



**GLADSTONE**  
REGIONAL COUNCIL

## **GENERAL MEETING MINUTES**

**HELD AT THE GLADSTONE ENTERTAINMENT AND CONVENTION  
CENTRE, 56 GOONDOON STREET, GLADSTONE**

**On Tuesday 19 January 2021**

**Commencing at 9.00am**

**Leisa Dowling  
CHIEF EXECUTIVE OFFICER**

## Table of Contents

ITEM	PAGE
<b>G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE</b> .....	<b>4</b>
<b>G/0.3.3. MESSAGES OF CONDOLENCE</b> .....	<b>5</b>
<b>G/0.3.4. DECLARATION OF INTERESTS</b> .....	<b>6</b>
<b>G/1. MAYORAL STATEMENT OF CURRENT ISSUES</b> .....	<b>7</b>
<b>G/2. CONFIRMATION OF MINUTES</b> .....	<b>8</b>
G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 15 DECEMBER 2020 .....	8
<b>G/3. DEPUTATIONS</b> .....	<b>9</b>
G/3.1. FITZROY BASIN ASSOCIATION INC. ....	9
<b>G/4. OFFICERS' REPORTS</b> .....	<b>10</b>
G/4.1. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING 2 DECEMBER 2020 .....	10
G/4.2. PROCUREMENT POLICY REVIEW .....	11
G/4.3. REVISED P-2018-07 COUNCILLOR CODE OF CONDUCT POLICY .....	12
G/4.4. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020 .....	13
G/4.5. TENDER 109-21 DAWSON HIGHWAY BATTER STABILISATION.....	14
G/4.6. TENDER RPQS 87-21 TRADE SERVICES (WELDING) .....	15
G/4.7. TENDER RPQS 83-21 TRADE SERVICES (BUILDING).....	17
G/4.8. TENDER RPQS 84-21 TRADE SERVICES (CONCRETING).....	18
G/4.9. TENDER RPQS 85-21 TRADE SERVICES (ELECTRICAL).....	19
G/4.10. TENDER RPQS 86-21 TRADE SERVICES (PLUMBING) .....	20
<b>G/5. COUNCILLORS REPORT</b> .....	<b>21</b>
<b>G/6. URGENT BUSINESS</b> .....	<b>22</b>
<b>G/7. NOTICE OF MOTION</b> .....	<b>23</b>
<b>G/8. CONFIDENTIAL ITEMS</b> .....	<b>23</b>

## **Elected Members**

Councillor - Mayor M J Burnett  
Councillor G G Churchill  
Councillor K Goodluck  
Councillor R A Hansen  
Councillor D V O'Grady  
Councillor C A Trevor  
Councillor N Muszkat  
Councillor C Cameron  
Councillor D Branthwaite

## **Officers**

Mrs L Dowling (Chief Executive Officer)  
Mrs R Millett (Executive Secretary)  
Mrs T Whalley (Manager Governance, Acting)  
Mr M Holmes (General Manager Finance, Governance and Risk)  
Mrs C Quinn (General Manager Strategy and Transformation)  
Mr J Tumbers (General Manager Operations)  
Mr M Francis (General Manager Strategic Asset Performance)  
Mr T Mienie (General Manager People, Culture and Safety)  
Ms Kylie Lee (General Manager Community Development and Events)  
Ms A Moore (General Manager Customer Experience, Acting)  
Ms K Wockner (Manager Contracts and Procurement)  
Mr M Harris (Media Advisor)  
Mr J Allen (Team Leader, Theatre Technicians)

**G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE**

Nil.

### **G/0.3.3. MESSAGES OF CONDOLENCE**

Councillor Goodluck gave condolences to the friends and family of Greg Harris, more affectionately known as Haro. Haro was the Gladstone Electrical Trade Union (ETU) Organiser and he passed away suddenly yesterday at the tender age of just 49 years old. Cr Goodluck had the pleasure of working with Haro during the LNG construction where he was employed as an electrician over there and like me, Haro was elected by a group of his peers as a union delegate to represent the interests of the workers on the site and Haro and Cr Goodluck worked together for some years. And in more recent years, Haro stepped up to be the ETU Organiser for the Gladstone and Central Queensland area and worked hard for electricians right across our region and abroad representing the interests of workers.

Haro leaves behind his wife, Kieu, and two sons, Jake and Dale. Very sad news today and our thoughts, prayers and condolences go out to friends and family of Haro. Rest in peace Haro.

## **G/0.3.4. DECLARATION OF INTERESTS**

### **Cr Muszkat**

Councillor Natalia Muszkat advised that she had a Declarable Conflict of Interest in Agenda Item G/4.7 TENDER RPQS 83-21 TRADE SERVICES (BUILDING) due to her relationship with two (2) of the assessed tenders, Ross McClure trading as Coast 2 Country Construction and Paul Marsmen trading as Priority Painters as they are currently undertaking work at her premises.

Cr Muszkat left the room for Agenda Item G/4.7 and did not participate in the decision.

### **Cr Branthwaite**

Councillor Darryl Branthwaite advised that he had a Declarable Conflict of Interest in Agenda Item G/4.6 TENDER RPQS 87-21 TRADE SERVICES (WELDING) due to his relationship with Purcell's Engineering as it is a very close relationship.

Cr Branthwaite left the room for Agenda Item G/4.6 and did not participate in the decision.

### **Cr Hansen**

Councillor Rick Hansen advised that he had a Declarable Conflict of Interest in Agenda Item G/3.1 FITZROY BASIN ASSOCIATION INC. as his wife works as a secretary for Gladstone Healthy Harbour Partnership who partner with Fitzroy Basin Association (FBA).

## **GM/20/4415 Council Resolution**

Moved Muszkat  
Second Goodluck

That Cr Hansen does not have a declarable conflict of interest

**CARRIED**

**In favour of the motion:** Mayor Burnett, Cr Goodluck, Cr Branthwaite, Cr O'Grady, Cr Cameron, Cr Muszkat, Cr Churchill

**Against:** Cr Trevor

## **G/1. MAYORAL STATEMENT OF CURRENT ISSUES**

Welcome back, ready for another year. Last year was one not to be forgotten. 2020 with COVID and everything else certainly made it a memorable year, not necessarily for good reasons. I hope everyone did have a nice Christmas break and the New Year was spent with family and friends. For Gladstone Regional Council, we had our Festival of Summer activated in January and I understand that went very well. We had two (2) Festival of Summer Sounds this year, the Summer Sounds for under 18's on the Friday night just gone and Summer Sounds for 18+ for the first time was on the Saturday night.

Coming up we have Australia Day festivities happening right across the region. Our major event is at the Millenium Esplanade at Tannum Sands from 3pm to 7pm. Unfortunately, being a ticketed event due to COVID restrictions, it is sold out, but people can contact the Gladstone Entertainment and Convention Centre Box Office, 4972 2822 to register on the wait list. If you have booked tickets for that event, and you can no longer go, please let the Box Office team know so that other people that would like to attend, can attend the event. There are other events at Turkey Beach, Builyan and Curtis Island. I'm sure there will be one at Rosedale and Bulls and Bands happening again in Calliope. There will be Australia Day festivities happening right across the region, make sure you check them out.

## **G/2. CONFIRMATION OF MINUTES**

### **G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 15 DECEMBER 2020**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 19 January 2021

**File Ref:** CM7.2

---

#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 15 December 2020.

#### **Officer's Recommendation:**

That the minutes of the General Meeting of Council held on 15 December 2020 be confirmed.

#### **GM/20/4416 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

**CARRIED**



## **G/3. DEPUTATIONS**

### **G/3.1. FITZROY BASIN ASSOCIATION INC.**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 19 January 2021

**File Ref:** CM7.6

---

#### **Purpose:**

To present to Council an overview of Fitzroy Basin Association Inc.'s (FBA) services and programs in the Gladstone region.

#### **Officer's Recommendation:**

That the deputation from Fitzroy Basin Association Inc be received.

The presentation by the Fitzroy Basin Association updated Council on the activities that FBA undertake currently and future projects to be undertaken in the Gladstone region. Further discussion was held surrounding the education within schools, turtle preservation and management, and further information regarding the jewel beetle program.

#### **GM/20/4417 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Trevor

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4. OFFICERS' REPORTS**

### **G/4.1. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING 2 DECEMBER 2020**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 19 January 2021

**File Ref:** CM26.2

---

**Purpose:**

To present a written report about the matters reviewed at the Audit Risk and Improvement Committee Meeting held on 2 December 2020 in accordance with s211 of the *Local Government Regulation*.

**Officer's Recommendation:**

That Council receive the minutes of the Audit Risk and Improvement Committee Meeting held on 2 December 2020.

**GM/20/4418 Council Resolution:**

Moved Cr Trevor  
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.2. PROCUREMENT POLICY REVIEW**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 19 January 2021

**File Ref:** CM28.2

---

### **Purpose:**

To present a proposed revision of the Procurement Policy for consideration and approval.

### **Officer's Recommendation:**

That Council:

1. Repeal P-2019-16 Procurement Policy; and
2. Adopt P-2021-01 Procurement Policy as Addendum 1.

### **GM/20/4419 Council Resolution:**

Moved Cr Muszkat  
Seconded Cr Goodluck

That Council:

1. Commence a review to be completed by 31 October 2021 on how to better support policy statement (g).
2. Repeal P-2019-16 Procurement Policy
3. Adopt P-2021-01 Procurement Policy as Addendum 1 with an amendment to increase the minimum local content weighting in 7.1 (a) to at least 15%.

**CARRIED**

### **G/4.3. REVISED P-2018-07 COUNCILLOR CODE OF CONDUCT POLICY**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 19 January 2021

**File Ref:** CM28.2

---

**Purpose:**

To provide councillors with a revision of the Councillor Code of Conduct Policy for adoption.

**Officer's Recommendation:**

That Council:

1. Repeal P-2018-07 Councillor Code of Conduct Policy; and
2. Adopt P-2021-02 Councillor Code of Conduct Policy as Addendum 2.

**GM/20/4420 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

**CARRIED**

**The meeting was adjourned for morning tea at 10:35am  
and reconvened at 11.00am.**

#### **G/4.4. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 19 January 2021

**File Ref:** FM15.1

---

**Purpose:**

This report seeks Council adoption of the Monthly Financial Statements for the 2020-21 year to date, for the period ended 31 December 2020.

**Officer's Recommendation:**

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2020-21 year to date, for the period ended 31 December 2020 as required under Section 204 *Local Government Regulation 2012*.

**GM/20/4421 Council Resolution:**

Moved Cr Branthwaite  
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.5. TENDER 109-21 DAWSON HIGHWAY BATTER STABILISATION**

**Responsible Officer:** General Manager Operations

**Council Meeting Date:** 19 January 2021

**File Ref:** PE1.1

---

### **Purpose:**

This report seeks resolution from Council to enter into a contract with Australian Marine & Civil Pty Ltd for Dawson Highway Batter Stabilisation works.

### **Officer's Recommendation:**

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the offer from Australian Marine & Civil Pty Ltd for Tender 109-21 A01 Dawson Highway Batter Stabilisation; and
2. Authorise the Chief Executive Officer to enter into a contract and associated contract variations within the approved budget, with Australian Marine & Civil Pty Ltd for Tender 109-21 A01 Dawson Highway Batter Stabilisation.

### **GM/20/4422 Council Resolution:**

Moved Cr Trevor  
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.6. TENDER RPQS 87-21 TRADE SERVICES (WELDING)**

**Responsible Officer:** General Manager Operations

**Council Meeting Date:** 19 January 2021

**File Ref:** PE1.1

---

**Councillor Branthwaite (declared Conflict of Interest)**  
**left the room for Agenda Item G/4.6 and did not participate in the decision**  
(refer G/0.3.4 Disclosure of Interest section of the minutes - page 6)

### **GM/20/4423 Procedural Motion:**

Moved Cr Trevor  
Seconded Cr Goodluck

That in accordance with Section 254J(1), s254J(3)(g) of the *Local Government Regulation 2012*, the meeting be closed to the public to discuss Agenda Item G/4.6 Tender RPQS 87-21 Trade Services (Welding), more particularly, information contained within the confidential attachment.

**CARRIED**

*Note:*

*s254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

### **GM/20/4424 Procedural Motion:**

Moved Cr Hansen  
Seconded Cr Goodluck

That Council re-open the meeting to the public.

**CARRIED**

### **Purpose:**

This report seeks resolution from Council to enter into service provider agreements for the provision of Trade Services (Welding) under a Register of Pre-Qualified Suppliers.

### **Officer's Recommendation:**

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following service providers on RPQS 87-21 Trade Services (Welding):
  - Purcell's Engineering Pty Ltd;
  - T&C Services Pty Ltd trading as Programmed Industrial Maintenance;
  - Pantib Pty Ltd trading as Mick Mannion Fabrications; and
  - Ausino Projects Pty Ltd.

And

2. Authorise the Chief Executive Officer to enter into the above service provider agreements for an initial term of two (2) years, with the option to extend the arrangements for three (3) further periods of one-year each at Council's discretion.

**GM/20/4425 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Trevor

That the Officer's Recommendation be adopted.

**CARRIED**



## **G/4.7. TENDER RPQS 83-21 TRADE SERVICES (BUILDING)**

**Responsible Officer:** General Manager Operations

**Council Meeting Date:** 19 January 2021

**File Ref:** PE1.1

---

**Councillor Muszkat (declared Conflict of Interest)**  
**left the room for Agenda Item G/4.7 and did not participate in the decision**  
(refer G/0.3.4 Disclosure of Interest section of the minutes - page 6)

### **Purpose:**

This report seeks resolution from Council to enter into service provider agreements for the provision of Trade Services (Building) under a Register of Pre-Qualified Suppliers.

### **Officer's Recommendation:**

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following service providers on RPQS 83-21 Trade Services (Building):
  - Built Right Pty Ltd as Trustee for the Jasbell Trust trading as Wellsteed Constructions;
  - Youngs Building Contractors (Gladstone Pty Ltd);
  - Brett Kurtz T/as Kurtz Plant Hire and Excavations;
  - T&C Services Pty Ltd trading as Programmed Industrial Maintenance;
  - Paul Marsmen trading as Priority Painters;
  - FiXiT Computers Pty Ltd ATF Danchris Family Trust T/A Andersens Carpets – Gladstone; and
  - Linked Constructions Pty Ltd.and
2. Authorise the Chief Executive Officer to enter into the above service provider agreements for an initial term of two (2) years, with the option to extend the arrangements for three (3) further periods of one-year each at Council's discretion.

### **GM/20/4426 Council Resolution:**

Moved Cr O'Grady  
Seconded Cr Cameron

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.8. TENDER RPQS 84-21 TRADE SERVICES (CONCRETING)**

**Responsible Officer:** General Manager Operations

**Council Meeting Date:** 19 January 2021

**File Ref:** PE1.1

---

### **Purpose:**

This report seeks resolution from Council to enter into service provider agreements for the provision of Trade Services (Concreting) under a Register of Pre-Qualified Suppliers.

### **Officer's Recommendation:**

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following service providers on RPQS 84-21 Trade Services (Concreting):
  - PK & KM Robertson Family Trust t/a Miriam Vale Plant Hire;
  - Youngs Building Contractors (Gladstone) Pty Ltd;
  - Harst Group Pty Ltd; and
  - Simmons Family Trust as Trustee for Simmons Civil Pty Ltd.and
2. Authorise the Chief Executive Officer to enter into the above service provider agreements for an initial term of two (2) years, with the option to extend the arrangements for three (3) further periods of one-year each at Council's discretion.

### **GM/20/4427 Council Resolution:**

Moved Cr Hansen  
Seconded Cr Cameron

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.9. TENDER RPQS 85-21 TRADE SERVICES (ELECTRICAL)**

**Responsible Officer:** General Manager Operations

**Council Meeting Date:** 19 January 2021

**File Ref:** PE1.1

---

### **Purpose:**

This report seeks resolution from Council to enter into service provider agreements for the provision of Trade Services (Electrical) under a Register of Pre-Qualified Suppliers.

### **Officer's Recommendation:**

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following service providers on RPQS 85-21 Trade Services (Electrical):
  - CPJ Electrical Pty Ltd T/as Platinum Electricians;
  - Electroco Pty Ltd;
  - G.S Electrical and Thermal Imaging Pty Ltd Trading as Gray Electrical and Air-Conditioning;
  - John Daniel Burgess Trading as Unicorn E&I Specialists; and
  - JATIM Pty Ltd t/as Barnes Electrical Services.and
2. Authorise the Chief Executive Officer to enter into the above service provider agreements for an initial term of two (2) years, with the option to extend the arrangements for three (3) further periods of one-year each at Council's discretion.

### **GM/20/4428 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.10. TENDER RPQS 86-21 TRADE SERVICES (PLUMBING)**

**Responsible Officer:** General Manager Operations

**Council Meeting Date:** 19 January 2021

**File Ref:** PE1.1

---

### **Purpose:**

This report seeks resolution from Council to enter into service provider agreements for the provision of Trade Services (Plumbing) under a Register of Pre-Qualified Suppliers.

### **Officer's Recommendation:**

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following service providers on RPQS 86-21 Trade Services (Plumbing):
  - SCAE Pty Ltd Trading as SE Plumbing
  - Rosandal Pty Ltd T/A Bailey Plumbing Gladstone;
  - J&K Plumbing Works Pty Ltd; and
  - Dakar (Qld) Pty Ltd ATF Dakar Trust T/A Dakar Plumbing.and
2. Authorise the Chief Executive Officer to enter into the above service provider agreements for an initial term of two (2) years, with the option to extend the arrangements for three (3) further periods of one-year each at Council's discretion.

### **GM/20/4429 Council Resolution:**

Moved Cr Hansen  
Seconded Cr Branthwaite

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/5. COUNCILLORS REPORT**

Councillor O'Grady advised that the Calliope Rodeo is on this weekend, Saturday 23 January 2021, not on Australia Day. The Bulls, Boots and BBQ rodeo starts at 4.00pm with gates opening at 3.00pm. Everybody is welcome to come along.

## **G/6. URGENT BUSINESS**

### **GM/20/4430 Procedural Motion**

Moved Cr Trevor  
Seconded Cr Churchill

That the standing orders be suspended on the matter about to be raised on the basis that it is genuinely urgent or of an emergent nature, not a change to Council policy and cannot be delayed until the next scheduled meeting.

The nature of the matter is a possible proposal by the State government to turn the Homeground facility, near Calliope, into a COVID facility for returned overseas travelers. The reason for the urgency is that reports suggest that the matter is to be discussed at National Cabinet this Friday.

**CARRIED**

Councillor Trevor tabled to the Mayor, a written document (attached as Addendum 3) seeking further information from the State and Federal Governments in relation to the possible proposal by the State government to turn the Homeground facility, near Calliope, into a COVID quarantine facility.

### **GM/20/4431 Council Resolution:**

Moved Cr Trevor  
Seconded Cr Branthwaite

That the Mayor write to the Prime Minister, Premier, State and Federal Members prior to National Cabinet, highlighting the twelve questions raised by Councillors regarding the potential Homeground quarantine facility.

1. Has it been established by medical evidence or otherwise how the virus recently escaped quarantine in Brisbane which led to the city being forced into lockdown for 3 days? If not when is that evidence likely to be available to our community if at all?
2. If the Homeground quarantine proceeds and the virus escapes, will the city of Gladstone, Boyne, Tannum Sands and Calliope including our significant industries be shut down for the same / similar or longer period we saw with the recent escape in Brisbane?
3. What local medical facilities will be used to treat infected travellers, be it Rockhampton or Gladstone and where will those facilities be and how will they cope?
4. Will any of our local existing medical facilities / specialists be displaced to accommodate a COVID medical facility and if so, what arrangements are in place to deal with that ongoing necessary service for our community?
5. What impacts will Homeground being used as a quarantine facility have on our major industries with regard to shutdowns this year and future years and for local people employed during those shutdowns given that Homeground accommodates significant numbers of specialised workers necessary for these shutdowns to proceed?
6. How long is the quarantine facility expected to operate?

7. With the East Coast real estate market booming, what impact will the Stigma of having a quarantine facility in close proximity to our city and in our region have on prices in our region, particularly after years of suffering by our local hardworking homeowners and retiree's?
8. What impact will the facility have on our Tourism industries in our region?
9. What advantages to the local economy and local people does Homeground provide in transitioning to a fully operational COVID facility?
10. Can the Queensland Government guarantee that COVID will not escape from the quarantine facility or the medical facility used to treat people with COVID?
11. If a decision is made, will a copy of the quarantine management and operations plan be provided to Gladstone Regional Council?
12. If National Cabinet and / or the Queensland Government decides to proceed with the Homeground quarantine facility what support will be provided to the Gladstone Region?

**CARRIED UNANIMOUSLY**

**G/7. NOTICE OF MOTION**

Nil.

**G/8. CONFIDENTIAL ITEMS**

Nil.



There being no further business the Mayor formally closed the meeting.

**THE MEETING CLOSED AT 12.18pm**

**CERTIFICATION**

I hereby confirm that I have read the minutes and they are a true and correct record of the proceedings of the meeting. I certify that these 35 pages form the official copy of Gladstone Regional Council General Meeting Minutes of the 19 January 2021.

.....  
Mayor Matt Burnett

...../...../.....  
Date

# ATTACHMENTS

## Addendum 1



# Gladstone Regional Council

## Council Policy

Title	<b>PROCUREMENT POLICY</b>
Policy Number	<b>P-2021-01</b>
Business Unit/s	<b>FINANCE GOVERNANCE &amp; RISK</b>
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

### 1.0 PURPOSE:

The purpose of this policy is to demonstrate Gladstone Regional Council's approach to the contracting of carrying out of work, procurement of goods and services and the disposal of assets (including non-current assets) with a focus on encouraging local business procurement.

### 2.0 SCOPE:

This policy applies to all procurement activities conducted by Gladstone Regional Council irrespective of funding source and acquisition process except for the below transactions:

- Refunds for overpayments;
- Return of Trust Fund Monies;
- Payments associated with Statutory Obligations;
- Payments to Government Organisations;
- Payments to employees under employment contracts; and
- Collector of Public Monies – Centrelink.

### 3.0 RELATED LEGISLATION:

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

### 4.0 RELATED DOCUMENTS:

- Procurement Corporate Standard;
- Contract Management Corporate Standard;
- Register of Financial Delegations;
- Asset Disposal Policy;
- Financial Non - Current Asset Threshold Policy;
- Entertainment and Hospitality Expenditure Policy;
- Learning and Development Policy;
- Elected Members Expenses Reimbursement & Provision of Facilities Policy;
- Code of Conduct Policy; and

---

GRC ECM Subject Index: File Reference:- CM28.1

- b) Demonstrating that procurement decisions are environmentally, socially and economically responsible;
- c) Supporting the economic development of local businesses and the Gladstone Region;
- d) Ensuring fairness, integrity, transparency and competition;
- e) Ensuring the organisation is fulfilling and striving for excellence in its safety obligations to employees, volunteers, contractors and the community by establishing, managing and closing out contracts appropriately;
- f) Considering emerging technologies and innovation as part of the procurement process; and
- g) Demonstrating efficient use of resources by ensuring best value for money is gained from procurement activities.

#### 7.0 POLICY STATEMENT:

When carrying out procurement activities, Council will:

- a) act ethically and in full compliance with applicable laws, delegations, probity plans and other related Council policies;
- b) exercise responsible financial management, including the identification and management of risks associated with procurement;
- c) assess value over the whole of the operational life of acquired, constructed or upgraded assets, goods or services;
- d) be focused on achieving Council's safety, financial, social, local economic and environmental objectives;
- e) establish procedures that ensure fair, open and effective competition that deliver value for money and are efficient to use;
- f) develop and maintain relationships with suppliers, consultants and contractors in a manner that is ethical, efficient, effective, fair and transparent;
- g) support the establishment of a diverse supply chain with particular focus on entities that deliver or have the potential to deliver social, economic and environmental benefit to the Gladstone region;
- h) support locally based suppliers, consultants and contractors where possible;
- i) establish contract management process for suppliers, consultants and contractors and monitor their performance over time;
- j) establish a safety and environment control 'gate' within the procurement process whereby any submission for work failing to meet current safety and/or environmental requirements will be excluded;
- k) establish a consistent, fair and transparent process for the evaluation of offers; and
- l) Establish and comply with Council's records management obligations.

The disposal of Non-Current Assets will occur in accordance with Council's Asset Disposal standards.

- Councillor Code of Conduct Policy.

## 5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

**“Carrying out of Works”** means activities relating to the construction or upgrades of assets.

**“Contract”** means an agreement made in relation to the supply of goods or services or the disposal of non-current asset as set out in (*Local Government Regulation 2012* - s216(1)(a) and (1)(b)).

**“Contractor”** means a person or organisation external from Council, with whom Council has entered into a contract for the provision of goods, services or the carrying out of works.

**“Financial Delegation”** means a formal delegation allowing an employee to authorise or approve the expenditure or reimbursement of money within an approved budget and delegation limit.

**“Goods”** means an inherently useful and tangible item (article, commodity, material, merchandise).

**“Gladstone Region”** means the Gladstone Regional Council local government area.

**“Local Business”** Means businesses making a 'significant contribution' to the Gladstone region economy, by way of:

- i) having a physical presence in the Gladstone Local Government Area (LGA) and businesses or projects where the majority of the workforce resides within the Gladstone LGA; and
- ii) businesses or contractors which are not owned locally but provide goods, services and/or labour that are primarily produced or supplied within the Gladstone LGA.

**“Procurement”** means the entering into of a contract to purchase, hire, lease, rent, or exchange by way of any transaction involving the outlay by Council of funds, for carrying out of works, goods or services in return for the provision of goods, services or completion of works to Council by another person, company or other entity;

**“Services”** means intangible products including but not limited to consultancy, cleaning, maintenance, plant hire, professional services, repairs, traffic control, training and waste collection.

**“Sound Contracting Principles”** - means the sound contracting principles set out in section 104(3) of the *Local Government Act 2009*;

## 6.0 PRINCIPLES:

This policy aims to achieve the Sound Contracting Principles outlined in the *Local Government Act 2009* by:

- a) Assisting Council to achieve its goals and objectives outlined in the corporate and operational plans;

### 7.1 Local Content

Council will encourage the development of competitive local businesses through:

- a) providing a local content weighting of at least 10% to be assessed in the evaluation process of offers. This weighting will be applied on the basis of:
  - i) the geographic location of the business's head office, branch office or depot; and/or
  - ii) the business's submitted Local Procurement Plan, demonstrating how they will commit to spending and sub-contracting within the Gladstone Region.
- b) the placement of orders, where the local business is competitive under Council's evaluation process;
- c) actively seeking out local businesses when inviting offers;
- d) ensuring that the below are given due consideration in the evaluation process:
  - o more readily available spare parts and servicing support;
  - o more reliable compliance with warranty provisions;
  - o shorter supply lines; and
  - o more convenient communications for contract administration;
- e) encouraging contractors to give local businesses every opportunity, as partners or subcontractors, to participate in carrying out works.

### 8.0 REPORTING

Council will review all contracts awarded for purchases over \$15,000 ex GST on a quarterly basis, to ensure the intended outcomes of this Policy are being achieved.

### 9.0 ATTACHMENTS:

Nil

### 10.0 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. One year from the date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Adopted	11/11/2008	08/725	
Amendment 1	16/11/2010	10/367	
Amendment 2	05/03/2013	G/13/1451	
Amendment 3	17/03/2015	G/15/2346	
Amendment 4	21/06/2016	G/16/2814	(FCGC/16/0021 - 13/6/2016)
Amendment 5	04/07/2017	G/17/3102	

GLADSTONE REGIONAL COUNCIL  
POLICY NO. P-2021-01 – PROCUREMENT POLICY  
PAGE 5 of 5

---

Amendment 6	17/07/2018	G/18/3474	Full revision and re-write of policy to combine procurement policy with local preference policy.
Amendment 7	06/08/2019	G/19/3882	Minor wording amendments
Amendment 8			Adjustment to definitions, Local Content criteria and inclusion of environmental gate.

.....  
**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**

## Addendum 2



# Gladstone Regional Council

## Council Policy

Title	<b>COUNCILLOR CODE OF CONDUCT</b>
Policy Number	<b>P-2021-02</b>
Business Unit/s	<b>OFFICE OF THE CHIEF EXECUTIVE OFFICER</b>
Date of Adoption	<b>19 JANUARY 2021</b>
Resolution Number	
Review Date	<b>19 JANUARY 2024</b>
Date Repealed	

### 1.0 PURPOSE:

This policy outlines and endorses the State Government framework for the standard of conduct and behaviour expected of all Mayors and Councillors whilst acting in their capacity as an elected member.

Gladstone Regional Council supports the consistent adoption of a Councillor Code of Conduct and accordingly in adopting the policy.

The requirements of this policy are in addition to the roles, responsibilities and obligations of Councillors, as set out in the *Local Government Act 2009*.

### 2.0 SCOPE:

This policy applies to all Councillors.

### 3.0 RELATED LEGISLATION<sup>1</sup>:

*Crime & Corruption Act 2001*  
*Integrity Act 2009*  
*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Public Sector Ethics Act 1994*

### 4.0 RELATED DOCUMENTS:

Queensland Government – Code of Conduct for Councillors in Queensland

Councillor Acceptable Request Guidelines Policy

---

<sup>1</sup> This is an indicative and not an exhaustive list of Acts which apply to Councillors as individuals acting in their role as a Councillor.

Council Meeting Procedures Policy  
Councillor Complaint Investigation Policy  
Councillor Expenses Reimbursement and Provision of Facilities Policy

## 5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

<b>Acts</b>	means all legislation including State legislation and Commonwealth legislation.
<b>Chief Executive Officer</b>	means the chief executive officer of Council
<b>Council</b>	means Gladstone Regional Council
<b>Councillor</b>	means a councillor of Council as defined under the <i>Local Government Act 2009</i> and includes the Mayor of Council.
<b>Council Officer</b>	means a local government employee as defined under the <i>Local Government Act 2009</i> .

## 6.0 POLICY STATEMENT:

This policy seeks to demonstrate Council's commitment to the local government principles contained in the *Local Government Act 2009* (the LGA):

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

Section 150D of the LGA requires the Minister of Local Government to make a code of conduct that sets out the standards of behaviour for councillors in performing their functions as councillors under the LGA. The code of conduct, known as *the 'Code of Conduct for Councillors in Queensland'* is published on the department's website in accordance with s150E of the LGA.

Council confirms its commitment to adhere to the standards of behaviour outlined in the *'Code of Conduct for Councillors in Queensland'*.

In addition, the following additional policies contain acceptable standards for Councillor interactions with employees and particular constituents:

- Council Meeting Procedures Policy;
- Council's Acceptable Request Guidelines Policy; and
- Councillor Interaction Guidelines with Applicants (including Lobbyists, Developers & Submitters) for Council Approval Policy.

## 7.0 ATTACHMENTS:

Nil.



**8.0 REVIEW TRIGGER:**

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

<b>TABLE OF AMENDMENTS</b>			
<b>Document History</b>	<b>Date</b>	<b>Council Resolution No.</b>	<b>Notes (including the prior Policy No, precise of change/s, etc)</b>
Originally Approved	19 April 2011	G/11/523	
Amendment 1	19 July 2016	G/16/2850	Finance & Governance Committee 12/07/2016 - FCGC/16/0036
Amendment 2	6 January 2017		Updated Table 1 Administratively
Amendment 3	23 January 2018		Updated Table 1 Administratively to add Policy adopted (Aboriginal and Torres Strait Islander Cultural Protocol – Events Policy)
Amendment 4	4 December 2018	G/18/3592	Updated to reference State Government mandated Code of Conduct for Councillors and remove other material to separate policies.
Amendment 5	19 January 2021		Updated to remove 'Code of Conduct for Councillors in Queensland' and ancillary amendments.

.....  
**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**

### Addendum 3

Mr Mayor,

Recent media reports, if correct, would indicate that the Queensland State Government is considering using the home ground facility near Calliope as a quarantine facility for arriving overseas Australians, some of whom, based on the evidence of past arrivals in Australia will have covid in one strain or the other including the highly contagious new UK variant B117.

Reports suggest that the proposal may be put to national cabinet for approval or otherwise this Friday.

Whilst the final decision will ultimately rest with the State and Federal governments who alone will be responsible for the day-to-day care and control of the facility its residents and staff, I ask that this council on behalf of our region and its residents request the State and Federal governments take into consideration the following and provide us with answers to these questions before a final decision is made.

- 1) Has it been established by medical evidence or otherwise how the virus recently escaped quarantine in Brisbane which led to the city being forced into lockdown for 3 days? If not when is that evidence likely to be available to our community if at all.
- 2) If the home ground quarantine proceeds and the virus escapes will the city of Gladstone, Boyne, Tannum Sands and Calliope including our significant industries be shut down for the same/similar or longer period that we saw with the recent escape in Brisbane?
- 3) What local medical facilities will be used to treat infected travellers be it Rockhampton or Gladstone and where will those facilities be and how will they cope?
- 4) Will any of our local existing medical facilities/specialists be displaced to accommodate a covid medical facility and if so

what arrangements are in place to deal with that ongoing necessary service for our community?

- 5) What impacts will home ground being used as a quarantine facility have on our major industries with regard to shutdowns this year and future years and for local people employed during those shutdowns given that home ground accommodates a significant number of specialist workers necessary for these shutdowns to proceed?
- 6) How long is the quarantine facility expected to operate?
- 7) With the east coast real estate market booming what impact will the stigma of having a quarantine facility in close proximity to our city and in our region have on prices in our region particularly after years of suffering by our local hard-working homeowners and retiree homeowners?
- 8) What impact will the facility have on our tourist industries in our region?
- 9) What advantages to the local economy and local people does home ground provide in transitioning to a fully operational covid facility?
- 10) Can the Queensland Government guarantee that covid will not escape from the quarantine facility or the medical facility used to treat people with covid?

I move that these matters be urgently brought to the attention of both the State and Federal government and that letters be immediately sent to the Prime Minister of Australia the Honourable Scott Morrison, the Premier of Queensland the Honourable Anastacia Palaszczuk, minister Glen Butcher and our local Federal member Ken O'Dowd requesting advice on such matters.