



City of  
**Ipswich**

**IPSWICH  
CITY  
COUNCIL**

**AGENDA**

*of the*

**GOVERNANCE AND TRANSPARENCY COMMITTEE**

**Held in the Council Chambers  
8th floor – 1 Nicholas Street  
IPSWICH QLD 4305**

**On Thursday, 2 September 2021  
At 10 minutes after the conclusion of the Growth, Infrastructure and Waste  
Committee**

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

**GOVERNANCE AND TRANSPARENCY COMMITTEE AGENDA**  
*10 minutes after the conclusion of the Growth, Infrastructure and  
Waste Committee on **Thursday, 2 September 2021***  
Council Chambers

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\*\* Item includes confidential papers

**GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 8**

**2 SEPTEMBER 2021**

AGENDA

**DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

**BUSINESS OUTSTANDING**

**CONFIRMATION OF MINUTES**

1. **CONFIRMATION OF MINUTES OF THE GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2021(07) OF 5 AUGUST 2021**

**RECOMMENDATION**

That the Minutes of the Meeting held on 5 August 2021 be confirmed.

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**OFFICERS' REPORTS**

2. **NEW TRUSTEE LEASE OVER RESERVE FOR RECREATION PURPOSES TO ROSEWOOD RSL SUB BRANCH INC. OVER 1 MILL STREET, ROSEWOOD**

This is a report concerning the proposed Trustee Lease over part of the Rosewood Memorial Hall located at Anzac Park, 1 Mill Street, Rosewood, described as Lot 638 on SP157096 between Ipswich City Council as Trustees (Council) and Rosewood RSL Sub Branch Inc (RSL Sub Branch).

**RECOMMENDATION**

- 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 1 Mill Street, Rosewood more particularly described as part of Lot 638 on SP157096, for administrative and storage purposes, because Rosewood RSL Sub Branch Inc. (Trustee Lessee) is a community organisation.
- B. That Council enter into a lease (Council file reference 5494) with the Trustee Lessee:
  - (i) at a yearly rent of \$1.00 excluding GST, payable to Council if demanded, and
  - (ii) for a term of ten (10) years, with no options for extension.

- 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.

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3. PROCUREMENT: SUPPLY & MAINTENANCE OF MULTI FUNCTION DEVICE / PRINTERS (MFD'S)

This is a report seeking Council resolution by Ipswich City Council (Council) to undertake a direct engagement with Fuji Xerox Aust Pty Ltd for the continuation of supply and maintenance for the Multi-Function Devices/Printers (MFDs) currently utilised by the whole Council. Council have engaged Fuji Xerox Aust Pty Ltd for the past eleven (11) years by leveraging the Logan City Council Contract Q#351. The Logan City Council Contract expires on 13 November 2021.

Fuji Xerox Aust Pty Ltd are meeting Council’s needs and expectations for this provision and the total cost for a further three (3) year term covering the period from 14 November 2021 to 13 November 2024, with two (2) one (1) year extension options, is estimated at one million, eight hundred thousand dollars (\$1,800,000) excluding GST. This figure is based on past annual spend of approximately \$350,000.

RECOMMENDATION

- A. That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies because of the specialised or confidential nature of the services that are sought and it would be impractical and disadvantageous to invite tenders for the provision of Supply and Maintenance of Council’s Multi-Function Devices/Printers (MFD’s).
- B. That Council enter into a contractual arrangement (Council Number 17059) with Fuji Xerox Aust Pty Ltd, at an approximate purchase price of \$1,800,000.00 excluding GST over the entire term, being an initial term of three (3) years, with options for extension at the discretion of Council (as purchaser), of an additional two (2) one (1) year terms.
- 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.

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4. INVOLVE PROJECT QUARTERLY STATUS UPDATE

This report provides an update on progress to date of Council’s iVolve Project and the quarterly project controls report.

**RECOMMENDATION**

That the progress report on Council's iVolve Project be received and the contents noted.

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5. **COUNCILLOR BRIEFING SESSIONS AND WORKSHOPS POLICY**

This is a report concerning proposed minor revisions to the Councillor Briefing Sessions and Workshops Policy after just over a year of operation of the current policy.

Councillors have been invited to provide their feedback on the operation of the policy and this has been incorporated.

**RECOMMENDATION**

That the revised Councillor Briefing Sessions and Workshops Policy as detailed in Attachment 1 be adopted.

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**NOTICES OF MOTION**

**MATTERS ARISING**

**GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2021(07)**

**5 AUGUST 2021**

MINUTES

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

**COUNCILLOR'S APOLOGIES:** Nil

**OFFICERS' ATTENDANCE:** Acting Chief Executive Officer (Sonia Cooper), General Manager Community, Cultural and Economic Development (Ben Pole), Content and Experience Manager (Matthew Pascoe), Procurement Manager (Richard White), Executive Services Manager (Wade Wilson) and Theatre and Production Supervisor (Nicholas Burke)

**This meeting was held virtually and streamed publicly in accordance with the COVID provisions of sections 277 B, C and D of the *Local Government Regulation 2012*.**

**DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

Nil

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**BUSINESS OUTSTANDING**

Governance and Transparency Committee 13 May 2021

- Item 4 - Procurement - Studiosity Subscription Renewal

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**MATTER TO BE LIFTED FROM THE TABLE**

**RECOMMENDATION**

Moved by Councillor Jacob Madsen:  
Seconded by Councillor Russell Milligan:

**That Item 1 titled Procurement – Studiosity Subscription Renewal be lifted from the table.**

AFFIRMATIVE  
Councillors:  
Madsen

NEGATIVE  
Councillors:  
Nil

Milligan  
Harding  
Doyle  
Kunzelmann  
Jonic

The motion was put and carried.

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1. PROCUREMENT - STUDIOSTY SUBSCRIPTION RENEWAL

This is a report seeking a Council resolution by Ipswich City Council (Council) to continue the annual subscription for Councils online education resource with Studiosity Pty Ltd. This report was submitted to the Governance and Transparency Committee of 13 May 2021 however was laid on the table for three (3) months, to be represented at the 5 August 2021 meeting.

Studiosity Pty Ltd provides an online education resource service to Council. These services have been embedded within the Library sector for the past ten (10) years and are deemed an essential resource for Council's Library members. Studiosity Pty Ltd provides an online education resource that is freely accessed by Ipswich Library members and offer a service for which there is no comparable alternatives in the market.

Studiosity provides free live study help for Library members via remote access. This resource delivers assistance with maths, English, science, assignment research and study skills for grades 3 to 12 and TAFE.

Studiosity is meeting Council's performance expectations for the provision of Council Libraries online education resource. The total cost for a further three (3) year term covering the period from 1 July 2021 to 30 June 2024 is estimated at ninety-nine thousand dollars (\$99,000) excluding GST this figure is based on budget forecast provided by the Library. The 2021-2022 budget is \$30,000, 2022-2023 budget is \$33,000 and 2023-2024 budget is \$36,000

RECOMMENDATION

- A. That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that because of the specialised nature of the services that are sought, it would be impractical to invite quotes or tenders for the provision of on-demand online study help services.
- B. That Council enter into a contractual arrangement (Council reference 16522) with Studiosity Pty Ltd, at an expected purchase price of \$99,000.00 excluding GST over the entire term, being a term of three (3) years, with no options to extend.



- 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.

**RECOMMENDATION**

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

**That the matter be referred to the Ordinary Council Meeting of 19 August 2021 for consideration.**

**AFFIRMATIVE**

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

**NEGATIVE**

Councillors:

Nil

The motion was put and carried.

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**CONFIRMATION OF MINUTES**

2. **CONFIRMATION OF MINUTES OF THE GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2021(06) OF 8 JULY 2021**

**RECOMMENDATION**

Moved by Mayor Teresa Harding:  
Seconded by Councillor Kate Kunzelmann:

**That the minutes of the Governance and Transparency Committee No. 2021(06) held on 8 July 2021 be confirmed.**

**AFFIRMATIVE**

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

**NEGATIVE**

Councillors:

Nil

The motion was put and carried.

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**OFFICER'S REPORTS**

Nil

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**NOTICES OF MOTION**

Nil

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**MATTERS ARISING**

Nil

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**PROCEDURAL MOTIONS AND FORMAL MATTERS**

The meeting commenced at 9.28 am.

The meeting closed at 9.53 am.

Doc ID No: A7398828

ITEM: 2

SUBJECT: NEW TRUSTEE LEASE OVER RESERVE FOR RECREATION PURPOSES TO  
ROSEWOOD RSL SUB BRANCH INC. OVER 1 MILL STREET, ROSEWOOD

AUTHOR: SENIOR PROPERTY OFFICER (TENURE)

DATE: 7 JULY 2021

### EXECUTIVE SUMMARY

This is a report concerning the proposed Trustee Lease over part of the Rosewood Memorial Hall located at Anzac Park, 1 Mill Street, Rosewood, described as Lot 638 on SP157096 between Ipswich City Council as Trustees (Council) and Rosewood RSL Sub Branch Inc (RSL Sub Branch).

### RECOMMENDATION

- 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 1 Mill Street, Rosewood more particularly described as part of Lot 638 on SP157096, for administrative and storage purposes, because Rosewood RSL Sub Branch Inc. (Trustee Lessee) is a community organisation.
- B. That Council enter into a lease (Council file reference 5494) with the Trustee Lessee:
  - (i) at a yearly rent of \$1.00 excluding GST, payable to Council if demanded, and
  - (ii) for a term of ten (10) years, with no options for extension.
- C. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take “*contractual action*” pursuant to section 238 of the Regulation, in order to implement Council’s decision.

### RELATED PARTIES

There was no declaration of conflicts of interest

### IFUTURE THEME

A Trusted and Leading Organisation

## PURPOSE OF REPORT/BACKGROUND

The Rosewood Memorial Hall (the “Hall”), which is situated on part of the Reserve for Recreation Purposes, was originally built in William Street, Rosewood by returned World War II diggers, mainly using voluntary labour. The Hall was erected to commemorate those that served for Australia in various conflicts. In 1979 the Hall was relocated to its present site in Anzac Park. Subsequently, the Rosewood War Memorial was also relocated with the Hall.

The RSL Sub Branch are currently occupying three (3) rooms for exclusive use, indicated on the attached building plan of the Hall, for the purpose of office administration, storage of various RSL Sub Branch equipment and supplies. The RSL Sub Branch also own the Piano and four (4) Honour Boards in the stage area within the Hall. It is proposed that the RSL Sub Branch will use the Hall each year of the lease arrangement for key ANZAC commemorations. Council will issue permits for the commemorative events for Anzac Day and Remembrance Day with a full waiver of hire fees. In addition the RSL Sub Branch may use the Hall up to 2 additional days per annum (not including commemorative days) subject to availability and Council’s standard booking procedure.

Following an internal review it has been noted that the RSL Sub Branch are exclusively occupying part of the Hall with no suitable agreement for tenure over the Trust Land under Section 57 of the *Land Act 1994*. The *Land Act 1994* requires that Council enters into a Trustee Permit for short term agreements (< 3 years) or a Trustee Lease (<30 years) for tenure over trust land.

It is recommended that Council enter into a Trustee Lease with the RSL to ensure that Council complies with its obligations as Trustee under the *Land Act 1994*. It is proposed that Council enter into a Trustee Lease with the RSL Sub Branch over part of the Hall on the proposed new terms:

Period:	10 Years
Commencement Date:	01/10/2021
Expiry Date:	30/09/2031
Options:	Nil
Rent:	\$1.00 on demand (excluding GST) per annum
Permitted Use:	The provision of administration services and storage purposes
Outgoings	Agreed portion of electricity charges

The Trustee Lease must satisfy all requirements of the *Land Act 1994*, the *Land Regulations 2009* and the State’s Operational Policy - Secondary Use of Trust Land.

## LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:  
*Land Title Act 1994*  
*Local Government Act 2009*

*Local Government Regulation 2012*  
*Property Law Act 1974*

## RISK MANAGEMENT IMPLICATIONS

The major risk is that Council is not complying with its obligation as Trustee of the Trust Land under the *Land Act 1994*. This includes providing the correct instrument for offering tenure over the Trust Land. The risk to Council will be removed upon formalising tenure by way of a trustee lease over part of the building to the RSL Sub Branch over the trust land. Council's new lease agreement clearly sets out the Lessor's (Council) and Lessee's (RSL Sub Branch) obligations.

## HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	<p>Recommendation A outlines Council will apply an exemption to dispose of a leasehold interest to a community organisation.</p> <p>Recommendation B outlines the community organisation Council is applying the exemption in recommendation A and the term of the leasehold interest.</p> <p>Recommendation C is a process under the requirements of the Local Government Act 2009.</p>
(b) What human rights are affected?	There is no potential to affect human rights in the proposed decision as the disposal is to an organisation and not a person.
(c) How are the human rights limited?	Not Applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not Applicable
(e) Conclusion	The decision is consistent with human rights.

## FINANCIAL/RESOURCE IMPLICATIONS

Council is responsible for reasonable wear and tear of the premises. Council will continue its responsibility to carry out repairs, maintenance, and upgrades to the premises. Upon termination the lessee must return the premises to Council in good repair and working order, with the exception of reasonable wear and tear.

Council does not track the expenses for specific buildings. There is also no budget particularly assigned to specific parks and other facilities, however there is a budget for Parks in general.

Council does not currently have a long-term financial forecast for its managed facilities. Long-term financial forecasting includes estimated capital expenditure for renewing, upgrading, and extending each building and facility asset.

Under the *Local Government Act 2009* it is mandatory for Council to have a long-term asset management plan (AMP) and a long-term financial forecast.

Council currently has a very high level AMP lacking detail. The development of a more informed AMP for buildings and facilities, including long-term forecasting will ensure decisions are informed and will optimise asset performance and value at both portfolio and individual facility level.

The *Local Government Regulation 2012* sets out the requirements of the AMP:

- must be for 10 years or more;
- continues in force for the period stated in the plan unless a new AMP is adopted by Council;
- provide for strategies to ensure the sustainability of the management of assets outlined in Council’s asset register and Council infrastructure;
- state the estimated capital expenditure for renewing, upgrading, and extending assets for the period stated in the AMP;
- be consistent with, and part of, the long-term financial forecast.

## COMMUNITY AND OTHER CONSULTATION

Following Council’s review of the existing occupation of the Hall, The General Manager, (Cultural and Economic Development Department) recently met with the RSL Sub Branch to discuss the terms and conditions of a formal tenure agreement over the Trust Land. The RSL Sub Branch have indicated their desire to enter into a trustee lease agreement for exclusive possession over part of the Hall, and are agreeable to the proposed new lease terms.


Internal consultation pertaining to the Hall was completed and the following was articulated below:

- Community, Cultural and Economic Development submitted a Request for Property Services to formalise tenure for exclusive use to the RSL Sub Branch over part of the Hall. There have been no reported issues with the RSL Sub Branch with their use of the facility.
- Facilities and Asset Maintenance reviewed the associated maintenance schedule and advised there have not been any significant repairs and maintenance, other than fair wear and tear where required.

## CONCLUSION

It is recommended that Council apply the exception under the *Local Government Regulation 2012* to enter into a trustee lease with a community organisation, without going to tender or auction. The new lease between Council and the RSL Sub Branch over part of the Hall located at 1 Mill Street, Rosewood will outline obligations by Council and the RSL Sub Branch for exclusive use of the areas indicated on the attached building plan of the Hall.

**ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS**

1.	Title Search  
2.	Floor Plan  
3.	Property Plan  

Kerry Perrett

**SENIOR PROPERTY OFFICER (TENURE)**

I concur with the recommendations contained in this report.

Brett McGrath

**PROPERTY SERVICES MANAGER**

I concur with the recommendations contained in this report.

Sylvia Swalling

**ACTING 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: 01/07/2021 10:00

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

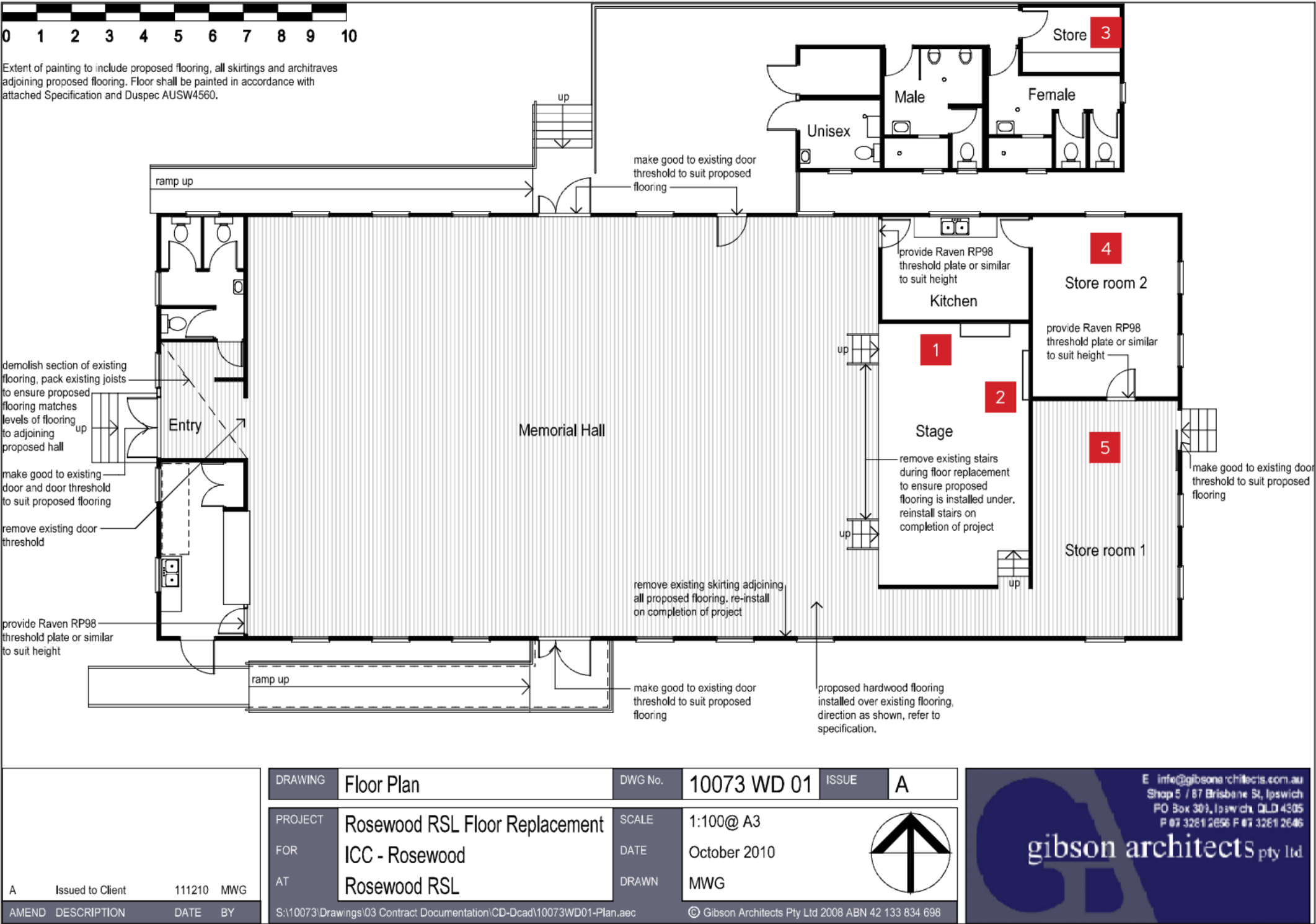
ADMINISTRATIVE ADVICES

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

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Australia

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Web

[www.ipswich.qld.gov.au](http://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: 72000m<sup>2</sup>

### MAP DETAILS

Scale:

1:9,286

Metres

200

400



### LEGEND



Selected Property



23 House Number / Boundary



Easement

## Item 2 / Attachment 3.

PROPERTY DETAILS			
Published Date: 16/07/2021			
<b>Address:</b>	1 Mill Street Rosewood Qld 4340	<b>Suburb:</b>	Rosewood
<b>LotPlan:</b>	638SP157096	<b>Postcode:</b>	4340
<b>Area:</b>	72000m <sup>2</sup>	<b>Division:</b>	Division 4
<b>Tenure:</b>	<b>Tenure:</b> RE <b>Description:</b> RESERVE		
RATING DETAILS			
<b>PPN:</b>	123817	<b>Assessment :</b>	1467
<b>Owner:</b>	Ipswich City Council Program 33	<b>Mail Address:</b>	Ipswich City Council Program 33 Ipswich City Council PO Box 191 IPSWICH QLD 4305
<b>Land Use:</b>	<b>Code:</b> 5059 <b>Description:</b> Club Non Business Council	<b>Rates:</b>	<b>Code:</b> 741 - State Govt Emergency & Fire Levy - Group 2D
<b>Dogs:</b>	No Registered Dog		
WORK AREA DETAILS			
<b>Census:</b>	<b>SA1:</b> 31002128209 <b>SA2:</b> 31002128 <b>SA3:</b> 31002 <b>SA4:</b> 310 <b>Mesh Block:</b> 30562471200 <b>Block Category:</b> Education	<b>Historic Flood:</b>	<b>1974 Affected:</b> False <b>2011 Affected:</b> True
<b>IE Work Area:</b>	District 3 - Western Team	<b>PRS Planning Team Area:</b>	Development - West Team
<b>PRS Engineering Teams Areas:</b>	<b>Team Name:</b> West <b>Technical Officer :</b> Ravi Raveenthiran <b>Team Name:</b> West - Delivery Team B <b>Technical Officer :</b> Aaron Katt	<b>PRS Regulatory Work Area:</b>	<b>Area 1:</b> PRS Compliance - Development 4 <b>Area 2:</b> PRS Compliance - Local Laws Investigation 2 <b>Area 3:</b> PRS Compliance - Animal Management 4
<b>Waste Work Area:</b>	Zone 4	<b>Catchment:</b>	<b>Catchment:</b> Bremer River <b>Subcatchment:</b> Western Creek
PLANNING & DEVELOPMENT DETAILS			
<b>Zones:</b>	REC03 - Recreation	<b>Development Constraints:</b>	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 OV7B 13km Operational Airspace Buffer - Wildlife Attraction Restriction Area OV9 Rosewood Wastewater Treatment Buffer
<b>Divisions buffered 50m:</b>	Division 4		

Doc ID No: A7441117

ITEM: 3

SUBJECT: PROCUREMENT: SUPPLY & MAINTENANCE OF MULTI FUNCTION DEVICE /  
PRINTERS (MFD'S)

AUTHOR: PROCUREMENT OFFICER (OPERATIONAL)

DATE: 12 AUGUST 2021

### EXECUTIVE SUMMARY

This is a report seeking Council resolution by Ipswich City Council (Council) to undertake a direct engagement with Fuji Xerox Aust Pty Ltd for the continuation of supply and maintenance for the Multi-Function Devices/Printers (MFDs) currently utilised by the whole Council. Council have engaged Fuji Xerox Aust Pty Ltd for the past eleven (11) years by leveraging the Logan City Council Contract Q#351. The Logan City Council Contract expires on 13 November 2021.

Fuji Xerox Aust Pty Ltd are meeting Council's needs and expectations for this provision and the total cost for a further three (3) year term covering the period from 14 November 2021 to 13 November 2024, with two (2) one (1) year extension options, is estimated at one million, eight hundred thousand dollars (\$1,800,000) excluding GST. This figure is based on past annual spend of approximately \$350,000.

### RECOMMENDATION

- A. That pursuant to Section 235(b) of the *Local Government Regulation 2012* (Regulation), Council resolve that the exception applies because of the specialised or confidential nature of the services that are sought and it would be impractical and disadvantageous to invite tenders for the provision of Supply and Maintenance of Council's Multi-Function Devices/Printers (MFD's).
- B. That Council enter into a contractual arrangement (Council Number 17059) with Fuji Xerox Aust Pty Ltd, at an approximate purchase price of \$1,800,000.00 excluding GST over the entire term, being an initial term of three (3) years, with options for extension at the discretion of Council (as purchaser), of an additional two (2) one (1) year terms.
- C. That pursuant to Section 257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer the power to take "*contractual action*" pursuant to section 238 of the Regulation, in order to implement Council's decision.

## **RELATED PARTIES**

There was no declaration of conflicts of interest

## **IFUTURE THEME**

A Trusted and Leading Organisation

## **PURPOSE OF REPORT/BACKGROUND**

### **Purpose:**

This report recommends continuation of Multi-Function Device/Printer services currently provided by Fuji Xerox Aust Pty Ltd to ensure we maintain standardised equipment, resulting in reduced total operating costs and to continue meeting Council's business requirements.

### **Background:**

Council engaged Fuji Xerox Aust Pty Ltd in 2010 after a decision was made to consolidate the purchasing for Print, Copy, Scan, and Fax machines to standardise the offering of machines and reduce the cost of consumables. This engagement was undertaken by leveraging the Logan City Council Agreement Q#351 for an initial four (4) year term, expiring on 13 November 2014. Logan City Council then extended the contract in 2014 for a further five (5) years with an expiry date of 12 November 2019. A further extension between Logan City Council and Fuji Xerox Aust Pty Ltd was taken up in November 2019 with an expiry of 13 November 2021.

After extensive searching for documents signed by Ipswich City Council, it appears that Ipswich City Council continued to renew the arrangement with Fuji Xerox Aust Pty Ltd in line with Logan City Council's extensions. At no point does it appear that this was ever taken to Council for Resolution. This should have occurred at inception due to the term being for 3+1+1+1 and again in 2018 when the value reached \$2m in spend. Current spend to date from 2010 to 2021 is \$2.8 million dollars.

Ipswich City Council wish to continue the engagement with Fuji Xerox Aust Pty Ltd under a direct engagement/contract to support recently purchased new Fuji equipment that has a five (5) year life span. It is the responsible officers' intention that as we approach the end of this new five (5) year contract, we would then go back out to the market with an approach consistent with review of the MFD stock across the organisation.

## **LEGAL/POLICY BASIS**

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

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

## **RISK MANAGEMENT IMPLICATIONS**

Council has invested significant time into reducing the device footprint and copy volume in the last 5 years. The device footprint has reduced from 78 to 41.



Council has also invested significant time and money into implementing the Follow Me solution utilising YSoft software, which has reduced waste and supported the reduction in print volume. This solution is agnostic to Fuji Xerox Aust Pty Ltd and required significant design, network, and firewall configuration to enable the successful implementation.

The same brand of device was rolled out across Council to ensure there was ease of use, regardless of which device or location you print from.

Prior to the current engagement of Fuji Xerox machines, Council had a number of different devices, that were different brands. This was an additional overhead for the organisation in managing the different devices. Council has previously entered into leased and renting copiers, which secures a price on how many copies you do. It has proven to be cost effective for ICC to buy the devices outright and pay for copies as used. This has supported a cost-effective model to increase efficiency, and drive down costs, while optimising the experience and the outcome for the end user.

It would be beneficial and cost effective to Council to continue with this engagement for all the reasons stated above.

#### **HUMAN RIGHTS IMPLICATIONS**

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That Council enter into a contractual arrangement (Council reference 17070) with Fuji Xerox Aust Pty Ltd for a three (3) year term with two (2) x one (1) year extension options for provision of Multi-Function Device/Printers
(b) What human rights are affected?	No human rights are affected by this decision. This is because the decision to enter into a contractual arrangement is with a company and only individuals have human rights. Further, the subject matter of the contract will not impact on the human rights of any third parties.
(c) How are the human rights limited?	Not Applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not Applicable
(e) Conclusion	The decision is consistent with human rights.

#### **FINANCIAL/RESOURCE IMPLICATIONS**

There are no additional resourcing or budgeting implications. The operational costs for the proposed contract have been allocated across the whole of Council business unit budgets.

## **COMMUNITY AND OTHER CONSULTATION**

The Procurement Branch has consulted with the ICT Branch, who support the recommendations of this report. This report does not require Community consultation.

## **CONCLUSION**

It is recommended that Council engage Fuji Xerox Aust Pty Ltd under a direct Multi-Function Device (MFD) contract for the replacement of machinery at the expiry of the useful life of the equipment, for a period of three (3) years with two (2) one (1) year extension options. At the end of the first three years the first 23 machines that were purchased in 2019 will be coming to the end of their life expectancy, which will enable Council to action a performance review of those devices and decide on the need to take up the optional extensions to continue the services currently provided.

Nicky Weldon

**PROCUREMENT OFFICER (OPERATIONAL)**

I concur with the recommendations contained in this report.

Juliana Jarvis

**GOODS AND SERVICES CATEGORY MANAGER**

I concur with the recommendations contained in this report.

Richard White

**MANAGER, PROCUREMENT**

I concur with the recommendations contained in this report.

Ian Jones

**ACTING CHIEF INFORMATION OFFICER**

I concur with the recommendations contained in this report.

Sylvia Swalling

**ACTING GENERAL MANAGER CORPORATE SERVICES**

I concur with the recommendations contained in this report.

Sonia Cooper

**ACTING CHIEF EXECUTIVE OFFICER**

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Doc ID No: A7481612

ITEM: 4

SUBJECT: INVOLVE PROJECT QUARTERLY STATUS UPDATE

AUTHOR: PRINCIPAL OFFICER (PROGRAM MANAGEMENT OFFICE)

DATE: 16 AUGUST 2021

### **EXECUTIVE SUMMARY**

This report provides an update on progress to date of Council's iVolve Project and the quarterly project controls report.

### **RECOMMENDATION/S**

**That the progress report on Council's iVolve Project be received and the contents noted.**

### **RELATED PARTIES**

- At the time of writing this report, members of the iVolve Project Team and nominated Evaluation Panel are liaising with KPMG through the relevant procurement process outlined in the detail below.
- There were no declarations of conflicts of interest.

### **IFUTURE THEME**

A Trusted and Leading Organisation

### **PURPOSE OF REPORT/BACKGROUND**

As reported previously, the Project Team is continuing to work with the Procurement Branch to undertake the relevant procurement activities to engage both a Business Partner and Strategic Advisor to assist in the delivery of Stage 3 (Final Business Case) of the project. Further detail on these activities is outlined below:

#### **Business Partner**

The purpose of engaging a Business Partner for Stage 3 is to assist in delivering the required work streams and associated deliverables; and, in conjunction with allocated Council resources, bridge any identified skills and capabilities gaps necessary to successfully complete Stage 3. It is intended that the engagement will be undertaken collaboratively between the Business Partner and Council resources to ensure:

- appropriate knowledge transfer and retention is achieved



- project timelines can be effectively met
- relevant skills and expertise are identified and effectively utilised to support collaboration and embedding of knowledge
- required outcomes are successfully achieved within required timeframes

It was agreed that a direct engagement of the Business Partner would provide the most benefit to Council enabling:

- existing Stage 2 project knowledge and intellectual property (IP) to be utilised for Stage 3
- continuation of established stakeholder engagement relationships
- the lowest risk of delay to project timelines and deliverables
- the shortest engagement timeframe (of the Business Partner)

As part of the procurement process for this engagement, a formal evaluation panel has been established with response evaluation currently underway. The formal outcome of this evaluation is expected in the coming weeks.

It should be noted that the procurement of this role is for Stage 3 only. Any subsequent requirement for future project stages is yet to be determined by the project team and any such requirement would be subject to a separate procurement exercise.

### **Strategic Advisor**

The purpose of engaging a Strategic Advisor is to address the risk around an over-reliance on the Business Partner's methodologies and processes to exclusively deliver the required Stage 3 deliverables. Such reliance, without the ability to critically assess and analyse Business Partner recommendations and actions, could have adverse impacts on the ultimate success of future implementation and commissioning stages of the project.

The role of the Strategic Advisor is to provide impartial assurance and governance advice to Council on the overall delivery of Stage 3 including key deliverables and milestones, to preserve and protect the integrity (both real and perceived) of project decision-making and accountability. This will enable Council to deliver a robust, comprehensive, well balanced and objective Final Business Case. Specifically, the role will:

- provide extensive knowledge and experience of similar projects to review project planning milestones and deliverables to ensure all relevant considerations have been covered and managed appropriately;
- provide expertise to ensure confidence that conclusions and recommendations are properly formed and are relevant to Council's circumstances and requirements; and

- bring a level of independence, consistency and continuity to the project that enables clear oversight of the overall project approach, deliverables and recommendations to ensure they are fit-for-purpose, transparent and unbiased.

Whilst this engagement is focused on Stage 3 of the iVolve Project, there is benefit in continuing the engagement for the remaining duration of the project. Continuation of this engagement will provide a level of assurance that Council has a continuity of knowledge and expertise throughout the duration of the project to ensure any considerations associated with the recommendations in the Final Business Case are fully understood, capable of being actioned and are addressed accordingly to successfully achieve agreed transformation outcomes. The continuation of this engagement for further project stages will be subject to periodic review based on performance and in line with a robust good governance process which will involve Stage Go/No-Go Gates.

The procurement approach for this engagement is through a targeted approach to suitable vendors on the appropriate LocalBuy Panel. The engagement specification has been released to the targeted vendors with responses due by 20 August 2021.

Whilst it was originally anticipated that both the Business Partner and Strategic Advisor could be on board by early to mid-July 2021, there have been some delays during the evaluation process for the Business Partner (relating to requests for further clarification of the vendor response provided). These delays in turn impacted the release of the Strategic Advisor engagement brief. At this stage, the project team is anticipating a formal decision on the Business Partner engagement in the coming weeks and finalisation of the evaluation of the Strategic Advisor responses by early to mid-September 2021.

## LEGAL/POLICY BASIS

*Not Applicable*

## RISK MANAGEMENT IMPLICATIONS

The delays experienced during the procurement process for the Business Partner may result in a delay to the implementation roadmap tabled as part of the approved Preliminary Business Case. It should be noted however, that the timeframes presented as part of the Preliminary Business Case are as the name suggests, preliminary only. The intention of Stage 3 (Final Business Case) is to confirm with greater accuracy and confidence. Once appropriate expertise has been engaged, one of the first deliverables produced will be a detailed delivery plan for Stage 3 which will enable the project team to confirm the start date for Stage 4 Implementation.

## HUMAN RIGHTS IMPLICATIONS

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

## FINANCIAL/RESOURCE IMPLICATIONS

There will be both financial and resource implications associated with this Stage of the project. Until such time that the relevant procurement activities outlined in this report have concluded, the exact implications cannot be confirmed. Once they are able to be confirmed, details will be included in the next quarterly update report.

## COMMUNITY AND OTHER CONSULTATION


The quarterly project controls report was tabled at the August 2021 meeting of the Audit and Risk Management Committee and was noted by Committee members.

## CONCLUSION

This project continues to be considered high risk and the Committee should be aware that the success of the project will largely depend on appropriate senior stakeholder support and authority with an understanding and commitment that this project will involve significant culture change and business transformation – it is not merely another technology project.

The effectiveness of the controls applied to this project will continue to be reported on a quarterly basis to both the Audit and Risk Management Committee and Governance and Transparency Committee.

## ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	iVolve Project - Quarterly Project Controls Report <a href="#">↓</a> 
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Anna Payne

**PRINCIPAL OFFICER (PROGRAM MANAGEMENT OFFICE)**

I concur with the recommendations contained in this report.

Sonia Cooper

**ACTING CHIEF EXECUTIVE OFFICER**

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PMO KEY PROJECT CONTROLS REPORT

PROJECT:	iVolve Project
PROJECT LEAD:	Anna Payne
REPORTING PERIOD:	01/05/21 - 31/07/21
PROJECT STAGE:	Stage 3 - Final Business Case

CURRENT PROJECT HEALTH:	Monitor Closely
PROJECT HEALTH COMMENTS:	This project is considered to be high risk and the committee should be aware that success of the project will largely depend on appropriate senior stakeholder support and authority with an understanding and commitment that this project will involve deep cultural change and business transformation - it is not merely another technology project. Detailed stakeholder input and buy-in will be essential to develop a fit-for-purpose solution specification to take to the market in Stage 3.

KEY OUTCOMES AND OBJECTIVES

Key Outcomes and Objectives Progressed this Reporting Period	Confidence that Objective has been met	Steps to Increase Confidence	Key Outcomes and Objectives for Next Reporting Period
<b>1. Engage relevant expertise to deliver Stage 3</b> Appropriate resource approach agreed to support the timely delivery of Stage 3. Procurement activities commenced to engage the following expertise to supplement and address internal capability gaps: - <b>Business Partner</b> - Responsible for delivering required workstreams and associated deliverables, and in conjunction with Council resources, bridge any identified skills and capabilities gaps necessary to successfully complete Stage 3. - <b>Strategic Advisor</b> - Provide independent assurance and governance advice to Council on the overall Stage 3 Delivery Plan and other key deliverables and milestones.	Reasonably Effective	- Ensure resources allocated by respondents to BP and SA roles have sufficient experience and expertise to deliver required outcomes when evaluating responses and engaging successful respondents - Ensure scopes of work for BP and SA roles are clearly defined with respect to required outcomes when engaging successful respondents	<b>1. Finalise engagement of relevant expertise to deliver Stage 3</b> Conduct and finalise appropriate procurement activities to engage specialist expertise to supplement and address internal capability gaps. <b>2. Develop Stage 3 Delivery Plan</b> Prepare a detailed delivery plan for Stage 3 which is relevant, complete and achievable in order to meet the required outcomes to deliver a robust Final Business Case with a recommended fit for purpose vendor solution/(s). <b>3. Commence delivery of Stage 3 Project Plan</b> Undertake relevant project tasks to progress the Stage 3 Delivery Plan in a timely, consistent and effective manner in line with with best practice and good governance guidelines.

MAJOR FOCUS AREAS, KEY CONCERNS AND OPPORTUNITIES

Major Focus Areas (as per QAO report - Delivering Successful Technology Projects)	Key Project Controls	Control Effectiveness	Trend from Last Report	Key Concerns	Opportunities
	1. Engagement with ICTSC at key decision points	Reasonably Effective	>	ICTSC understands the significance of this project as an organisational transformation, not just an ICT project	Promote a greater understanding of the extent of business transformation and the associated implications across organisational leadership

Item 4 / Attachment 1.

Major Focus Areas (as per QAO report - Delivering Successful Technology Projects)	Key Project Controls	Control Effectiveness	Trend from Last Report	Key Concerns	Opportunities
Leadership and Stakeholder Engagement	2. Establishment of Project Advisory Group to identify business considerations	Reasonably Effective	>	Business engagement is sufficient to articulate required business considerations/outcomes for target state	Engage early with middle managers and associated business areas to gain buy-in and support. Ongoing role of Project Advisory Group and membership will be reviewed as part of Stage 3 planning activities to ensure the project continues to be supported as required moving forward.
	3. Development of Preliminary/Final Business Case to articulate the case for change	Reasonably Effective	>	Ensuring that the required outcomes, outlined in the approved PBC as part of the case for change, remain relevant and achievable as the Final Business Case is developed. Given the need for significant organisational change and transformation, realistic achievement of stated benefits may prove difficult.	Focus heavily on understanding the organisational readiness to transform and the imperative to change in order to identify an achievable and realistic solution recommendation in the Final Business Case.
	4. Encourage visible and active change sponsorship	Reasonably Effective	>	Ensure the extent of change management, associated organisational impacts of this project and the roles and responsibilities of key stakeholders in change management are understood and supported in order to deliver successful and effective outcomes	Utilise specialist knowledge and experience to firmly embed the importance of effective change management and the roles and responsibilities of key stakeholders across all levels of the organisation to ensure successful outcomes. Establishment of key change management activities is a key focus of Stage 3 with continual reinforcement, management and monitoring to be ongoing through the life of the project.
Alignment with Clearly Articulated & Understood Outcomes	1. Due Diligence review points to confirm continued understanding of issues and required actions and outcomes	Effective	>	Lessons learned from continual due diligence research and reviews are not valued by key stakeholders	<ul style="list-style-type: none"> <li>- Facilitate greater understanding by ICTSC of extent business transformation and associated implications</li> <li>- Continue to leverage knowledge from other councils to ensure a greater understanding of risks and opportunities</li> <li>- Utilise specialist knowledge and experience to identify key areas of concern and reinforce extent of , and commitment to, required change for delivery of successful outcomes</li> </ul>
	2. Regular Status reporting to inform stakeholders	Effective	>	None at this stage	Additional quarterly reporting to the Governance and Transparency Committee established to ensure continual engagement with elected representatives.
	3. Establishment of Project Advisory Group to identify business considerations	Reasonably Effective	>	Engagement with and by business areas needs greater focus and attention	<ul style="list-style-type: none"> <li>- Identify barriers preventing buy-in and engagement of key stakeholders and develop mitigation strategies to influence the success of organisational change.</li> <li>- Ongoing role of Project Advisory Group and membership will be reviewed as part of Stage 3 planning activities to ensure the project continues to be supported as required moving forward.</li> </ul>

Item 4 / Attachment 1.

Major Focus Areas (as per QAO report - Delivering Successful Technology Projects)	Key Project Controls	Control Effectiveness	Trend from Last Report	Key Concerns	Opportunities
Appropriate Resourcing in Place (Skills, Experience & Capability)	1. Project and Resourcing Plan in place for each project stage	Effective	>	Plan can only be effective if it is endorsed and supported with adequate financial support provided	Focus on identifying the right mix of skills and capability as a foundation element for success and communicate the associated costs/benefits and risks to build a case for supporting recommendations
	2. Continual identification of skill and capability gaps	Reasonably Effective	>	Identified resource needs are not fully supported particularly in relation to the need for specialist skills including change management. Short term budget constraints should be weighed against the longer term need to ensure the project is successfully delivered in line with good governance guidelines and lessons learned.	- Focus on identifying the right mix of skills and capability as a foundation element for success and communicate the associated costs/benefits and risks to build a case for supporting recommendations - Leverage specialist knowledge, skills and expertise to identify and address capability gaps within the agreed engagement scope.
	3. Accessing the right people and ensuring availability as and when needed	Reasonably Effective	>	Identified resource needs are not fully supported particularly in relation to the need for specialist skills including change management. Short term budget constraints should be weighed against the longer term need to ensure the project is successfully delivered in line with good governance guidelines and lessons learned.	- Focus on identifying the right mix of skills and capability as a foundation element for success and communicate the associated costs/benefits and risks to build a case for supporting recommendations - Leverage specialist knowledge, skills and expertise to identify and address potential resourcing gaps within the agreed engagement scope.
Working Collaboratively to Ensure Success	1. Agreeing clear scopes of work with external parties	Effective	>	Agreed Statements of Work with any external specialists need to be closely monitored to ensure adherence and compliance	Focus on ensuring any external specialists deliver required outcomes and meet expectations within required timeframes according to the agreed Statement of Work
	2. Clearly articulating roles, responsibilities, time frames, and deliverables for all parties at each project stage.	Effective	>	Current stage deliverables and timeframes for any external specialists need to be closely monitored and managed to prevent slippage, scope creep and non delivery of required outcomes	Focus on working closely with any external specialists to pre-emptively identify potential issues and risks that may adversely affect deliverables and timelines through regular project status reports and meetings outlining progress against the clearly articulated delivery timelines in the agreed Statement of Work
	3. Clearly articulated Terms of Reference for Project Advisory and Working Groups	Effective	>	None at this stage	Not applicable at this stage
Issues and Risks are Managed Effectively	1. Clearly identified Stage Go/No Go Gates within the agreed governance process	Effective	>	Agreed governance process needs to be flexible enough to allow changes to stage gates where circumstances are warranted.	Provide opportunities to re-evaluate stage gates and governance process where adjustments and revisions may lead to better project outcomes in terms of delivery times and reduced costs.
	2. Continual assessment of effectiveness of mitigation of identified risks and take actions to correct the course of the project as necessary	Effective	>	None at this stage	Not applicable at this stage

Item 4 / Attachment 1.

Major Focus Areas (as per QAO report - Delivering Successful Technology Projects)	Key Project Controls	Control Effectiveness	Trend from Last Report	Key Concerns	Opportunities
	3. Document and report on key lessons learned in stage closure reports to inform the management of latter project stages	Reasonably Effective	>	Documented lessons learned are not fully valued or understood by key stakeholders	Developing a best practice methodology focused on good governance and management of identified risks and issues will contribute to successful outcomes and an iterative knowledge resource for future projects

CURRENT PROJECT FOCUS	
Primary Project Focus:	The primary focus of the project at this stage is to effectively deliver a Final Business Case with appropriate support by external specialist expertise.
Why:	The Final Business Case will inform Council on the most appropriate, fit for purpose, vendor solution/(s) to meet Council's needs now and into the future.
How:	The Final Business Case will build on the Preliminary Business Case by establishing a clear solution specification to be taken to the market and supported by change and culture management plans and strong vendor and contract negotiation expertise to arrive at a recommended vendor solution/(s).
Potential Risks/Impacts:	Appropriate specialist expertise is not adequately engaged or funded to address key capability gaps throughout Stage 3 of this project resulting in suboptimal solution selection and vendor/contract negotiation outcomes.
Opportunities:	Appropriate engagement of specialist expertise delivers the requisite knowledge, experience and capability to mitigate known skill and capability gap risks to deliver a Final Business Case which identifies a fit for purpose vendor solution/(s) for Council.

Doc ID No: A7450888

ITEM: 5  
SUBJECT: COUNCILLOR BRIEFING SESSIONS AND WORKSHOPS POLICY  
AUTHOR: MANAGER, EXECUTIVE SERVICES  
DATE: 2 AUGUST 2021

### **EXECUTIVE SUMMARY**

This is a report concerning proposed minor revisions to the Councillor Briefing Sessions and Workshops Policy after just over a year of operation of the current policy.

Councillors have been invited to provide their feedback on the operation of the policy and this has been incorporated.

### **RECOMMENDATION/S**

**That the revised Councillor Briefing Sessions and Workshops Policy as detailed in Attachment 1 be adopted.**

### **RELATED PARTIES**

- Mayor and Councillors
- Chief Executive Officer
- Executive Leadership Team

### **IFUTURE THEME**

A Trusted and Leading Organisation

### **PURPOSE OF REPORT/BACKGROUND**

At the July 2020 Ordinary Council Meeting, Ipswich City Council adopted its first Councillor Briefing Sessions and Workshops Policy. As part of the ongoing review of the effectiveness and operation of these briefing sessions and workshops, several minor revisions have been proposed to ensure the best possible use of the valuable time available.

While the key changes are somewhat administrative in nature, having them included in the policy ensures that all parties are clear on the purpose of the sessions and the requirements.



## LEGAL/POLICY BASIS

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

## RISK MANAGEMENT IMPLICATIONS

There are no risks associated with this report or its recommendations.

## HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	The recommendation is the decision to amend an existing policy of Council.
(b) What human rights are affected?	No Human Rights are affected by this decision as the amendments proposed are administrative in nature and do not limit any human rights.
(c) How are the human rights limited?	NA
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	NA
(e) Conclusion	The decision is consistent with human rights.

## FINANCIAL/RESOURCE IMPLICATIONS

There are no financial or resource implications of the proposed amendments.





## COMMUNITY AND OTHER CONSULTATION

Consultation was undertaken with the Mayor and Councillors in the preparation of the proposed revisions.

## CONCLUSION

The proposed changes to the Councillor Briefing Sessions and Workshops Policy are considered sound in continuing to meet the specific objectives of the policy.

## ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Councillor Briefing Sessions and Workshop Policy (Track Changes)  
2.	Councillor Briefing Sessions and Workshop Policy (Clean Skin)  

Wade Wilson  
**MANAGER, EXECUTIVE SERVICES**

I concur with the recommendations contained in this report.

Sonia Cooper  
**ACTING CHIEF EXECUTIVE OFFICER**

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IPSWICH CITY COUNCIL

**Councillor Briefings and Workshops Policy**

<b>Version Control and Objective ID</b>	Version No: <u>21</u>	Objective ID: A6226633
<b>Approved by Council on</b>	<u>28 July 2020</u>	
<b>Date of Review</b>	28 July 2024	

**1. Statement**

Council is committed to upholding the principles of local government throughout the entirety of the decision making process. This policy establishes clear guidelines for the conduct of councillor briefings and workshops.

**2. Purpose and Principles**

This policy provides a framework for the orderly and proper conduct of councillor briefings and workshops and aims to increase transparency around the council decision making process in line with the principles of good governance. This policy is consistent with the Local Government Principles identified in section 4 of the *Local Government Act 2009*.

**3. Strategic Plan Links**

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

- A Trusted and Leading Organisation

**4. Regulatory Authority**

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Meetings Procedures Policy
- ~~Councillor~~ Code of Conduct for Councillors in Queensland
- Employee Code of Conduct

**5. Scope**

This policy applies to all Councillors and Council employees that attend and participate in briefing sessions and workshops including staff that contribute towards the decision making process.

**6. Intent**

This policy provides direction and leadership to Councillors and council officers on the purpose, conduct and value of briefing sessions and workshops. Council has an obligation to report, explain and be answerable for the consequences of decisions it makes on behalf of the community it represents. Transparent meeting procedures in the lead up to the council decision-making process ensure greater public confidence ~~in Council's decision-making process~~.

## 7. Briefing Sessions

Provide a valuable opportunity to enhance the decision making process and are a forum for the Chief Executive Officer and senior council officers to address any Councillor questions and provide additional background on matters coming before the council for decision. No decision making or voting takes place at these meetings.

Specifically, briefing sessions provide a forum for:

- a) Councillors to be fully informed on complex matters that will allow for more effective discussion and debate during subsequent formal meetings;
- b) Councillors to share their views with each other; and for Councillors to seek further information, clarification and background details from council officers or any guest presenters;
- c) Officers to advise Councillors of their professional opinions and reasoning behind their intended recommendations;
- d) receive deputations from members of the community where the deputation is for an information session or to brief Councillors on a matter where a decision is not required; and
- e) presentations by an external party.

## 8. Workshops

Are a process for Councillors, staff and where required, external parties can collaborate to develop or advance proposals such as masterplans with the organisation on topics of strategic importance and collectively develop proposals prior to the formal decision-making process commencing.

Examples of workshops include:

- a) discussions to determine strategic priorities;
- b) the development of the budget for the coming financial year;
- c) the initial development of a new Planning Scheme; and
- d) initial input into the development or review of a Council Policy

While workshops are not formal decision-making forums they may be used as the basis for officers to develop a more firm proposal which will be considered formally by Council in the future.

Where a report is presented to Council that has been in part developed by collaborating in a workshop, it will be a requirement to note this in the 'Community and Other Consultation' section of the report template.

## 9. Schedule

Councillor briefings and workshops shall be held in accordance with the Ipswich City Council Meeting schedule. A notice of meeting for each briefing and workshop will be provided to councillors as part of the Agenda, stating:

- a) the day, time and location of the meeting;
- b) the purpose of the meeting; and
- c) list of officers or external parties presenting

The Mayor or Chief Executive Officer may call a briefing and workshop session as necessary for the discussion of emergent matters.

If a member of the Executive Leadership Team believes it is necessary to schedule a briefing or workshop with Councillors outside of the scheduled sessions, the General Manager shall liaise with the Chief Executive Officer who shall decide whether to call an additional briefing or workshop.

## 10. Participants

Briefing Sessions and workshops are not formal meetings of Council and are generally not open to the public unless otherwise invited. There is no livestreaming of these meetings.

While no quorum is required, briefings and workshops are open for attendance by all Councillors. In order to make the best use of time, resources and people, the Chief Executive Officer shall determine what council officers are required to attend any given meeting. A register of attendance will be recorded to support transparent and accountable processes.

External persons may attend a briefing or workshop upon invitation from the Mayor or Chief Executive Officer. If an external person (for example a consultant, contractor or guest) is to be present at a briefing or workshop the person's name, title and company shall be included on the Agenda. The external person shall only be present at the briefing or workshop during discussion of the item for which their name appears next to on the agenda.

## 11. Coordination

The Chief Executive Officer shall coordinate the briefing or workshop. In the event that the Chief Executive Officer is not present another member of the Executive Leadership Team shall coordinate the session. Workshops may be facilitated by Council staff, Councillors or external parties.

The Coordinator shall assume responsibility for the good governance and order of the meeting and is responsible for determining the order of business of the agenda.

The relevant General Manager shall introduce each session, introducing the purpose for the briefing or workshop and the presenter/facilitator.

## 12. Administration

The Chief Executive Officer in consultation with the Mayor and Councillors will determine the matters to be presented at a briefing session or workshop.

The types of matters deemed appropriate for consideration include matters that are:

- a) of particular strategic significance for Council;
- b) involve notable community engagement, impact or concern;
- c) involve complex procedural, legal or factual considerations; or
- d) the Chief Executive Officer considers appropriate for a Councillor Briefing

A copy of the Agenda and any briefing notes/attachments shall be circulated to Councillors electronically ~~at a minimum of least three (3) days~~ five (5) full calendar days (must include a Saturday and Sunday) prior to the meeting. In exceptional circumstances, where a meeting is convened at short notice outside of the regular schedule, briefing material is to be provided at the earliest opportunity. Where external presenters are providing material, best efforts are to be made to have briefing material in advance, in-line with the above provisions. ~~(which includes Saturday and Sunday) prior to the meeting.~~

For each Agenda item, the Agenda shall state the title of the item, the name of the person who will lead the discussion, the time allotted to each agenda item and whether the item is a Briefing Session or Workshop.

In planning and conducting the briefing or workshop, presenters are able to take the material circulated to Councillors with the agenda as read. Presenters are to clearly present the purpose, key points and summary of next steps and to ensure that at least half of the allotted time is set aside for discussion and questions from the Councillors.


Presentations and background material presented as part of a briefing or workshop that is confidential in nature shall be clearly marked 'CONFIDENTIAL' by the officer preparing the material.

Matters arising from briefings or workshops will be recorded with a response regarding the outcome provided to Councillors if required. Where the matter arising relates to the business of an upcoming Council meeting the response will be provided prior to the commencement of the Council meeting.

To demonstrate and support a transparent decision making process, minutes from briefing sessions and workshops are published online following the completion of the related Council Meeting or no later than 30 days following.

Minutes are required to include:

- a) the name of each Councillor who attended the meeting;
- b) other persons ~~(e.g. g.)~~ members of the public, council officers) who attended the meeting, other than Councillors;
- c) the matters discussed at the meeting;
- d) any conflicts of interest declared;

- 
- e) a copy of presentation material provided during the briefing (including slide decks, handouts etc. but not confidential documents); and  
f) any matters arising as a result of the discussion



|



### 13. Roles and Responsibilities

Councillors are obliged to comply with the local government principles including 'transparent and effective processes, and decision-making in the public interest' and should refrain from consensus building or making formal or implied decisions during briefings and workshops.

Employees are obliged to provide sound and impartial advice during briefings and workshops consistent with their responsibilities outlined in the *Local Government Act 2009*.

### 14. Confidentiality

It is accepted that Councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors must use Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government. The release of confidential information is prohibited by the *Local Government Act 2009*.

Councillors and Council Officers have a responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage.

### 15. Conflicts of Interest

During a briefing session or workshop Councillors must declare conflicts of interest on any matters being discussed in accordance with the relevant provisions of the *Local Government Act 2009*.

A Councillor who has a Conflict of Interest in a matter to be addressed in a briefing or workshop cannot attend the meeting for that agenda item unless the local government has previously approved their participation in that matter under the provisions of the legislation.

This requirement recognises that discussion at briefings and workshops may influence Councillors when deciding a matter at a Council meeting.

These declarations will be recorded in the minutes to ensure that a transparent and effective process is maintained and the ethical and legal behaviour of Councillors and local government employees is upheld.

### 16. Key Stakeholders

- Mayor and Councillors
- Chief Executive Officer
- Executive Leadership Team
- ~~Committee Meetings Coordination Manager~~ ~~Manager~~

### 17. Monitoring and Evaluation

This Policy establishes a clear operating framework to ensure that Council meets the requirements of accountability and transparency associated with conduct of briefing sessions and workshops.

The effectiveness of this policy should be reviewed on each occasion where there is a significant change to the structure of the Committee and Council meetings to ensure Councillor Briefings and Workshops remain as the most effective forum.

### 18. Policy Owner

The Executive Services ~~section~~Branch of the Coordination and Performance Department is responsible for authoring and reviewing this policy.



IPSWICH CITY COUNCIL

## Councillor Briefings and Workshops Policy

Version Control and Objective ID	Version No: 2	Objective ID: A6226633
Approved by Council on		
Date of Review	28 July 2024	

### 1. Statement

Council is committed to upholding the principles of local government throughout the entirety of the decision making process. This policy establishes clear guidelines for the conduct of councillor briefings and workshops.

### 2. Purpose and Principles

This policy provides a framework for the orderly and proper conduct of councillor briefings and workshops and aims to increase transparency around the council decision making process in line with the principles of good governance. This policy is consistent with the Local Government Principles identified in section 4 of the *Local Government Act 2009*.

### 3. Strategic Plan Links

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

- A Trusted and Leading Organisation

### 4. Regulatory Authority

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Meetings Procedures Policy
- Code of Conduct for Councillors in Queensland
- Employee Code of Conduct

### 5. Scope

This policy applies to all Councillors and Council employees that attend and participate in briefing sessions and workshops including staff that contribute towards the decision making process.

### 6. Intent

This policy provides direction and leadership to Councillors and council officers on the purpose, conduct and value of briefing sessions and workshops. Council has an obligation to report, explain and be answerable for the consequences of decisions it makes on behalf of the community it represents. Transparent meeting procedures in the lead up to the council decision-making process ensure greater public confidence.

## 7. Briefing Sessions

Provide a valuable opportunity to enhance the decision making process and are a forum for the Chief Executive Officer and senior council officers to address any Councillor questions and provide additional background on matters coming before the council for decision. No decision making or voting takes place at these meetings.

Specifically, briefing sessions provide a forum for:

- a) Councillors to be fully informed on complex matters that will allow for more effective discussion and debate during subsequent formal meetings;
- b) Councillors to share their views with each other; and for Councillors to seek further information, clarification and background details from council officers or any guest presenters;
- c) Officers to advise Councillors of their professional opinions and reasoning behind their intended recommendations;
- d) receive deputations from members of the community where the deputation is for an information session or to brief Councillors on a matter where a decision is not required; and
- e) presentations by an external party.

## 8. Workshops

Are a process for Councillors, staff and where required, external parties can collaborate to develop or advance proposals such as masterplans with the organisation on topics of strategic importance and collectively develop proposals prior to the formal decision-making process commencing.

Examples of workshops include:

- a) discussions to determine strategic priorities;
- b) the development of the budget for the coming financial year;
- c) the initial development of a new Planning Scheme; and
- d) initial input into the development or review of a Council Policy

While workshops are not formal decision-making forums they may be used as the basis for officers to develop a more firm proposal which will be considered formally by Council in the future.

Where a report is presented to Council that has been in part developed by collaborating in a workshop, it will be a requirement to note this in the 'Community and Other Consultation' section of the report template.

## 9. Schedule

Councillor briefings and workshops shall be held in accordance with the Ipswich City Council Meeting schedule. A notice of meeting for each briefing and workshop will be provided to councillors as part of the Agenda, stating:

- a) the day, time and location of the meeting;
- b) the purpose of the meeting; and
- c) list of officers or external parties presenting

The Mayor or Chief Executive Officer may call a briefing and workshop session as necessary for the discussion of emergent matters.

If a member of the Executive Leadership Team believes it is necessary to schedule a briefing or workshop with Councillors outside of the scheduled sessions, the General Manager shall liaise with the Chief Executive Officer who shall decide whether to call an additional briefing or workshop.

## 10. Participants

Briefing Sessions and workshops are not formal meetings of Council and are generally not open to the public unless otherwise invited. There is no livestreaming of these meetings.

While no quorum is required, briefings and workshops are open for attendance by all Councillors. In order to make the best use of time, resources and people, the Chief Executive Officer shall determine what council officers are required to attend any given meeting. A register of attendance will be recorded to support transparent and accountable processes.

External persons may attend a briefing or workshop upon invitation from the Mayor or Chief Executive Officer. If an external person (for example a consultant, contractor or guest) is to be present at a briefing or workshop the person's name, title and company shall be included on the Agenda. The external person shall only be present at the briefing or workshop during discussion of the item for which their name appears next to on the agenda.

## 11. Coordination

The Chief Executive Officer shall coordinate the briefing or workshop. In the event that the Chief Executive Officer is not present another member of the Executive Leadership Team shall coordinate the session. Workshops may be facilitated by Council staff, Councillors or external parties.

The Coordinator shall assume responsibility for the good governance and order of the meeting and is responsible for determining the order of business of the agenda.

The relevant General Manager shall introduce each session, introducing the purpose for the briefing or workshop and the presenter/facilitator.

## 12. Administration

The Chief Executive Officer in consultation with the Mayor and Councillors will determine the matters to be presented at a briefing session or workshop.

The types of matters deemed appropriate for consideration include matters that are:

- a) of particular strategic significance for Council;
- b) involve notable community engagement, impact or concern;
- c) involve complex procedural, legal or factual considerations; or
- d) the Chief Executive Officer considers appropriate for a Councillor Briefing

A copy of the Agenda and any briefing notes/attachments shall be circulated to Councillors electronically a minimum of five (5) full calendar days (must include a Saturday and Sunday) prior to the meeting. In exceptional circumstances, where a meeting is convened at short notice outside of the regular schedule, briefing material is to be provided at the earliest opportunity. Where external presenters are providing material, best efforts are to be made to have briefing material in advance, in-line with the above provisions.

For each Agenda item, the Agenda shall state the title of the item, the name of the person who will lead the discussion, the time allotted to each agenda item and whether the item is a Briefing Session or Workshop.

In planning and conducting the briefing or workshop, presenters are able to take the material circulated to Councillors with the agenda as read. Presenters are to clearly present the purpose, key points and summary of next steps and to ensure that at least half of the allotted time is set aside for discussion and questions from the Councillors.

Presentations and background material presented as part of a briefing or workshop that is confidential in nature shall be clearly marked 'CONFIDENTIAL' by the officer preparing the material.


Matters arising from briefings or workshops will be recorded with a response regarding the outcome provided to Councillors if required. Where the matter arising relates to the business of an upcoming Council meeting the response will be provided prior to the commencement of the Council meeting.

To demonstrate and support a transparent decision making process, minutes from briefing sessions and workshops are published online following the completion of the related Council Meeting or no later than 30 days following.

Minutes are required to include:

- a) the name of each Councillor who attended the meeting;
- b) other persons (e.g. members of the public, council officers) who attended the meeting, other than Councillors;
- c) the matters discussed at the meeting;
- d) any conflicts of interest declared;



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- e) a copy of presentation material provided during the briefing (including slide decks, handouts etc. but not confidential documents); and
  - f) any matters arising as a result of the discussion

### 13. Roles and Responsibilities

Councillors are obliged to comply with the local government principles including 'transparent and effective processes, and decision-making in the public interest' and should refrain from consensus building or making formal or implied decisions during briefings and workshops.

Employees are obliged to provide sound and impartial advice during briefings and workshops consistent with their responsibilities outlined in the *Local Government Act 2009*.

### 14. Confidentiality

It is accepted that Councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors must use Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government. The release of confidential information is prohibited by the *Local Government Act 2009*.

Councillors and Council Officers have a responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage.

### 15. Conflicts of Interest

During a briefing session or workshop Councillors must declare conflicts of interest on any matters being discussed in accordance with the relevant provisions of the *Local Government Act 2009*.

A Councillor who has a Conflict of Interest in a matter to be addressed in a briefing or workshop cannot attend the meeting for that agenda item unless the local government has previously approved their participation in that matter under the provisions of the legislation.

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- Chief Executive Officer

- Executive Leadership Team
- Meetings Coordination Manager

#### **17. Monitoring and Evaluation**

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#### **18. Policy Owner**

The Executive Services Branch of the Coordination and Performance Department is responsible for authoring and reviewing this policy.