public Interest Disclosure Policy ↓ 
2.	DRAFT Public Interest Disclosure Policy v5 - with markup ↓ 
3.	DRAFT Public Interest Disclosure Policy v5 clean skin ↓ 

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"



Version Control and Objective ID	Version No: 4	Objective ID: A5973022
Adopted at Council Ordinary Meeting on	10 December 2019	
Date of Review	10 December 2023	

1. Statement

Council is committed to fostering an ethical, transparent culture. In pursuit of this, Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. Council will provide support to an employee or others who make disclosures about matters in the public interest. This Policy demonstrates this commitment and ensures that practical and effective procedures are implemented which comply with the requirements of the Act.

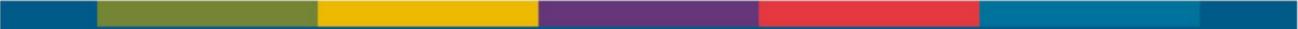
2. Purpose and Principles

By complying with the Public Interest Disclosure Act 2010 (the Act), Ipswich City Council (Council) will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing;
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with;
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID;
- ensure protection from reprisal is afforded to persons making PIDs.

As required under the Act, the Chief Executive Officer (CEO) will implement procedures to ensure that:

- any public officer who makes a PID is given appropriate support;
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with;
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID;
- a management program for PIDs made to Council, consistent with the standard issued by the Queensland Ombudsman, is developed and implemented;
- public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.



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Council's Public Interest Disclosure Policy, Management Plan and Procedure are available for public viewing at www.ipswich.qld.gov.au. The Public Interest Disclosure Policy, Management Plan and Procedure will be reviewed annually and updated as required to ensure it meets the requirements of the Act and the standards issued by the Queensland Ombudsman (QO).

3. Strategic Plan Links

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

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

4. Regulatory Authority

- *Crime and Corruption Act 2001*
- *Local Government Act 2009*
- *Ombudsman Act 2001*
- *Public Interest Disclosure Act 2010* *Public Records Act 2002*
- *Public Sector Ethics Act 1994*
- CCC Fraud and Corruption Best Practice Guide
- Queensland Ombudsman Public Interest Disclosure Standards
- Council's Complaint Management Policy
- Employee Code of Conduct
- Councillor Code of Conduct
- Council's Enterprise Risk Management Policy
- Reporting and Investigating Suspected Missing, Stolen or Maliciously Damaged Council Property or Asset and Corrupt Conduct Procedure
- Corrupt Conduct Procedure

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 CEO has overall responsibility for ensuring that Council develops, implements and maintains a PID management program. The Council PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing;
- senior management endorsement of the value to Council of PIDs and the proper management of PIDs;
- a communication strategy to raise awareness among employees about PIDs and Council's PID policy;
- inclusion of PID Awareness in employee Induction Program;

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- a training strategy to give employees access to training, (during Induction and ongoing during their employment at Council), about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed;
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs;
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs;
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls;
- quarterly reporting to Council on the management, de-identified outcomes and learnings;
- annual review in November of each calendar year of the Public Interest Disclosure Policy and evaluation of the effectiveness of the PID management program.

7. Roles and Responsibilities

The CEO has designated the following roles and responsibilities for managing PIDs within Council:

Role	Responsibilities	Officer
PID Coordinator	<ul style="list-style-type: none"> • principal contact for PID issues within Council; • document and manage implementation of PID management program; • review and update PID policy annually; • maintain and update; • internal records of PIDs received; • report data on PIDs to Queensland Ombudsman; • assess PIDs received, provide acknowledgment of receipt of PID to discloser; • undertake risk assessments in consultation with disclosers and other relevant officers; • liaise with other agencies about referral of PIDs; • allocate Investigator and Support Officer to PID matter; • provide advice and information to discloser on Council PID policy; • provide personal support and referral to other sources of advice or support as required; • facilitate updates on progress of investigation; • proactively contact discloser throughout PID management process. 	<p>Ethical Standards Manager 07 3810 6798 Email - Jamie.Townsend@ipswich.qld.gov.au</p>

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Role	Responsibilities	Officer
PID Support Person	<ul style="list-style-type: none"> • provide advice and information to discloser on Council's PID procedure; • provide personal support and referral to other sources of advice or support as required; • facilitate updates on progress of investigation; • proactively contact discloser throughout PID management process. 	TBA
Investigator	<ul style="list-style-type: none"> • conduct investigation of information in PID in accordance with terms of reference; • prepare report for delegated decision-maker. 	<p>TBA</p> <p>An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.</p>
Delegated decision-maker	<ul style="list-style-type: none"> • review investigation report and determine whether alleged wrongdoing is substantiated. 	An appropriate decision-maker will be appointed for each PID investigated.

8. Key Stakeholders

The following will be consulted during the review process:

- Legal and Governance Branch
- CEO's Office
- All General Managers
- Manager, People and Culture

9. What is a Public Interest Disclosure?

Under the PID Act, any person can make a disclosure about a:

- substantial and specific danger to the health or safety of a person with a disability;
- commission of an offence or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment;
- reprisal because of a belief that a person has made, or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct;
- maladministration that adversely affects a person's interests in a substantial and specific way;
- a substantial misuse of public resources;
- a substantial and specific danger to public health or safety;



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- substantial and specific danger to the environment;
- A discloser can have either a 'reasonable belief' that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach;
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information;
- discloser has not identified the material as a PID – it is up to Council to assess information received and decide if it is a PID;
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

10. Why make a Public Interest Disclosure?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council;
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council;
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible;
- protection against reprisal – the discloser is protected from unfair treatment by Council and employees of Council as a result of making the PID;
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing;
- protection from defamation – the discloser has a defence against an accusation of defamation by any subject officer.

11. Who can a PID be disclosed to?

A PID must be made to the 'proper authority' to receive disclosures of the type being made. Disclosers are encouraged to make a disclosure to an appropriate officer of Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

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Who to contact within Ipswich City Council:	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> any person in a supervisory or management position; the People and Culture Branch; the Chief Executive Officer or CEO's delegate; the Ethical Standards Manager; the Chief Audit Executive; During the period of the Interim Administrator being appointed to the Ipswich City Council, the Interim Administrator or a member of the Interim Management Committee. 	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal; Queensland Ombudsman for disclosures about maladministration; Queensland Audit Office for disclosures about a substantial misuse of resources; Department of Child Safety, Youth and Women for disclosures about danger to the health or safety of a child or young person with a disability Department of Communities; Disability Services and Seniors for disclosures about danger to the health or safety of a person with a disability; Office of the Public Guardian for disclosures about danger to the health or safety of a person with a disability; Department of Environment and Science disclosures about danger to the environment; A Member of the Legislative Assembly (MP) for any wrongdoing or danger; The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.

A disclosure can also be made to a journalist if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
- decided not to investigate or deal with the disclosure, or
- investigated the disclosure but did not recommend taking any action, or
- failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

12. How to make a PID?

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

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- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number);
- provide as much information as possible about the suspected wrongdoing, including:
 - who was involved;
 - what happened;
 - when it happened;
 - where it happened;
 - whether there were any witnesses, and if so who they are;
- any evidence that supports the PID, and where the evidence is located;
- any further information that could help investigate the PID;
- provide this information in writing.

Note: A discloser does not need to identify their concern as a PID. The PID Coordinator will determine if the information provided meets the criteria of a PID.

13. Deciding whether a matter is a PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID Council will advise the discloser:

- that their information has been received but was not assessed as a PID;
- the reasons for the decision;
- the review rights available if the discloser is dissatisfied with the decision and how to request;
- review;
- any action Council proposes to take in relation to the matter;
- any other options the discloser has in relation to the matter.

14. Assessing a PID

The disclosure will be assessed in accordance with the PID Act, the PID Standards, Council's Public Interest Disclosure Policy and any other relevant procedure(s). The PID Coordinator will, when necessary, utilise guidelines provided by the Queensland Ombudsman which can be found on their website at www.ombudsman.qld.gov.au

Once the matter has been assessed as a PID, Council will advise the discloser:

- that their information has been received and assessed as a PID;

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- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating;
- the likely timeframe involved;
- the name and contact details of the Council support officer they can contact for updates or advice;
- of the discloser's obligations regarding confidentiality;
- the protections the discloser has under the PID Act;
- the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act ;
- how updates regarding intended actions and outcomes will be provided to the discloser;
- contact details for the Council Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details Council will not be able to acknowledge the PID or provide any updates.

Upon receiving a PID, Council will conduct a risk assessment (refer section 22 - *Additional resources from the Queensland Ombudsman's Website*) to assess the likelihood of the discloser suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser suffering detriment, and will include consultation with the discloser.

Consistent with the assessed level of risk, Council will arrange any reasonably necessary support or protection for the discloser.

15. Referring a PID

If Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency;
- the agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the *Crime and Corruption Act 2001*).

The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by Council.

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16. Risk assessment and protection from reprisal

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment, and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, Council will:

- attend to the safety of the disclosure (or witnesses or affected third parties) as a matter of priority;
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal;
- manage any allegation of a reprisal as a PID in its own right.

17. Declining to take action on a PID

Under the PID Act, Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process;
- the information disclosed should be dealt with by another process;
- the age of the information makes it impractical to investigate;
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Council from the performance of its functions;
- another agency with jurisdiction to investigate the information has informed Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to the CEO of Ipswich City Council within 28 days of receiving the written reasons for decision.

18. Investigating a PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice;

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- obligation under the PID Act to protect confidential information;
- obligation under the PID Act to protect officers from reprisal;
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

19. Organisational Support for disclosers

Disclosers should not suffer any form of detriment as a result of making a PID. In the event of reprisal action being alleged or suspected, Council will:

- attend to the safety of disclosers or affected third parties as a matter of priority;
- review its risk assessment and any protective measures needed to mitigate any further risk of reprisal;
- manage any allegation of a reprisal as a PID in its own right.

Details about disclosures, investigations, and related decisions will be kept secure and accessible only to the people involved in the management of the PID. Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

While Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers;
- respond to a court order, legal directive or court proceedings.

Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity. Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will be continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

20. Rights of subject officers

Council acknowledges that for officers who are the subject of a PID the experience may be stressful. Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice;
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation;
- providing them with information about their rights and the progress and outcome of any investigation;
- referring them to the Employee Assistance Program for support.;

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Information and support will be provided to a subject officer until the matter is finalised.

21. Monitoring and Evaluation

In accordance with its obligations under the PID Act and the *Public Records Act 2002*, Council will ensure that:

- accurate data is collected about the receipt and management of PIDs;
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database. Such anonymised data being:
 - the date the disclosure was received, and where it was received from;
 - the status of the discloser (e.g. entity staff, staff from another entity, member of the public, anonymous);
 - the gender and status of the subject officer (staff member, non-staff member);
 - the relationship between the discloser and the subject officer;
 - the location of the subject officer (geographical region);
 - a summary of the allegation/information received;
 - the involvement of an external agency/party;
 - the action taken to minimise any risk of reprisal;
 - date inquiry/investigation commenced and completed;
 - the outcome of the assessment, inquiry/investigation;
 - the date the PID was resolved or closed;
 - when the outcome was advised to the discloser;
 - if no action was taken, the reason for the decision;
 - other legal processes associated with the disclosure.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

22. Definitions

Terminology	Definition
Administrative Action	<p>(a) means any action about a matter of administration, including, for example:</p> <ul style="list-style-type: none"> i. a decision and an act; and ii. a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and iii. the formulation of a proposal or intention; and iv. the making of a recommendation, including a recommendation made to a Minister; and v. an action taken because of a recommendation made to a Minister; and <p>(b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.</p>
Confidential information	<p>(a) includes —</p> <ul style="list-style-type: none"> (i) information about the identity, occupation, residential or work address or whereabouts of a person — <ul style="list-style-type: none"> I. who makes a public interest disclosure; or II. against whom a public interest disclosure has been made; and

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Terminology	Definition
	<ul style="list-style-type: none"> (ii) information disclosed by a public interest disclosure; and (iii) information about an individual's personal affairs; and (iv) information that, if disclosed, may cause detriment to a person; and <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
Corrupt Conduct	<p>As defined in section 15 of the Crime and Corruption Act 2001:</p> <p>(1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <ul style="list-style-type: none"> (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— <ul style="list-style-type: none"> (i) unit of public administration; or (ii) person holding an appointment; and (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that— <ul style="list-style-type: none"> (i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) would, if proved, be— <ul style="list-style-type: none"> (i) criminal offence; or (ii) disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. <p>(2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <ul style="list-style-type: none"> (a) impairs, or could impair, public confidence in public administration; and (b) involves, or could involve, any of the following— <ul style="list-style-type: none"> (i) collusive tendering; (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)— <ul style="list-style-type: none"> (A) protecting health or safety of persons; (B) protecting the environment; (C) protecting or managing the use of the State's natural, cultural, mining or energy resources; (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets; (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue; (v) fraudulently obtaining or retaining an appointment; and (c) would, if proved, be— <ul style="list-style-type: none"> (i) criminal offence; or (ii) disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

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Terminology	Definition
Detriment	includes – (a) personal injury or prejudice to safety; and (b) property damage or loss; and (c) intimidation or harassment; and (d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and (e) financial loss; and (f) damage to reputation, including, for example, personal, professional or business reputation.
Disability	As defined in section 11 of the Disability Services Act 2006, for the purposes of this policy: (1) A disability is a person's condition that— (a) is attributable to— (i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or (ii) a combination of impairments mentioned in subparagraph (i); and (b) results in— (i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self-care or management; and (ii) the person needing support. (2) For subsection (1), the impairment may result from an acquired brain injury. (3) The disability must be permanent or likely to be permanent. (4) The disability may be, but need not be, of a chronic episodic nature.
Discloser	A person who makes a disclosure in accordance with the Public Interest Disclosure Act 2010.
Employee	Of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	A person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Mal-administration	As defined in schedule 4 of the Public Interest Disclosure Act 2010, maladministration is administrative action that— a) was taken contrary to law; or b) was unreasonable, unjust, oppressive, or improperly discriminatory; or c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or d) was taken— (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or e) was an action for which reasons should have been given, but were not given; or f) was based wholly or partly on a mistake of law or fact; or g) was wrong.

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Terminology	Definition
Natural justice	<p>Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> • avoid bias; and • give a fair hearing • act only on the basis of logically probative evidence.
Organisational support	<p>For the purposes of this policy, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the agency's Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with • maintaining contact with the discloser • negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	A person or organisation that is authorised under the Public Interest Disclosure Act 2010 to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	<p>Action taken by a manager in relation to an employee, includes any of the following taken by the manager—</p> <ul style="list-style-type: none"> (a) a reasonable appraisal of the employee's work performance; (b) a reasonable requirement that the employee undertake counselling; (c) a reasonable suspension of the employee from the employment workplace; (d) a reasonable disciplinary action; (e) a reasonable action to transfer or deploy the employee; (f) a reasonable action to end the employee's employment by way of redundancy or retrenchment; (g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f); (h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.
Reprisal	The term 'reprisal' is defined under the Public Interest Disclosure Act 2010 as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:

IPSWICH CITY COUNCIL | Public Interest Disclosure Policy

Terminology	Definition
	<ul style="list-style-type: none"> • has made or intends to make a disclosure; or • has been or intends to be involved in a proceeding under the disclosure Act against any person. <p>Reprisal under the Public Interest Disclosure Act 2010 is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	<p>Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

22. Additional Resources from the Queensland Ombudsman's Website

[Public Interest Disclosure Video](#)
[What is a Public Interest Disclosure?](#)
[How to make a Public Interest Disclosure](#)
[Discloser Information and Support](#)
[A checklist for making a Public Interest Disclosure](#)
[The Ombudsman's Role in a Public Interest Disclosure](#)
[Public Interest Disclosure Assessment Resources](#)

23. Policy Owner

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



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Date off Review	<u>10 December 2023</u>	

1. Statement

Ipswich City Council (Council) is committed to fostering an ethical, transparent culture. In pursuit of this, Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. ~~Council will provide support to an employee or others who make disclosures about matters in the public interest.~~ This ~~Policy~~ and the Public Interest Disclosure Procedure constitute ~~the Council's~~ PID Management Program and demonstrates ~~council's~~ this commitment ~~to ensuring and ensures that~~ practical and effective procedures are implemented ~~in accordance with which comply with~~ the requirements of the Public Interest Disclosure Act 2010 (Qld) (the Act) and the Public Interest Disclosure Standards.

2. Purpose and Principles

By complying with the Public Interest Disclosure Act 2010 (the Act) ~~section 28 of the Public Interest Disclosure Act 2010 (the Act) and the PID Standards issued by the Office of the Queensland Ombudsman as the oversight agency under the Act,~~ Ipswich City Council (Council) will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing;
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with;
- ~~ensure~~ appropriate consideration is given to the interests of persons who are the subject of a PID;
- provide support to an employee who makes disclosures about matters in the public interest
- ~~ensure~~ protection from reprisal is afforded to persons making PIDs-

This policy ensures Council complies with section 28 of the Act and the PID Standards issued by the Office of the Queensland Ombudsman as the oversight agency under the Act.

~~As required under the Act, the Chief Executive Officer (CEO) will implement procedures to ensure that:~~

- ~~any public officer who makes a PID is given appropriate support;~~

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- ~~PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with;~~
- ~~appropriate action is taken in relation to any wrongdoing which is the subject of a PID;~~
- ~~a management program for PIDs made to Council, consistent with the standard issued by the Queensland Ombudsman, is developed and implemented;~~
- ~~public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.~~

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~~Council's Public Interest Disclosure Policy, Management Plan and Procedure are available for public viewing at www.ipswich.qld.gov.au. The Public Interest Disclosure Policy, Management Plan and Procedure will be reviewed annually and updated as required to ensure it meets the requirements of the Act and the standards issued by the Queensland Ombudsman (QO).~~

11.3. Strategic Plan Links

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

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

12.4. Regulatory Authority

- *Crime and Corruption Act 2001*
- *Local Government Act 2009*
- *Ombudsman Act 2001*
- Public Interest Disclosure Act 2010 (Qld)
- ~~• *Public Records Act 2002*~~
- *Public Sector Ethics Act 1994*
- ~~• *CCC Fraud and Corruption Best Practice Guide*~~
- ~~• *Queensland Ombudsman Public Interest Disclosure Standards*~~
- ~~• *Council's Complaint Management Policy*~~
- ~~• *Employee Code of Conduct*~~
- ~~• *Councillor Code of Conduct*~~
- ~~• *Council's Enterprise Risk Management Policy*~~
- ~~• *Reporting and Investigating Suspected Missing, Stolen or Maliciously Damaged Council Property or Asset and Corrupt Conduct Procedure*~~
- ~~• *Corrupt Conduct Procedure*~~

21.5. 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, ~~C~~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 Human Rights Act 2019.

22.6. Scope

~~This policy applies to all councillors, council employees and contractors paid through council's payroll system and also extends to members of the public.~~

~~The CEO has overall responsibility for ensuring that Council develops, implements and maintains a PID management program. The Council PID management program encompasses:~~

- ~~• commitment to encouraging the internal reporting of wrongdoing;~~
- ~~• senior management endorsement of the value to Council of PIDs and the proper management of PIDs;~~

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- a communication strategy to raise awareness among employees about PIDs and Council's PID policy;
- inclusion of PID Awareness in employee Induction Program;
- a training strategy to give employees access to training, (during Induction and ongoing during their employment at Council), about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed;
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs;
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs;
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls;
- quarterly reporting to Council on the management, de-identified outcomes and learnings;
- annual review in November of each calendar year of the Public Interest Disclosure Policy and evaluation of the effectiveness of the PID management program.

34.7. Roles and Responsibilities

The CEO has designated the following roles and responsibilities for managing PIDs within council:

Role	Responsibilities	Officer
PID Coordinator	<ul style="list-style-type: none">• principal contact for PID issues within Council;• document and manage implementation of PID management program;• review and update PID policies and procedures annually;• maintain and update;• internal records of PIDs received;• report data on PIDs to the Office of the Queensland Ombudsman;• assess PIDs received in consultation with the Ethical Standards Manager• provide acknowledgment of receipt of PID to discloser;• undertake risk assessments in consultation with disclosers and other relevant officers;• liaise with other agencies about referral of PIDs;• allocate Investigator and Support Officer to PID matter/discloser as required;• co-ordinate tailored support for subject officer as required	<p>Ethical Standards Manager 07 3810 6798 Email—Governance Services Officer and Public Interest Disclosure Coordinator 07 3810 6228 PIDS@ipswich.qld.gov.au</p>

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Role	Responsibilities	Officer
	<ul style="list-style-type: none"> provide advice and information to discloser on Council's PID Policy; provide personal support and referral to other sources of advice or support as required; provide assistance to the internal investigator if required facilitate updates on progress of investigation; maintain a list of trained support officers who are available to take on support assignments when required, proactively contact discloser throughout PID management process. 	
<u>Ethical Standards Manager</u>	<ul style="list-style-type: none"> assess PIDs received in consultation with the Governance Services Officer notify Crime and Corruption Commission of a PID where it concerns corrupt conduct conduct investigations (where applicable) in relation to PID matters to gather evidence and determine findings liaise with PID Coordinator to facilitate updates on progress of investigations in relation to PIDs provide information, guidance and advice in accordance with council's PID Policy & Procedure liaise with the Manager, People and Culture should an external investigator need to be appointed assess investigation outcomes and identify changes that may be required and provide to CEO within 60 days. 	<u>Ethical Standards Manager</u> Ph: 07 3810 6798
<u>PID Support Person-Officer</u>	<ul style="list-style-type: none"> provide advice, and information and support to discloser, subject officer or witnesses on Council's PID procedure; provide personal support and referral to other sources of advice or support as required; facilitate updates on progress of investigation; proactively contact discloser throughout PID management process. undertake PID support officer training to stay informed about best practices and 	BA <u>The Governance Services Officer maintains a list of trained support officers.</u>

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Role	Responsibilities	Officer
	<u>effective strategies for supporting individuals who make disclosures.</u>	
Investigator	<ul style="list-style-type: none"> • <u>conduct investigation of information in PID in accordance with terms of reference;</u> • <u>impartially investigate the information contained in the disclosure</u> • prepare report for delegated decision-maker. 	<p>TBA</p> <p>An appropriate internal or external investigator will be <u>appointed</u> for each PID investigated depending upon the type of disclosure and other relevant considerations. <u>Refer Reporting and Investigating Suspected Corrupt Conduct, Stolen, Missing or Maliciously Damaged Council Property or Assets Procedure.</u></p>
Delegated decision-maker	<ul style="list-style-type: none"> • review investigation report and determine whether alleged wrongdoing is substantiated. 	An appropriate decision-maker will be appointed for each PID investigated.

35.8. Key Stakeholders

The following will be consulted during the review process:

- Chief Audit Executive
- Chief Executive Officer
- Councillors
- Ethical Standards Manager
- Manager, People and Culture
- Governance Services Officer (PID Coordinator)

- Legal and Governance Branch
- CEO's Office
- All General Managers
- Manager, People and Culture

9. What is a Public Interest Disclosure?

A PID is a disclosure of perceived wrongdoing in the public sector that serves the public interest. For an allegation to be considered a PID under the Act, it must be:

- public interest information about serious wrongdoing or danger
- an appropriate disclosure
- made to a proper authority.

Once considered a PID it will attract the protections under the Act.

Under the PID Act, any person can make a disclosure about a:

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- substantial and specific danger to the health or safety of a person with a disability;
- commission of an offence or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment;
- reprisal because of a belief that a person has made, or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct;
- maladministration that adversely affects a person's interests in a substantial and specific way;
- a substantial misuse of public resources;
- a substantial and specific danger to public health or safety;
- a substantial and specific danger to the environment;
- A discloser can have either a 'reasonable belief' that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties — such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach;
- disclosure is made anonymously — the discloser is not required to give their name or any identifying information;
- discloser has not identified the material as a PID — it is up to Council to assess information received and decide if it is a PID;
- disclosure is unsubstantiated following investigation — the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

26. Why make a Public Interest Disclosure?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council;
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council;
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality — the discloser's name and other identifying information will be protected to the extent possible;

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- protection against reprisal — the discloser is protected from unfair treatment by Council and employees of Council as a result of making the PID;
- immunity from liability — the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing;
- protection from defamation — the discloser has a defence against an accusation of defamation by any subject officer.

36. Who can a PID be disclosed to?

A PID must be made to the ‘proper authority’ to receive disclosures of the type being made. Disclosers are encouraged to make a disclosure to an appropriate officer of Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within Ipswich City Council:	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none">• any person in a supervisory or management position;• the People and Culture Branch;• the Chief Executive Officer or CEO’s delegate;• the Ethical Standards Manager;• the Chief Audit Executive;• During the period of the Interim Administrator being appointed to the Ipswich City Council, the Interim Administrator or a member of the Interim Management Committee.	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none">• Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal;• Queensland Ombudsman for disclosures about maladministration;• Queensland Audit Office for disclosures about a substantial misuse of resources;• Department of Child Safety, Youth and Women for disclosures about danger to the health or safety of a child or young person with a disability• Department of Communities, Disability Services and Seniors for disclosures about danger to the health or safety of a person with a disability;• Office of the Public Guardian for disclosures about danger to the health or safety of a person with a disability;• Department of Environment and Science disclosures about danger to the environment;• A Member of the Legislative Assembly (MP) for any wrongdoing or danger;• The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.

A disclosure can also be made to a journalist if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:

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- ~~• decided not to investigate or deal with the disclosure, or~~
 - ~~• investigated the disclosure but did not recommend taking any action, or~~
 - ~~• failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.~~
- ~~A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.~~

10. Making a PID

Any person, including a public sector officer and members of the public may make a PID regarding any of the following:

- substantial and specific danger to public health and safety, or to a person with a disability
- substantial and specific danger to the environment caused by the commission of an offence or contravention of a condition in certain environmental legislation
- reprisal action in relation to a PID.

Reprisal action against a discloser is an offence. A reprisal occurs if a person causes or attempts to cause damage or harm to the discloser because they believe the discloser has:

- made or intends to make a PID
- taken part in or intends to take part in procedures under the Act.

A disclosure can be made via the following methods:

Email: PID@ipswich.qld.gov.au

Letter: Ipswich City Council

Attn: Governance Services Officer

PO Box 191

Ipswich Qld 4705

Phone: 3810 6228

•

Field Code Changed

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Public sector officers can also make a PID about:

- corrupt conduct
 - maladministration that adversely affects a person's interests in a substantial and specific way
 - substantial misuse of public resources
 - substantial and specific danger to public health or safety
 - substantial and specific danger to the environment.
- A disclosure can be made via the following methods:

Email: PIDS@ipswich.qld.gov.au

Letter: Ipswich City Council
Attn: Governance Services Officer
PO Box 191
Ipswich Qld 4305

Phone: 3810 6228

Field Code Changed

Public sector officers can also make a PID about:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way
- substantial misuse of public resources
- substantial and specific danger to public health or safety
- substantial and specific danger to the environment

PIDs can be reported to:

- An officer's manager or supervisor
- Public Interest Disclosure Coordinator, Governance Services Team
- Ethical Standards Manager
- Chief Audit Executive
- Manager, People and Culture
- General Managers
- Chief Executive Officer

Council has also engaged an independent external intake service, PKF, for the purposes of providing another confidential mechanism for employees to report wrongdoings when they are not comfortable reporting such matters internally. PKF's contact details are available on Council's intranet under the "Report a Concern" tab on the home page, and within the PID Procedure.

When making a PID, you have a responsibility to:

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- provide honest and accurate information; deliberately providing false or misleading information is an offence
- provide all information currently in your possession; you must not seek to investigate the matter yourself.

There is no specific format required for making a PID however to enable the best assessment and investigation, providing the details in writing is preferred. PIDs may also be made verbally and anonymously.

If a discloser wishes to remain anonymous it is important that as much information as possible is provided to allow for proper assessment. Contact details could be an email address that is created for the purpose of making the disclosure or a telephone number. If contact details are not provided, an anonymous discloser cannot be followed up for additional information and will not receive outcome advice from council.

Council has also engaged an independent external intake service, PKF, for the purposes of providing another confidential mechanism for employees to report wrongdoings when they are not comfortable reporting such matters internally. PKF's contact details are available on Council's intranet under the "Report a Concern" tab on the home page, and within the PID Procedure.

PIDs can be reported to:

- An officer's manager or supervisor
- Public Interest Disclosure Coordinator, Governance Services Team
- Ethical Standards Manager
- Chief Audit Executive
- Manager, People and Culture
- General Managers
- Chief Executive Officer

11. 12. How to make a PID?

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- ▲ provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number);
- ▲ provide as much information as possible about the suspected wrongdoing, including:
 - ▲ who was involved;
 - ▲ what happened;
 - ▲ when it happened;
 - ▲ where it happened;
 - ▲ whether there were any witnesses, and if so who they are;
- ▲ any evidence that supports the PID, and where the evidence is located;

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- any further information that could help investigate the PID;
- provide this information in writing.

Note: A discloser does not need to identify their concern as a PID. The PID Coordinator will determine if the information provided meets the criteria of a PID.

24.13. Deciding whether a matter is a PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID Council will advise the discloser:

- that their information has been received but was not assessed as a PID;
- the reasons for the decision;
- the review rights available if the discloser is dissatisfied with the decision and how to request;
- review;
- any action Council proposes to take in relation to the matter;
- any other options the discloser has in relation to the matter.

35.11. Assessing a PID

All disclosures will be assessed by the Governance Services Officer and/or the Ethical Standards Manager to determine whether it meets the requirements of the Act. Disclosure assessments are considered complete once the required notice has been provided to the discloser. The decision cannot be re-made or revoked unless the discloser requests a review of the decision in writing.

The disclosure will be assessed in accordance with the PID Act, the PID Standards, Council's Public Interest Disclosure Policy and any other relevant procedure(s). The PID Coordinator will, when necessary, utilise guidelines provided by the Queensland Ombudsman which can be found on their website at www.ombudsman.qld.gov.au

Once the matter has been assessed as a PID, Council will advise the discloser:

- that their information has been received and assessed as a PID;
- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating;
- the likely timeframe involved;
- the name and contact details of the Council support officer they can contact for updates or advice;

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- ~~of the discloser's obligations regarding confidentiality;~~
- ~~the protections the discloser has under the PID Act;~~
- ~~the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act;~~
- ~~how updates regarding intended actions and outcomes will be provided to the discloser;~~
- ~~contact details for the Council Employee Assistance Program.~~

~~If the PID has been made anonymously and the discloser has not provided any contact details Council will not be able to acknowledge the PID or provide any updates.~~

~~Upon receiving a PID, Council will conduct a risk assessment (refer section 22 – *Additional resources from the Queensland Ombudsman's Website*) to assess the likelihood of the discloser suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser suffering detriment, and will include consultation with the discloser.~~

~~Consistent with the assessed level of risk, Council will arrange any reasonably necessary support or protection for the discloser.~~

50.12. Referring a PID

If Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency;
- the agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the *Crime and Corruption Act 2001*).

The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by Council.

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51. 16. Risk assessment and protection from reprisal

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment, and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, Council will:

- ▲ attend to the safety of the disclosure (or witnesses or affected third parties) as a matter of priority;
- ▲ review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal;
- ▲ manage any allegation of a reprisal as a PID in its own right.

60. 17. Declining to take action on a PID

Under the PID Act, Council may decide not to investigate or deal with a PID in various circumstances, including:

- ▲ the information disclosed has already been investigated or dealt with by another process;
- ▲ the information disclosed should be dealt with by another process;
- ▲ the age of the information makes it impractical to investigate;
- ▲ the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Council from the performance of its functions;
- ▲ another agency with jurisdiction to investigate the information has informed Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to the CEO of Ipswich City Council within 28 days of receiving the written reasons for decision.

69. 18. Investigating a PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- ▲ principles of natural justice;

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- obligation under the PID Act to protect confidential information;
- obligation under the PID Act to protect officers from reprisal;
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

77. 19. Organisational Support for disclosers

Disclosers should not suffer any form of detriment as a result of making a PID. In the event of reprisal action being alleged or suspected, Council will:

- attend to the safety of disclosers or affected third parties as a matter of priority;
- review its risk assessment and any protective measures needed to mitigate any further risk of reprisal;
- manage any allegation of a reprisal as a PID in its own right.

Details about disclosures, investigations, and related decisions will be kept secure and accessible only to the people involved in the management of the PID. Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

While Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers;
- respond to a court order, legal directive or court proceedings.

Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity. Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will be continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

88. 20. Rights of subject officers

Council acknowledges that for officers who are the subject of a PID the experience may be stressful. Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice;
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation;
- providing them with information about their rights and the progress and outcome of any investigation;
- referring them to the Employee Assistance Program for support;

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~~Information and support will be provided to a subject officer until the matter is finalised.~~

95.13. Monitoring and Evaluation

In accordance with its obligations under the ~~PID Act~~ and the ~~Public Records Act 2002~~, Council will ensure that:

- accurate data is collected about the receipt and management of PIDs;
 - ~~• anonymised data is reported to the Office of the Queensland Ombudsman in its role as the oversight agency, through the PID reporting database (RaPID). Such anonymised data being:~~
 - ~~• the date the disclosure was received, and where it was received from;~~
 - ~~• the status of the discloser (e.g. entity staff, staff from another entity, member of the public, anonymous);~~
 - ~~• the gender and status of the subject officer (staff member, non-staff member);~~
 - ~~• the relationship between the discloser and the subject officer;~~
 - ~~• the location of the subject officer (geographical region);~~
 - ~~• a summary of the allegation/information received;~~
 - ~~• the involvement of an external agency/party;~~
 - ~~• the action taken to minimise any risk of reprisal;~~
 - ~~• date inquiry/investigation commenced and completed;~~
 - ~~• the outcome of the assessment, inquiry/investigation;~~
 - ~~• the date the PID was resolved or closed;~~
 - ~~• when the outcome was advised to the discloser;~~
 - ~~• if no action was taken, the reason for the decision;~~
 - ~~• other legal processes associated with the disclosure.~~
 - Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.
- This policy and associated web page will be reviewed in accordance with council's four year review cycle or sooner if required.

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96.14. Definitions

Terminology	Definition
Administrative Action	<p>(a) means any action about a matter of administration, including, for example:</p> <ul style="list-style-type: none"> i. a decision and an act; and ii. a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and iii. the formulation of a proposal or intention; and iv. the making of a recommendation, including a recommendation made to a Minister; and v. an action taken because of a recommendation made to a Minister; and <p>(b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.</p>
Confidential information	<p>(a) includes —</p> <ul style="list-style-type: none"> (i) information about the identity, occupation, residential or work address or whereabouts of a person — <ul style="list-style-type: none"> I. who makes a public interest disclosure; or II. against whom a public interest disclosure has been made; and (ii) information disclosed by a public interest disclosure; and (iii) information about an individual's personal affairs; and (iv) information that, if disclosed, may cause detriment to a person; and <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
Corrupt Conduct	<p>As defined in section 15 of the Crime and Corruption Act 2001:</p> <p>(1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that —</p> <ul style="list-style-type: none"> (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of — <ul style="list-style-type: none"> (i) unit of public administration; or (ii) person holding an appointment; and (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that — <ul style="list-style-type: none"> (i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and <p>(c) would, if proved, be —</p> <ul style="list-style-type: none"> (i) criminal offence; or (ii) disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. <p>(2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that —</p> <ul style="list-style-type: none"> (a) impairs, or could impair, public confidence in public administration; and (b) involves, or could involve, any of the following — <ul style="list-style-type: none"> (i) collusive tendering;

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Terminology	Definition
	<p>(ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)—</p> <p>(A) protecting health or safety of persons;</p> <p>(B) protecting the environment;</p> <p>(C) protecting or managing the use of the State's natural, cultural, mining or energy resources;</p> <p>(iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;</p> <p>(iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;</p> <p>(v) fraudulently obtaining or retaining an appointment; and</p> <p>(c) would, if proved, be—</p> <p>(i) criminal offence; or</p> <p>(ii) disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</p>
Detriment	<p>includes—</p> <p>(a) personal injury or prejudice to safety; and</p> <p>(b) property damage or loss; and</p> <p>(c) intimidation or harassment; and</p> <p>(d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and</p> <p>(e) financial loss; and</p> <p>(f) damage to reputation, including, for example, personal, professional or business reputation.</p>
Disability	<p>As defined in section 11 of the Disability Services Act 2006, for the purposes of this policy:</p> <p>(1) A disability is a person's condition that—</p> <p>(a) is attributable to—</p> <p>(i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or</p> <p>(ii) a combination of impairments mentioned in subparagraph (i); and</p> <p>(b) results in—</p> <p>(i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self care or management; and</p> <p>(ii) the person needing support.</p> <p>(2) For subsection (1), the impairment may result from an acquired brain injury.</p> <p>(3) The disability must be permanent or likely to be permanent.</p> <p>(4) The disability may be, but need not be, of a chronic episodic nature.</p>
Appropriate disclosure	<p>An appropriate disclosure is where:</p> <ul style="list-style-type: none"> the discloser honestly and reasonably believes the information provided tends to show the conduct or danger the information tends to show the conduct or danger regardless of the discloser's belief. <p>Information that 'tends to show' wrongdoing or danger must be more than a mere suspicion. There must be information that indicates or supports a view that the</p>

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Terminology	Definition
	wrongdoing or danger has or will occur. The discloser is not required to undertake any investigative action before making a PID. Information that 'tends to show' wrongdoing or danger must be more than a mere suspicion.
Discloser	A person who makes a disclosure in accordance with the Public Interest Disclosure Act 2010.
Employee	Of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	A person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Mal-administration	As defined in schedule 4 of the Public Interest Disclosure Act 2010, maladministration is administrative action that — a) was taken contrary to law; or b) was unreasonable, unjust, oppressive, or improperly discriminatory; or c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or d) was taken — (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or e) was an action for which reasons should have been given, but were not given; or f) was based wholly or partly on a mistake of law or fact; or g) was wrong.
Natural justice	Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected. The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are: • avoid bias; and • give a fair hearing • act only on the basis of logically probative evidence.
Organisational support	For the purposes of this policy, organisational support means actions such as, but not limited to: • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the agency's Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with

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Terminology	Definition
	<ul style="list-style-type: none"> maintaining contact with the discloser negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	<p>A person or organisation that is authorised under the Public Interest Disclosure Act 2010 to receive disclosures. Council would be authorised to receive a PID where:</p> <ul style="list-style-type: none"> the disclosure is about the conduct of council or its employees council is responsible for investigating the particular issue.
Public interest information	<p>Generally, for something to be in the public interest it needs to affect more than just one person's private or personal interests. It needs to affect a significant part of the public or community.</p>
Public sector officer	<p>A public <u>sector officer</u>, of a public sector entity, is an employee, member or officer of the a public sector entity.</p>
Reasonable belief	<p>A view which is objectively fair or sensible.</p>
Reasonable management action	<p>Action taken by a manager in relation to an employee, includes any of the following taken by the manager—</p> <ul style="list-style-type: none"> (a) a reasonable appraisal of the employee's work performance; (b) a reasonable requirement that the employee undertake counselling; (c) a reasonable suspension of the employee from the employment workplace; (d) a reasonable disciplinary action; (e) a reasonable action to transfer or deploy the employee; (f) a reasonable action to end the employee's employment by way of redundancy or retrenchment; (g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f); (h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.
Reprisal	<p>The term 'reprisal' is defined under the Public Interest Disclosure Act 2010 as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> has made or intends to make a disclosure; or has been or intends to be involved in a proceeding under the disclosure Act against any person. <p>Reprisal under the Public Interest Disclosure Act 2010 is a criminal offence and investigations may be undertaken by the Queensland Police Service. Occurs if a person causes or attempts to cause detriment to you, because they believe (whether or not this is actually the case) you:</p> <ul style="list-style-type: none"> have or intend to make a public interest disclosure; or have or intend to participate in proceedings under the Act. <p>The detriment could be an action (or threats of action) that results in:</p> <ol style="list-style-type: none"> <u>a physical or psychological injury</u> <u>loss or damage to property</u> <u>intimidation or harassment</u> <u>discrimination or disadvantage to your career, employment or business</u> <u>financial loss</u>

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Terminology	Definition
	<u>damage to reputation, for example, personal, professional or business reputation.</u>
<u>Specific</u>	<u>"precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</u>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance. Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.

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15. Related documents

[Public Interest Disclosure Procedure](#)

[Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Program](#)

[Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures](#)

[Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting](#)

[Public Interest Disclosure Webpage](#)

97. 22. Additional Resources from the Queensland Ombudsman's Website

[Public Interest Disclosure Video](#)

[What is a Public Interest Disclosure?](#)

[How to make a Public Interest Disclosure](#)

[Discloser Information and Support](#)

[A checklist for making a Public Interest Disclosure](#)

[The Ombudsman's Role in a Public Interest Disclosure](#)

[Public Interest Disclosure Assessment Resources](#)

105.16. Policy Owner

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



Version Control and Objective ID	Version No: 5	Objective ID: A5973022
Adopted at Council Ordinary Meeting on		
Date for Review		

1. Statement

Ipswich City Council (council) is committed to fostering an ethical, transparent culture. In pursuit of this, council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. This policy and the Public Interest Disclosure Procedure constitute Council's PID Management Program and demonstrates council's commitment to ensuring practical and effective procedures are implemented in accordance with the requirements of the *Public Interest Disclosure Act 2010* (Qld) (the Act) and the Public Interest Disclosure Standards.

2. Purpose and principles

By complying with the Public Interest Disclosure Act 2010 (the Act), council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- provide support to an employee who makes disclosures about matters in the public interest
- ensure protection from reprisal is afforded to persons making PIDs

This policy ensures council complies with section 28 of the Act and the PID Standards issued by the Office of the Queensland Ombudsman as the oversight agency under the Act.

3. Strategic plan links

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

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

4. Regulatory authority

- *Crime and Corruption Act 2001*
- *Local Government Act 2009*
- *Ombudsman Act 2001*
- *Public Interest Disclosure Act 2010* (Qld)

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- *Public Sector Ethics Act 1994*

5. Human rights commitment

Council has considered the human rights protected under the *Human Rights Act 2019* (Qld) 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 Human Rights Act 2019.

6. Scope

This policy applies to all councillors, council employees and contractors paid through council's payroll system and also extends to members of the public.

7. Roles and responsibilities

The CEO has designated the following roles and responsibilities for managing PIDs within council:

Role	Responsibilities	Officer
PID Coordinator	<ul style="list-style-type: none"> • principal contact for PID issues within council • review and update PID policies and procedures • maintain and update internal records of PIDs received • report data on PIDs to the Office of the Queensland Ombudsman • assess PIDs received in consultation with the Ethical Standards Manager • provide acknowledgment of receipt of PID to discloser • undertake risk assessments in consultation with disclosers and other relevant officers • liaise with other agencies about referral of PIDs • allocate support officer to discloser as required • co-ordinate tailored support for subject officer as required • provide advice and information to discloser on council's PID Policy • provide personal support and referral to other sources of advice or support as required • provide assistance to the internal investigator if required • facilitate updates on progress of investigation 	<p>Governance Services Officer 07 3810 6228 PIDS@ipswich.qld.gov.au</p>

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Role	Responsibilities	Officer
	<ul style="list-style-type: none"> maintain a list of trained support officers who are available to take on support assignments when required. 	
Ethical Standards Manager	<ul style="list-style-type: none"> assess PIDs received in consultation with the Governance Services Officer notify Crime and Corruption Commission of a PID where it concerns corrupt conduct conduct investigations (where applicable) in relation to PID matters to gather evidence and determine findings liaise with PID Coordinator to facilitate updates on progress of investigations in relation to PIDs provide information, guidance and advice in accordance with council's PID Policy & Procedure liaise with the Manager, People and Culture should an external investigator need to be appointed assess investigation outcomes and identify changes that may be required and provide to CEO within 60 days. 	Ethical Standards Manager Ph: 07 3810 6798
PID Support Officer	<ul style="list-style-type: none"> provide advice, information and support to discloser, subject officer or witnesses provide personal support and referral to other sources of advice or support as required facilitate updates on progress of investigation proactively contact discloser throughout PID management process. undertake PID support officer training to stay informed about best practices and effective strategies for supporting individuals who make disclosures. 	The Governance Services Officer maintains a list of trained support officers.
Investigator	<ul style="list-style-type: none"> impartially investigate the information contained in the disclosure prepare report for delegated decision-maker. 	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations. Refer Reporting and Investigating Suspected Corrupt Conduct, Stolen, Missing or Maliciously Damaged Council Property or Assets Procedure.

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Role	Responsibilities	Officer
Delegated decision-maker	<ul style="list-style-type: none"> review investigation report and determine whether alleged wrongdoing is substantiated. 	An appropriate decision-maker will be appointed for each PID investigated.

8. Key stakeholders

The following will be consulted during the review process:

- Chief Audit Executive
- Chief Executive Officer
- Councillors
- Ethical Standards Manager
- Manager, People and Culture
- Governance Services Officer (PID Coordinator)

9. What is a PID?

A PID is a disclosure of perceived wrongdoing in the public sector that serves the public interest. For an allegation to be considered a PID under the Act, it must be:

- **public interest information** about **serious wrongdoing or danger**
- an **appropriate disclosure**
- made to a **proper authority**.

Once considered a PID it will attract the protections under the Act.

10. Making a PID

Any person, including a public sector officer and members of the public may make a PID regarding any of the following:

- substantial and specific danger to public health and safety, or to a person with a disability
- substantial and specific danger to the environment caused by the commission of an offence or contravention of a condition in certain environmental legislation
- reprisal action in relation to a PID.

Reprisal action against a discloser is an offence. A reprisal occurs if a person causes or attempts to cause damage or harm to the discloser because they believe the discloser has:

- made or intends to make a PID
- taken part in or intends to take part in procedures under the Act.



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A disclosure can be made via the following methods:

Email: PIDS@ipswich.qld.gov.au
Letter: Ipswich City Council
Attn: Governance Services Officer
PO Box 191
Ipswich Qld 4305
Phone: 3810 6228

Public sector officers can also make a PID about:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way
- substantial misuse of public resources
- substantial and specific danger to public health or safety
- substantial and specific danger to the environment

PIDs can be reported to:

- An officer's manager or supervisor
- Public Interest Disclosure Coordinator, Governance Services Team
- Ethical Standards Manager
- Chief Audit Executive
- Manager, People and Culture
- General Managers
- Chief Executive Officer

Council has also engaged an independent external intake service, PKF, for the purposes of providing another confidential mechanism for employees to report wrongdoings when they are not comfortable reporting such matters internally. PKF's contact details are available on Council's intranet under the "Report a Concern" tab on the home page, and within the PID Procedure.

When making a PID, you have a responsibility to:

- provide honest and accurate information; deliberately providing false or misleading information is an offence
- provide all information currently in your possession; you must not seek to investigate the matter yourself.

There is no specific format required for making a PID however to enable the best assessment and investigation, providing the details in writing is preferred. PIDs may also be made verbally and anonymously.

If a discloser wishes to remain anonymous it is important that as much information as possible is provided to allow for proper assessment. Contact details could be an email



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address that is created for the purpose of making the disclosure or a telephone number. If contact details are not provided, an anonymous discloser cannot be followed up for additional information and will not receive outcome advice from council.

11. Assessing a PID

All disclosures will be assessed by the Governance Services Officer and/or the Ethical Standards Manager to determine whether it meets the requirements of the Act. Disclosure assessments are considered complete once the required notice has been provided to the discloser. The decision cannot be re-made or revoked unless the discloser requests a review of the decision in writing.

12. Referring a PID

If Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency
- the agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the *Crime and Corruption Act 2001*).

The confidentiality obligations of the PID Act permit appropriate officers of council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by council.

13. Monitoring and evaluation

In accordance with its obligations under the Act, council will ensure that:

- accurate data is collected about the receipt and management of PIDs
- anonymised data is reported to the Office of the Queensland Ombudsman in its role as the oversight agency, through the PID reporting database (RaPID)
- Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

This policy and associated web page will be reviewed in accordance with council's four year review cycle or sooner if required.

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14. Definitions

Terminology	Definition
Appropriate disclosure	<p>An appropriate disclosure is where:</p> <ul style="list-style-type: none"> the discloser honestly and reasonably believes the information provided tends to show the conduct or danger the information tends to show the conduct or danger regardless of the discloser's belief. <p>Information that 'tends to show' wrongdoing or danger must be more than a mere suspicion. There must be information that indicates or supports a view that the wrongdoing or danger has or will occur. The discloser is not required to undertake any investigative action before making a PID.</p> <p>Information that 'tends to show' wrongdoing or danger must be more than a mere suspicion.</p>
Discloser	A person who makes a disclosure in accordance with the Public Interest Disclosure Act 2010.
Proper authority	<p>A person or organisation that is authorised under the Public Interest Disclosure Act 2010 to receive disclosures. Council would be authorised to receive a PID where:</p> <ul style="list-style-type: none"> the disclosure is about the conduct of council or its employees council is responsible for investigating the particular issue.
Public interest information	Generally, for something to be in the public interest it needs to affect more than just one person's private or personal interests. It needs to affect a significant part of the public or community.
Public sector officer	A public sector officer, is an employee, member or officer of a public sector entity.
Reasonable belief	A view which is objectively fair or sensible.
Reprisal	<p>Occurs if a person causes or attempts to cause detriment to you, because they believe (whether or not this is actually the case) you:</p> <ul style="list-style-type: none"> have or intend to make a public interest disclosure; or have or intent to participate in proceedings under the Act. <p>The detriment could be an action (or threats of action) that results in:</p> <ol style="list-style-type: none"> a physical or psychological injury loss or damage to property intimidation or harassment discrimination or disadvantage to your career, employment or business financial loss <p>damage to reputation, for example, personal, professional or business reputation.</p>
Specific	"precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial	'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.



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15. Related documents

Public Interest Disclosure Procedure

Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Program

Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures

Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting

Public Interest Disclosure Webpage

16. 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.

Doc ID No: A11781481

ITEM: 3

SUBJECT: LEASE RENEWAL OVER TRUST LAND AT 1 MILL STREET, ROSEWOOD

AUTHOR: SENIOR PROPERTY OFFICER (TENURE)

DATE: 14 NOVEMBER 2025

EXECUTIVE SUMMARY

This is a report concerning the proposed renewal over trust land located at 1 Mill Street, Rosewood, described as part of Lot 638 on SP157096 (the Land), between Ipswich City Council as Trustee (Council) and Australian Crawl (Goodna) Pty Ltd (ACG).

RECOMMENDATION

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception at section 236(1)(c)(iii) of the Regulation applies to the disposal of interest in land at 1 Mill Street, Rosewood more particularly described as part of Lot 638 and Plan SP157096, for public swimming pool purposes, because it is for renewal of a lease to the existing lessee.**
- B. That Council renew the lease (Council file reference number 6139 with Australian Crawl (Goodna) Pty Ltd (Lessee):**
- (i) at a commencing annual rent of \$1.00 if demanded, excluding GST, payable to Council, and**
 - (ii) at a commencing annual management fee as negotiated by the Chief Executive Officer, payable to the Lessee, and**
 - (iii) for a term of ten (10) years, with no options for extension.**

RELATED PARTIES

- Australian Crawl (Goodna) Pty Ltd
- There was no declaration of conflicts of interest

IFUTURE THEME

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The following lease is scheduled for renewal in accordance with the Quarterly Tenure Renewal Summary circulated to the Mayor and Councillors.

The Rosewood Aquatic Facility, located at 1 Mill Street, Rosewood, is situated on trust land designated as a Reserve for recreational purposes. The site comprises a range of aquatic and recreational improvements, including:

- A 25-metre, six-lane swimming pool with a depth of 1.8 metres
- A small, covered children's pool with a depth of 0.4 metres
- A fully enclosed and roofed 10-metre heated pool
- Covered picnic tables and benches
- A gym shed and outdoor gym equipment
- Spectator shelter
- Kiosk
- First aid building, amenities block, and pool plant building

The facility operates primarily during the summer season and is managed by AGC, which also oversees other leisure and fitness centres in the region. AGC has been the appointed operator since 2015, following a successful tender process.

Council completed a Request for Tender for the management of the facility in 2015. Australian Crawl (Goodna) Pty Ltd were successful in that Tender and subsequently entered into a lease from 18 September 2015 to 17 September 2025 for a management fee payable by Council commencing at \$62,000 per annum with an annualised figure calculated for each year after the first year. The current management fee is \$81,165.70.

Australian Crawl (Goodna) Pty Ltd are seeking a further 10-year term, with an annual fixed review increase to the management fee.

In accordance with Section 236(1)(c)(iii) of the *Local Government Regulation 2012*, Council may renew the leasehold interest in the land to the existing tenant without proceeding through a public tender or auction process. This exemption applies specifically to lease renewals with incumbent tenants.

The proposed lease terms are as follows;

Terms	Proposed Terms	Existing Terms
Agreement:	Trustee Lease	Trustee Lease
Commencement Date:	15/12/2025	18/09/2015
Expiry Date:	14/12/2035	17/09/2025
Options:	Nil	Nil
Management Fee:	\$84,412.00 per annum (excluding GST)	\$81,165.70 per annum (excluding GST)
Fixed Review	4% per annum	-
Permitted Use:	The operation and management of a public swimming pool, kiosk	Public swimming pool (and kiosk and sporting goods outlet).

	and sporting goods outlet, not inconsistent with this lease.	
--	--	--

LEGAL IMPLICATIONS

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

Local Government Act 2009

Local Government Regulation 2012

Land Title Act 1994

POLICY IMPLICATIONS

The proposed lease terms are consistent with the Council's endorsed *Tenure over Council Property* policy (the 'Policy')

RISK MANAGEMENT IMPLICATIONS

Risks of the Recommendation:

- Council forgoes potential rental income by charging a nominal rent, but this supports community benefit.
- Renewing the lease without a competitive process could raise transparency concerns, but is justified by the statutory exception and public purpose.
- Operational and legal risks exist but can be managed through lease conditions and compliance checks.
- A 10-year term with no extension may reduce future flexibility.

Risks of Alternatives:

- Running a public tender could disrupt pool services, attract little interest, or upset the community.
- Increasing rent or shortening the lease could make the pool financially unsustainable for the operator.

Risks of Not Approving:

- The pool may close, reducing community access and risking asset deterioration and reputational damage to Council.

Options Discarded:

- Public tender, higher rent, and shorter lease terms were considered but rejected due to higher risks of service disruption, financial instability, or negative community impact.

The recommended approach best balances community benefit, operational certainty, and manageable risk.

FINANCIAL/RESOURCE IMPLICATIONS

Council and ACG have agreed on a starting management fee of \$84,412 per annum (excluding GST), with a fixed annual increase of 4%. Under the terms of the lease, ACG is responsible for maintaining the premises in good repair throughout the lease term, excluding fair wear and tear and replacement due to end-of-life deterioration.

COMMUNITY AND OTHER CONSULTATION

There has been no community consultation in relation to this report by Council.

ACG have initially requested a term of 10 years with an annual adjustment to the management fee. The proposed adjustment would occur on 1 September each year and be calculated based on the greater of the following:

1. The annual increase in the Consumer Price Index (CPI), or
2. The percentage increase under the Fitness Industry Award.

The initial proposal was presented to ACG for a management fee of \$81,165.70 per annum (excluding GST), with a fixed annual review of 3%. In response, ACG requested a minimum annual increase of 5%, equating to \$85,224 per annum (excluding GST). Council proposed a management fee of \$84,412 per annum (excluding GST), with a fixed annual increase of 4%, which ACG has accepted subject to the decision of Council.

Key internal stakeholders were consulted to assess the feasibility and operational implications of the proposed lease arrangement:

- Property Services completed due diligence;
- Community and Cultural Services clarified that operational responsibility for aquatic facilities remains with AIS post 2019 restructure, and any input will be limited to programming.
- Infrastructure Strategy and relevant technical teams within Works and Field Services broadly supported the proposal, subject to clarification of maintenance roles. It was requested a termination clause be considered in the Lease allowing Council to consider the future delivery of works to replace the pool within the next proposed term of the lease.
- Several branches, including Asset Management, Security Services and Cultural Heritage and City Design did not provide feedback in the internal consultation period.

This feedback highlights the need for further cross-functional alignment and financial modelling to ensure the proposal is both operationally and financially sustainable.

This site was presented during the Councillor Briefing Session held on 28 October 2025, as part of broader discussions on lease proposals. The session provided elected representatives with visibility into negotiation progress and site-specific considerations.

CONCLUSION







The proposed renewal of the trustee lease at 1 Mill Street, Rosewood to Australian Crawl (Goodna) Pty Ltd supports the continued operation of the Rosewood Aquatic Facility for public benefit and aligns with Council's strategic objectives. The lease terms are consistent with legislative and policy frameworks, and the statutory exemption under section 236(1)(c)(iii) of the *Local Government Regulation 2012* justifies renewal without a competitive process. Internal consultation has confirmed broad support for the proposal. The recommended approach balances community benefit, operational certainty, and

manageable risk, enabling Council to proceed with the lease renewal and maintain access to aquatic services for the Rosewood community.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Recommendation A & B outlines Council will apply an exemption to dispose of a leasehold interest for a public swimming pool purpose.
(b) What human rights are affected?	No human rights are affected by this decision. This is because the lessee is a company (only individuals have human rights). Further, the subject matter of the lease may impact on the human rights of third parties. The following human rights may be affected; Recognition and equality before the law (section 15) Protection from torture and cruel, inhuman or degrading treatment (section 17) Freedom of movement (section 19) Freedom of expression (section 21) Peaceful assembly and freedom of association (section 22) Privacy and reputation (section 25)
(c) How are the human rights limited?	The proposed decision to enter the lease will potentially interfere to restrict with the rights identified above because the lessee will have the power to eject persons in particular circumstances.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Yes. Ejecting a person in particular circumstances is a reasonable approach to ensure health and safety. Less restrictive means would be warnings, etc, but it is anticipated that these would be utilised prior to any ejection
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Title Search  
2.	Property Plan  
3.	Survey Plan - Lease Area  
4.	CONFIDENTIAL Company Annual Accounts - year ended 30 June 2024

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”

INTERNAL CURRENT RESERVE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 26/07/2024 10:34

Title Reference: 49005736

Date GAZETTED: 19/07/1919

PAGE: 176

Opening Ref: RES 79-159
Purpose: RECREATION
Sub-Purpose:
Local Name: ANZAC PARK
Address: ROSEWOOD ARATULA ROAD, ROSEWOOD
County (R) No: R284
File Ref: RES 79-159 3

TRUSTEES

IPSWICH CITY COUNCIL Gazetted on 07/03/2003 Page 796

LAND DESCRIPTION

LOT 638 SURVEY PLAN 157096 Gazetted on 21/03/2003 Page 1002
Local Government: IPSWICH

Area: 7.200000 Ha. (ABOUT)

EASEMENTS AND ENCUMBRANCES

1. TRUSTEE LEASE No 716975811 23/12/2015 at 09:47
AUSTRALIAN CRAWL (GOODNA) PTY LTD A.C.N. 120 208 255
OF LEASE A ON SP234921
TERM: 18/09/2015 TO 17/09/2025 OPTION NIL
Lodged at 09:47 on 23/12/2015 Recorded at 10:03 on 08/01/2016
2. TRUSTEE LEASE No 721228608 04/11/2021 at 14:47
RETURNED AND SERVICES LEAGUE OF AUSTRALIA (QUEENSLAND
BRANCH) ROSEWOOD SUB BRANCH INCORPORATED
OF PART OF THE GROUND FLOOR (LEASES S3, S4 AND S5)
TERM: 01/11/2021 TO 31/10/2031 OPTION NIL
Lodged at 14:47 on 04/11/2021 Recorded at 15:51 on 16/11/2021

ADMINISTRATIVE ADVICES

Dealing	Type	Lodgement Date	Status	Location
716385750	LAND NOTICE	24/03/2015 08:54	CUR	IH-GEN -00
SEC 48 (2) LAND ACT 1994				
UNREGISTERED DEALINGS - NIL				

Caution - Charges do not necessarily appear in order of priority

** End of Current Reserve Search **



Ipswich City Council

1 Nicholas Street
PO Box 191
IPSWICH QLD 4305
Australia

Telephone

(07) 3810 6666

Fax

(07) 3810 6731

Email

council@ipswich.qld.gov.au

Web

www.ipswich.qld.gov.au

Business Hours

8:00am - 4:30pm (Mon - Fri)

Property Plan



PROPERTY DETAILS

Address: 1 Mill Street Rosewood Qld 4340

Lot Plan: 638SP157096

Owner: Ipswich City Council Program 33

Area: 72000m²

MAP DETAILS

Scale:

1:6,188

Metres 100 200



LEGEND



Selected Property



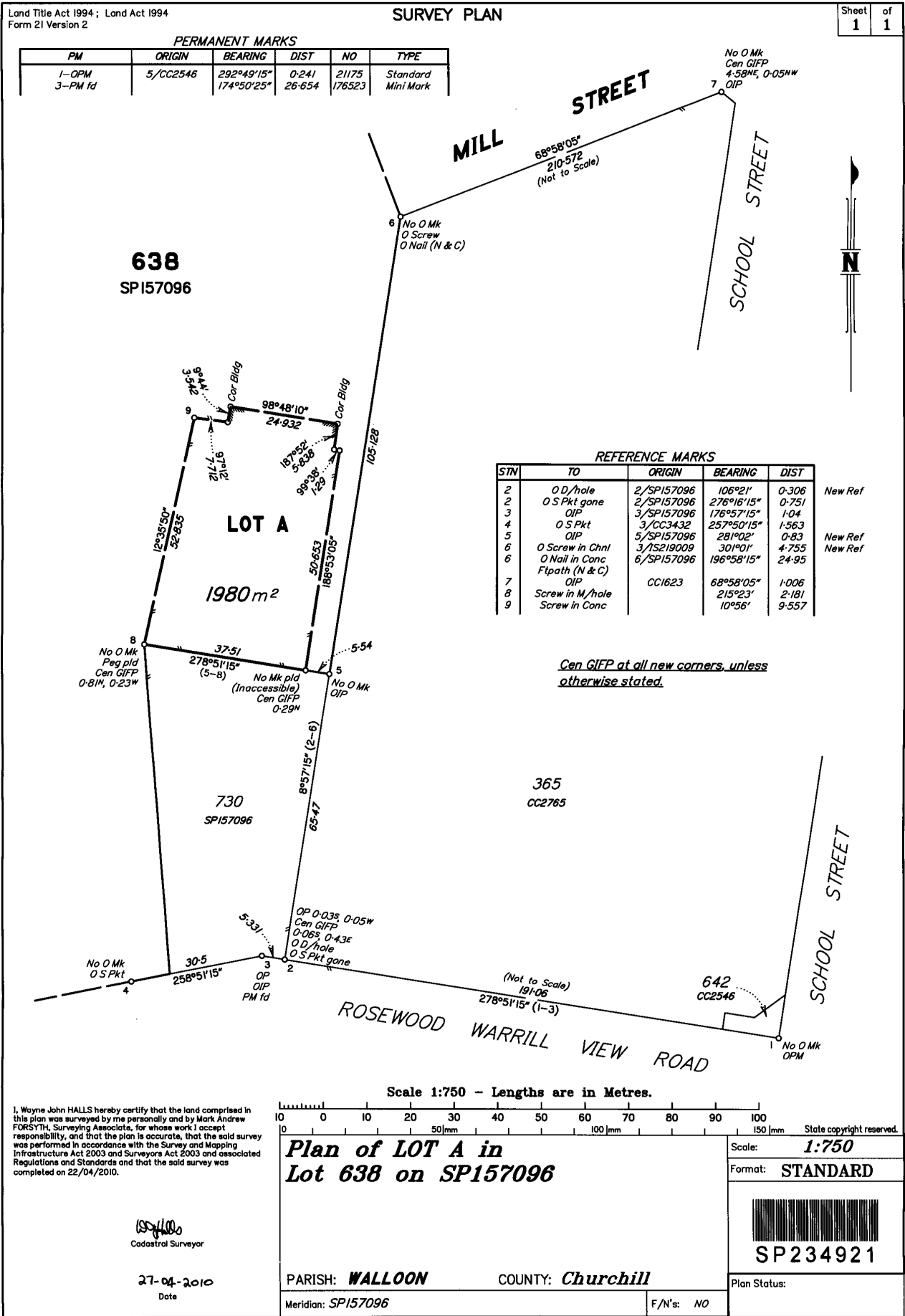
23 House Number / Boundary


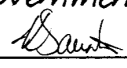



Easement

Item 3 / Attachment 2.

PROPERTY DETAILS			
Published Date: 06/06/2025			
Address:	1 Mill Street Rosewood Qld 4340	Suburb:	Rosewood
LotPlan:	638SP157096	Postcode:	4340
Area:	72000m ²	Division:	Division 4
Tenure:	Tenure: RE Description: RESERVE		
RATING DETAILS			
PPN:	123817	Assessment :	1467
Owner:	Ipswich City Council Program 33	Mail Address:	Ipswich City Council Program 33 Ipswich City Council PO Box 191 IPSWICH QLD 4305
Land Use:	Code: 5059 Description: Club Non Business Council	Rates:	Code: 741 - State Govt Emergency & Fire Levy - Group 2D
Dogs:	No Registered Dog		
WORK AREA DETAILS			
Census:	SA1: 31002128209 SA2: 31002128 SA3: 31002 SA4: 310 Mesh Block: 30562471200 Block Category: Education	Historic Flood:	1974 Affected: False 2011 Affected: True 2022 Affected: true
IE Work Area:	District 3 - Western Team	PRS Planning Team Area:	Development - West Team
PRS Engineering Teams Areas:	Team Name: West Technical Officer : Adrian Bulley Team Name: West - Delivery Team B Technical Officer : Amit Giri	PRS Regulatory Work Area:	Area 1: PRS Compliance - Development 4 Area 2: PRS Compliance - Local Laws Investigation 2 Area 3: PRS Compliance - Animal Management 4 Area 4: PRS Compliance - Littering and Dumping 3
Waste Work Area:	Zone 4	Catchment:	Catchment: Bremer River Subcatchment: Western Creek
PLANNING & DEVELOPMENT DETAILS			
Zones:	REC03 - Recreation	Development Constraints:	Heritage - Identified Places Historic Miscellaneous Heritage OV14 Rail Corridor Noise Impact Management Area OV5 Adopted Flood Regulation Line OV5 Drainage Assessment Area OV7A Building Height Restriction Area 90m OV7A Outer Horizontal Surface RL 176.5 OV7B 13km Existing Committed Urban Townships Buffer OV9 Rosewood Wastewater Treatment Buffer
Divisions buffered 50m:	Division 4		



<p style="text-align: center; font-size: 1.2em; font-weight: bold;">714292127</p> <p style="text-align: right; font-weight: bold;">\$275.50</p> <p style="text-align: right; font-size: 0.8em;">01/02/2012 12:46</p> <p style="font-weight: bold;">CE 403</p>	<p style="text-align: center; font-weight: bold;">WARNING : Folded or Mutilated Plans will not be accepted. Plans may be rolled. Information may not be placed in the outer margins.</p>																					
<p>1. Certificate of Registered Owners or Lessees.</p> <p>1/We <u>IPSWICH CITY COUNCIL</u></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Names in full)</p> <p>* as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.</p> <p>* as Lessees of this land agree to this plan.</p> <p>Signature of *Registered Owners *Lessees</p> <p style="text-align: center;">  <u>IPSWICH CITY COUNCIL</u> Signed by Paul Pisasale, on 23rd January 2012 in accordance with section 236 of the Local Government Act 2009  <u>Witness</u> <u>K. SAUNTER</u> Name of witness <small>* Rule out whichever is inapplicable</small> </p> <p>2. Local Government Approval.</p> <p>* hereby approves this plan in accordance with the: %</p> <p>Dated this day of</p> <p>..... #</p> <p>..... #</p> <p><small>* Insert the name of the Local Government. % Insert Integrated Planning Act 1997 or # Insert designation of signatory or delegation Local Government (Planning & Environment) Act 1990</small></p>	<p>5. Lodged by BE 2383</p> <p style="text-align: center;">Horrell Legal PO Box 2209 Newstead Qld 4006 07 38542342</p> <p style="text-align: right; font-size: 0.8em;">(Include address, phone number, reference, and Lodger Code)</p>																					
<p>3. Plans with Community Management Statement :</p> <p>CMS Number :</p> <p>Name :</p>	<p>4. References :</p> <p>Dept File :</p> <p>Local Govt :</p> <p>Surveyor : HPM00005sp</p>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">6. Existing</th> <th colspan="5" style="text-align: left;">Created</th> </tr> <tr> <th style="text-align: left;">Title Reference</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">New Lots</th> <th style="text-align: left;">Road</th> <th style="text-align: left;">Emts</th> <th style="text-align: left;">Cov.</th> <th style="text-align: left;">Profit a prendre</th> </tr> <tr> <td>49005736</td> <td>Lot 638 on SP157096</td> <td>Lot A</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		6. Existing		Created					Title Reference	Description	New Lots	Road	Emts	Cov.	Profit a prendre	49005736	Lot 638 on SP157096	Lot A				
6. Existing		Created																				
Title Reference	Description	New Lots	Road	Emts	Cov.	Profit a prendre																
49005736	Lot 638 on SP157096	Lot A																				
<p>7. Portion Allocation :</p> <p>8. Map Reference : 9442-43142</p> <p>9. Locality : ROSEWOOD</p> <p>10. Local Government : IPSWICH CITY COUNCIL</p> <p>11. Passed & Endorsed :</p> <p>By : Wayne John Hallis Date : 27-04-2010 Signed :  Designation : Cadastral Surveyor</p>		<p>12. Building Format Plans only.</p> <p>I certify that :</p> <p>* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road.</p> <p>* Part of the building shown on this plan encroaches onto adjoining * lots and road</p> <p>Cadastral Surveyor/Director* Date <small>*delete words not required</small></p> <p>13. Lodgement Fees :</p> <p>Survey Deposit \$</p> <p>Lodgement \$</p> <p>.....New Titles \$</p> <p>Photocopy \$</p> <p>Postage \$</p> <p>TOTAL \$</p> <p>14. Insert Plan Number SP234921</p>																				

Doc ID No: A12102163

ITEM: 4

SUBJECT: ACQUISITION OF EASEMENTS FOR INF05136 - EAST IPSWICH CATCHMENT
STAGE 3 DRAINAGE PROJECT

AUTHOR: SENIOR PROPERTY OFFICER (ACQUISITIONS AND DISPOSALS)

DATE: 4 NOVEMBER 2025

EXECUTIVE SUMMARY

This is a report concerning the acquisition of three (3) drainage easements (Easements) over the Subject Land identified in Attachment A. The Easements will facilitate the rehabilitation of part of the stormwater network within the East Ipswich catchment.

RECOMMENDATION

- A. That pursuant to Section 6(1) of the *Acquisition of Land Act 1967 (Qld)*, Council as “*constructing authority*” proceed to acquire three (3) easements over the Subject Land identified in Attachment A, (Council file reference number 6845), for a drainage purpose.
- B. That in the first instance, the method of acquiring the easements will be by agreement with the affected parties in accordance with Division 3, *Acquisition of Land Act 1967 (Qld)*; however, where agreement cannot be reached, or operational timeframes intervene, the method of acquiring the subject easement will be in accordance with Division 2, *Acquisition of Land Act 1967 (Qld)*.

RELATED PARTIES

Landowners and interest holders of the Subject Land identified in Attachment A.

There were no declarations of conflicts of interest.

IFUTURE THEME

Vibrant and Growing

PURPOSE OF REPORT/BACKGROUND

Investigations into the East Ipswich stormwater network commenced in 2019 and identified significant infrastructure issues. The network includes outdated small clay pipes (including old sewer lines) and undocumented sections. Over time, uncontrolled property connections and build-overs have further compromised the system.

A catchment-wide assessment was completed in 2020 and assisted Council in developing a staged approach to manage identified risks, minimise disruption and align works with available funding.

Stage 3 will focus on improving the upstream section of the stormwater network, extending from Feeney Lane through to Chermside Road and connecting into the works planned for Northcote Street (Stage 2).

Due to the natural slope and grading of the catchment, the improved system will require passage through residential land along with the acquisition of three (3) drainage easements, providing Council with access for future maintenance and protection over the infrastructure.

LEGAL IMPLICATIONS

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

Acquisition of Land Act (Qld) 1967

Local Government Act 2009

Land Title Act 1994

Body Corporate and Community Management Act 1997

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Risks of adopting report recommendations include:

- A financial risk in the event that a claim for compensation cannot reach settlement with a landowner or interest holder (mortgagee, lessee etc.). This could result in the accumulation of ongoing legal and other professional fees, including costs associated with Land Court proceedings.
- An operational risk should an application to the relevant Minister be unsuccessful, subsequently stalling the delivery of the project until the compulsory process can recommence and another application made for the taking of the interests in the land.

Risks of not adopting report recommendations include:

- A reputational and operational risk being that project works cannot be delivered without securing the interests in the land, leaving an outdated and problematic drainage system in place.

FINANCIAL/RESOURCE IMPLICATIONS

Funding is available in the 2025-2026 FY budget for expenses relating to the acquisition of the easements under Council's adopted three-year Capital Works Program. Acquisition related expenses include payments of compensation, transfer duty and registration of new plans of survey and easement documents with Titles Queensland.

Council will seek to acquire the easements by agreement, however, if an agreement cannot be reached and the easements are resumed by compulsory acquisition, expenses relating to Land Court proceedings will also form part of the project budget.

COMMUNITY AND OTHER CONSULTATION

Internal Stakeholder Engagement

Property Services will continue to work with Council's Capital Delivery Branch and Legal Services who support the recommendations within this report and will be working together to achieve the recommended outcomes.

External Stakeholder Engagement

Throughout the investigation stage of the project, notifications have been issued to properties within the affected area providing details on the project and the investigation works.

From February to August 2025, Council officers have been liaising with the landowners of the three (3) properties that would be directly impacted by an easement acquisition. The feedback to date has been positive, with landowners supportive of the project designs and easement requirements.

CONCLUSION

It is recommended that Council proceed with the acquisition of the three (3) proposed easements over the Subject Land, as a "Constructing Authority" under the *Acquisition of Land Act 1967 (Qld)*.

In the first instance, Council will make all reasonable attempts to negotiate by agreement with the landowners, however if this is unsuccessful, Council will exercise its power under the *Acquisition of Land Act 1967 (Qld)* and make application to the relevant Minister for the easements to be taken.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Acquisition of drainage easements over private property either by way of negotiated purchase or compulsory acquisition under the <i>Acquisition of Land Act 1967 (Qld)</i> .
(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. Limitation: cannot be 'arbitrarily' deprived of property (i.e. by conduct that is capricious, unpredictable or unjust).
(c) How are the human rights limited?	The decision to acquire the interest in the land is interfering with the owner's right to not be deprived of their property.

(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	The limitation of human rights in this instance is arguably not 'arbitrary' interference as it is undertaken in accordance with the regulatory framework of the Acquisition of Land Act 1967 (Qld) and in accordance with the law.
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

	CONFIDENTIAL
1.	Property Title Searches
2.	Proposed Easement Areas

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)

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Doc ID No: A12086960

ITEM: 5

SUBJECT: PROCUREMENT: SIGNIFICANT CONTRACTING PLAN, ELECTRONIC SECURITY SERVICES

AUTHOR: CATEGORY SPECIALIST

DATE: 3 OCTOBER 2025

EXECUTIVE SUMMARY

This is a report concerning a Significant Contracting Plan for Electronic Security Services.

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 Electronic Security Services as detailed in Attachment 1.

RELATED PARTIES

There were no declarations of conflicts of interest

IFUTURE THEME

Safe, Inclusive and Creative

PURPOSE OF REPORT/BACKGROUND

Ipswich City Council is seeking approval to adopt a Significant Contracting Plan (SCP) for the procurement of Electronic Security Services, in accordance with section 221 of the Local Government Regulation 2012. This plan supports the strategic sourcing of services essential to maintaining Councils Safe City Network and Asset Protection and Corporate Security.

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 the Procurement and Contracts Manual. No other policies have been identified that would be impacted.

RISK MANAGEMENT IMPLICATIONS

Risks are outlined within Attachment 1 – Significant Contracting Plan.

A new market approach is required, allowing establishment of contractual arrangements with a transition of services (where required) to allow for continuity of services to Council and the community. Should the recommendation not be adopted, there is potential risk concerning on-going service delivery.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial implications from approving this Significant Contracting Plan.

COMMUNITY AND OTHER CONSULTATION

Consultation was undertaken with Safe City and the ICT Branch.



CONCLUSION

It is recommended that Council adopt the Significant Contracting Plan relating to Electronic Security Services.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	The Recommendation states that Council adopt the Significant Contracting Plan for Electronic Security Services.
(b) What human rights are affected?	No human rights are affected by this decision. This is because this is a 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.	Significant Contracting Plan - Electronic Security Services  
----	---

Katie McIntosh

CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Shyanne Ward

ICT CATEGORY MANAGER

I concur with the recommendations contained in this report.

Tanya Houwen

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Larry Waite

SAFE CITY AND ASSET PROTECTION MANAGER

I concur with the recommendations contained in this report.

Matt Smith

GENERAL MANAGER (CORPORATE SERVICES)

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER (COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT)

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

IPSWICH CITY COUNCIL | Significant Contracting Plan

Contract Name: Electronic Security Services
CES Number: 250910-000127

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

Ipswich City Council is seeking approval to adopt a Significant Contracting Plan (SCP) for the procurement of Electronic Security Services, in accordance with section 221 of the *Local Government Regulation 2012*. This plan supports the strategic sourcing of services essential to maintaining the security of Ipswich City Councils community, facilities and officers.

The current contract is set to expire in August 2026, prompting the need to explore a new contractual arrangement. The proposed contract is valued at \$15million (excl GST) over its full term, with an initial term of 2 years and extension options up to 8 years (makeup to be determined on consideration of suppliers' tender).

Key objectives of the SCP are to: -

- Outline the objectives of the contract;
- Explain how those objectives will be measured;
- Explore alternative ways to achieve the objectives, and why the alternate ways were not adopted;
- Advise the proposed contractual arrangement; and
- Provide a risk analysis of the market in which the proposed contract will be made.

The objectives of the contract include:

- Reducing crime and antisocial behaviour in public spaces in close collaboration with Queensland Police and relevant council areas
- To support a safe, inclusive, and vibrant city environment where people can confidently live, work, socialise, and enjoy public spaces, knowing that proactive and proportionate safety measures are in place to protect community wellbeing.
- The security and safety of council owned assets and infrastructure through various measures including, but not limited to, electronic access control, intruder alarms systems, security cameras, and related infrastructure.

The procurement strategy involves dividing the contract into 2 separable portions, allowing contractors who specialise in their field to tender for that portion only. Each portion will be evaluated separately, and the contracts may be awarded to the same, or different suppliers. This approach improves service quality and encourages competitive participation by those who may not have previously been able to produce a competitive tender.

IPSWICH CITY COUNCIL | Significant Contracting Plan

A comprehensive market analysis has been completed and has indicated a wide market of suppliers with low revenue volatility. The specifications should emphasise compliance with relevant standards, performance-based KPIs should be included.

The recommended procurement method is an open tender. This approach allows a wider supplier participation and promotes competitive pricing, enhances accountability and opens opportunity for emerging suppliers, driving value for money.

PROCUREMENT STRATEGY

1. Procurement activity/project details

Procurement Project Details	
Works, Goods and/or Services Required	Electronic Security Services Separable Portion 1 – Safe City Network Separable Portion 2 – Asset Protection / Corporate Security
Estimated Contract Value (Expressed as total cost over life of contract Ex. GST and is budget approved)	Total Spend: \$ 15,000,000 (ex. GST) over the entire term including any extension options.
Financial Delegate	Sonia Cooper, Chief Executive Officer via Council Resolution
Workplace Health and Safety Assessment	A Safety Risk Assessment has been conducted and this procurement activity is considered at risk rating: Tier 2
Value / Risk Assessment	The Value Risk Matrix (VRM) classifies this procurement activity as: Leveraged
Sourcing Timeline	November 2025 – June 2026 <ul style="list-style-type: none">- December 2025 – SCP to Council for resolution- February 2026 – Tender released- April 2026 – Evaluations- May 2026 – Recommendation to Award to Council for resolution- May 2026 – Contract negotiations- June 2026 – Contract Award- August 2026 – New contract to commence

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 | Significant Contracting Plan

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. This procurement activity seeks to deliver benefit across one or more of the Council's four iFuture themes, primarily:

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

The proposed contract aims to maintain and report on electronic security services assets, reduce the operational costs, and extend the life of the assets within the Electronic Security Services area.

Objectives	
What are the objectives of this contract?	<ul style="list-style-type: none"> • To reduce crime and antisocial behaviour in public spaces in close collaboration with Queensland Police and relevant council areas, through a strategic, evidence based, approach that prioritises environmental design interventions (CPTED) and only considers surveillance infrastructure (such as proactive cameras) when other preventative measures have been exhausted or proven ineffective. • To support a safe, inclusive, and vibrant city environment where people can confidently live, work, socialise, and enjoy public spaces, knowing that proactive and proportionate safety measures are in place to protect community wellbeing. • The security and safety of council owned assets and infrastructure through various measures including, but not limited to, electronic access control, intruder alarms systems, security cameras, and related infrastructure. • Maintain inhouse data hosting and storage to the high level of cyber security currently in place, and adherence to essential 8 framework.
How will objectives be achieved?	<ul style="list-style-type: none"> • Engaging up to 2 contractors to allow the contractors to specialise in the 2 distinct security requirements • The successful contractor/s will be responsible for <ul style="list-style-type: none"> - maintaining and providing preventative maintenance on electronic security assets, including condition reports, innovative opinions, overviews and highlights pertaining to the network to ensure maximum uptime - conducting a full system audit with a focus on identifying and reporting (CPTED) issues - participating in joint operations or intelligence-sharing sessions with Ipswich City Council - Maintaining training and accreditation requirements - Maintaining cyber security requirements and upgrades as necessary to align with the essential 8 framework. • Performance and reporting requirements established clearly within the contracts and monitored by the Safe City and Procurement Branch • Documented resolution process for issues and incidents

IPSWICH CITY COUNCIL | Significant Contracting Plan

	<ul style="list-style-type: none"> Longer term engagement to encourage relationship growth, trust, community confidence and certainty for suppliers Contract management plan to be established
How will achievement of objectives be measured?	<ul style="list-style-type: none"> Reduction in reported incidents in targeted public spaces (theft vandalism, assault) Fewer complaints logged to council or police regarding loitering, harassment, or disorderly conduct Increase in the communities sense of safety and comfort in public spaces Frequency and quality of regular meetings and reports Effective preventative maintenance program resulting in a reduction in average downtime of Council assets and equipment Faster response and recovery times for damaged or compromised assets
What are the alternative ways of achieving the objectives? Include reasons for not adopting alternative ways.	<ul style="list-style-type: none"> Expand Councils Safe City team to internally to deliver these services <ul style="list-style-type: none"> Recruiting, training, and retaining employees with security expertise and qualifications is time-consuming and costly Contractors can scale up or down quickly to meet seasonal or hotspot demands, whereas Council cannot be as flexible Contractors have access to broader expertise (e.g., surveillance tech, risk analysis) Security operations require strict compliance with licensing and regulatory standards, which contractors already meet Increase Collaboration with Queensland Police <ul style="list-style-type: none"> Safe City already work closely with Queensland Police Queensland police will have resource constraints and competing demands and are unable to provide the monitoring and service currently delivered by Ipswich City Council to the community Safe City program is focused on preventing incidents, whereas Queensland Police work is responding to incidents Invest directly in CPTED interventions—lighting, landscaping, sightlines, seating, and activation of underused space <ul style="list-style-type: none"> This is a long-term strategy which has been addressed in Councils LGIP, however it takes time to plan, fund and implement, it doesn't offer immediate deterrent and cannot be used as a standalone alternative Invest in training the public for community safety "Neighbourhood watch" programs, to encourage positive social norms, peer accountability, proactive reporting and participation. <ul style="list-style-type: none"> This cannot be used as a standalone alternative

3. Supply Market Analysis and Strategic Considerations

The Australian Electronic Security Services industry, valued at approximately AU\$13.9 billion in 2025, has demonstrated stable growth over the past five years, with a compound annual growth rate (CAGR) of 1.6%. This stability is largely attributed to long-term contracts with government agencies, financial institutions, and large corporations, which help buffer the industry against economic volatility.

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Key services include mobile patrols, alarm monitoring, cash-in-transit, and security consulting, with demand driven by rising crime rates and regulatory compliance requirements, such as the *Security of Critical Infrastructure (SOCI) Act 2018*.

With over 6,700 businesses and 92,000 employees, the industry offers a broad supplier base. However, differentiation is increasingly based on compliance, innovation, and service quality. The competitive landscape is fragmented, with major players like MSS Security, Wilson Group, and Linfox holding significant market share through scale and integrated offerings.

The industry is characterised by low revenue volatility and moderate barriers to entry, which support supplier reliability while also enabling competitive pricing. Technological integration, particularly in AI, IoT, and remote monitoring, is reshaping service delivery, making vendor capability in digital security a key evaluation criterion.

Local Buy's Security Services panel includes a number of pre-qualified suppliers, demonstrating a strong local capacity within the Ipswich region. However, due to the specialised qualifications required for the software used in the Safe City network, the panel cannot be leveraged. Not all identified and capable suppliers are members of this panel, which limits its applicability for this project.

To ensure alignment with the project scope and to maintain confidence in supplier availability and competitive engagement, an open tender process is recommended. This approach allows access to all suitably qualified suppliers, fostering broader competition and ensuring the best outcomes for the Safe City initiative.

Research indicates that specifications should emphasise compliance with SOCI and other relevant standards, and the contract should include performance-based KPIs for service quality and innovation. Evaluation criteria could include capability assessments, particularly in digital and integrated service delivery.

Council currently contracts one single supplier for the contract scope, however given that suppliers often specialise in different aspects of security services, splitting the contract, which has previously been offered as a single package, into separable portions will allow for the selection of the most capable supplier for each component. This approach promotes specialisation, innovation, and value for money.

The separable portions for the procurement activity include: -

- Separable Portion 1 – Safe City Network
- Separable Portion 2 – Asset Protection / Corporate Security

3.1. 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
Commercial / Compliance	<ul style="list-style-type: none"> • Council engages with a supplier that does not have the necessary safeguards to comply with the contract. 	<ul style="list-style-type: none"> • Supplier due diligence to be conducted as part of the tender evaluation process. To include ABN & ASIC search and confirmation, insurance levels confirmation, WHS approval from Council, ICT Security Review (if SaaS products), legislative requirements checks and references checks completed.
Failure to complete and / or non-	<ul style="list-style-type: none"> • Potential variation and costs increases /disputes 	<ul style="list-style-type: none"> • Ensure a clear and concise specification • Allow adequate timeframes

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Risk	Consequence	Mitigation
compliance of the supplier		<ul style="list-style-type: none"> Establish agreed Service Level Standards and expectations (KPIs) and ensure these are reflected through Contract documentation Include penalty clauses, or service credit clauses in contract for failure to meet Service Level Standards and KPI's Ensure program of work is reviewed and agreed upon prior to commencement of contract.
Vendor lock in	<ul style="list-style-type: none"> High switching costs Dependency on single vendor 	<ul style="list-style-type: none"> Prefer open standards and modular software Disqualification of locked in systems with single vendor during RFT Negotiate data portability clauses in contract
Supplier Risk	<ul style="list-style-type: none"> Service delivery impacted 	<ul style="list-style-type: none"> Non-performance, supplier fails to delivery on time or meet quality standards Single source dependency – relying on one supplier increases vulnerability Schedule of rates with defined price review mechanism provide greater flexibility in delivery and growth, while providing a level of certainty in budget forecasting
Fragmented Supplier Base	<ul style="list-style-type: none"> Engaging supplier lacking scale, compliance or operational resilience 	<ul style="list-style-type: none"> Consideration of tender and evaluation criteria to ensure thorough and vetting of tenderers licencing, financial stability and service quality.
Rapid technology advances	<ul style="list-style-type: none"> Lock in of vendor who fails to innovate and may become obsolete 	<ul style="list-style-type: none"> Requirement for roadmaps and integration capabilities.
Labour and Capacity constraints	<ul style="list-style-type: none"> Skill shortages lead to unskilled labour 	<ul style="list-style-type: none"> Strict minimum training and skill requirements written into tender and contract.

3.2. 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 sourcing and contract/s strategy is an Open Tender.

With the low revenue volatility in the market, an open tender allows a wider supplier participation and promotes competitive pricing, enhances accountability and opens opportunity for emerging suppliers. While the probable high volume of responses will delay evaluation and increase the risk of incomplete or non-complaint tenders, the timeframe for this procurement has taken that into consideration and strict mandatory evaluation criteria will help ensure an efficient process.

IPSWICH CITY COUNCIL | Significant Contracting Plan

Alternative options considered were Closed Tender via Local Buy LB289 which would offer a quicker evaluation timeframe, however this limits the relative suppliers available. Limiting market access may prompt vendor complaints, reduce innovation, and lead to complacency among familiar suppliers.

4. Contracting Strategy

(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	QITC General Terms and Conditions
Estimated Contract Duration	<p>Initial contract/s term: 2 years</p> <p>Proposed commencement date: 8/08/2026</p> <p>Proposed Completion date: 7/08/2028</p> <p>Extension options (if relevant): up to 8 years (makeup to be determined on consideration of suppliers' tender).</p> <p>Total proposed contract/s term: Up to 10 years</p>
Key Milestone Dates:	The contract is required to be signed prior to 30 June 2026 to allow sufficient handover (if required) from the current supplier
Specific contract/s clauses (if applicable)	<ul style="list-style-type: none">• licensing/sub-licensing;• specific privacy/confidentiality requirements;• specific liability/indemnity requirements;• specific termination terms;• force majeure (natural forces beyond control);• Strict performance management requirements

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ITEM: 6

SUBJECT: PROCUREMENT: RECOMMENDATION TO AWARD GROUP TRAINING
ORGANISATION

AUTHOR: ACTING PROCUREMENT SYSTEMS OFFICER

DATE: 7 NOVEMBER 2025

EXECUTIVE SUMMARY

This is a report concerning the establishment of a contractual arrangement with a Group Training Organisation (GTO) following a tender process. Engagement of a suitably qualified, experienced and accredited GTO will provide Council an overall strategic solution for managing traineeships and apprenticeships providing significant benefits to Council, community and the individual trainees and apprentices.

RECOMMENDATION/S

- A. That pursuant to Section 228 of the Local Government Regulation 2012 (Regulation), Council award Tender VP474376 for the provision of Group Training Organisation Services to the recommended supplier detailed in Attachment 1.**
- B. That Council enter into a contractual arrangement with the Supplier, Council's estimated spend of \$4.5M excluding GST, being a term of three (3) years, with option for extension at the discretion of Council (as purchaser), of an additional two (2) year term, total term being five (5) 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

A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

Ipswich City Council is procuring the services of a Group Training Organisation (GTO) to assist in the successful delivery of traineeship and apprenticeship opportunities. A GTO is an

accredited entity that employs apprentices and trainees and places them with host employers, such as Council, and assumes responsibility for all employment, compliance, and training coordination activities.

Engaging a GTO allows councils to reduce administrative burden and compliance risk while accessing skilled apprentices and trainees tailored to operational needs. It also strengthens the community by creating local employment opportunities, promoting diversity, and building a skilled workforce. For individuals, it provides secure employment, structured support, training continuity, and potential career development through exposure to multiple workplaces.

This proposed engagement will deliver those abovementioned benefits to Council, community and individuals whilst delivering a strategic, low-risk solution for managing these apprenticeships and traineeships over the entire term of the contract. It is anticipated that at least 15 trainees or apprentices will be provided opportunities at Council per year.

Furthermore, the engagement will support the initiatives of the "Skilling Queenslanders for Work" (SQW) program: a Queensland Government initiative that helps disadvantaged Queenslanders gain skills, qualifications, and experience to find and keep a job.

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 subject to and managed within Council's terms and conditions per its standard Services Contract and throughout the contract lifecycle managed under Council's Contract Management Framework.

FINANCIAL/RESOURCE IMPLICATIONS

The estimated spend of \$4.5M is noted in recommendation B over the entire term of the contract including the extension option. Total spend (not exceeding estimated spend) will depend on the number of participants engaged per year and subsidies received as set out in Attachment 1.

COMMUNITY AND OTHER CONSULTATION

Consultation was undertaken with relevant key internal stakeholders from the People and Culture Branch, Corporate Services Department and Asset and Infrastructure Services Department.

CONCLUSION

The recommended Supplier is a nationally accredited, ISO-certified GTO with nearly 40 years of experience and a proven track record of partnering with councils. It is recommended that Council enter into a contractual arrangement with the Supplier, with an estimated spend of \$4.5M excluding GST, over the entire term of the proposed contract being an initial term of three (3) years, with an option for extension for an additional two (2) year term.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	Per recommendation A, B and C of 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

1.	CONFIDENTIAL Recommendation to Award (RTA)-Group Training Organisation (A12230529)
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Mark Benson

ACTING PROCUREMENT SYSTEMS OFFICER

I concur with the recommendations contained in this report.

Ross Muller

ORGANISATIONAL DEVELOPMENT MANAGER

I concur with the recommendations contained in this report.

Tanya Houwen

MANAGER, PROCUREMENT

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”