



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING MINUTES

**HELD AT THE COUNCIL CHAMBERS - CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On Tuesday 1 August 2023

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

Table of Contents

ITEM	PAGE
G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE	3
G/0.3.3. MESSAGES OF CONDOLENCE	3
G/0.3.4. DECLARATION OF INTERESTS	4
G/1. MAYORAL STATEMENT OF CURRENT ISSUES.....	5
G/2. CONFIRMATION OF MINUTES	6
G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 18 JULY 2023	6
G/3. DEPUTATIONS	7
G/3.1. RIO TINTO	7
G/4. OFFICERS' REPORTS	8
G/4.1. NAMING OF COUNCIL ASSET INFRASTRUCTURE - ELLA J COURT.....	8
G/4.2. GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED (GAPDL) FUNDING REVIEW	9
G/4.3. LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) 2023 MOTIONS.....	11
G/4.4. WRITE OFF REPORT 2023	12
G/4.5. REVIEW OF PROCUREMENT POLICY.....	13
G/4.6. RESCHEDULE OF GENERAL MEETING 17 OCTOBER 2023	14
G/5. COUNCILLORS REPORT.....	15
G/4.3. LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) 2023 MOTIONS.....	16
G/6. URGENT BUSINESS.....	18
G/7. NOTICE OF MOTION	18
G/8. CONFIDENTIAL ITEMS	19
G/8.1. RECYCLABLES PROCESSING CONTRACT	19

GENERAL MEETING MINUTES 1 AUGUST 2023

Elected Members

Councillor - Mayor M J Burnett
Councillor K Goodluck
Councillor R A Hansen
Councillor D V O'Grady - via teams
Councillor C A Trevor
Councillor N Muszkat (via teams and in attendance)
Councillor C Cameron - via teams
Councillor D Branthwaite

Officers

Mrs L Dowling (Chief Executive Officer)
Mrs R Millett (Executive Secretary)
Mrs T Whalley (Manager Governance and Risk)
Mr M Holmes (General Manager Finance Governance and Risk)
Ms K Lee (General Manager Community and Lifestyle)
Mr M Francis (General Manager Assets and Environment)
Ms A Moore (General Manager Customer Experience, Acting)
Ms S Wales (Manager Customer Solutions)
Ms F Barker (Manager Arts and Entertainment, Acting)
Ms K Marxsen (Manager Strategy and Improvement, Acting)
Ms K Turner (Corporate Planning Specialist)
Ms K Wockner (Manager Contracts and Procurement)
Mr C Irving (Manager Waste Program Delivery)

G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE

GM/23/5054 Council Resolution:

Moved Cr Trevor
Seconded Cr Branthwaite

That an apology for Councillor Churchill be received.

CARRIED

G/0.3.3. MESSAGES OF CONDOLENCE

Nil

G/0.3.4. DECLARATION OF INTERESTS

Cr Branthwaite

Councillor Darryl Branthwaite advised that he has a declarable conflict of interest in Agenda Item G/4.2. GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED FUNDING REVIEW as Gladstone Area Promotion and Development Limited (GAPDL) provides booking services to his business.

Cr Branthwaite advised that he will leave the meeting room during consideration of Item G/4.2.

Cr Muszkat

Councillor Natalia Muszkat advised that she has a declarable conflict of interest in Agenda Item G/4.2. GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED FUNDING REVIEW as she is a director of Strong Communities Ltd which has a service agreement with GAPDL's Communities for Children Program.

Cr Muszkat advised that she will leave the meeting room during consideration of Item G/4.2.

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

We had the Flourish Festival at the Gladstone Marina Parklands, fantastic facility in our community provided by the Gladstone Ports Corporation (GPC) and an amazing event organised by Integreat Queensland. Well done to the team for organising the fantastic multicultural event at our GPC Marina Parklands.

On the weekend, it was National Tree Day. Thank you Councillor Natalia Muszkat, Councillor Rick Hansen and Councillor Darryl Branthwaite, for participating in the event on the weekend and to our community for coming out and getting involved in National Tree Day. It is great to see everyone getting involved in the event.

We also had the World Science Festival at our Gladstone Entertainment Convention Centre (GECC), which has hosted the event again. Back again for another year. It is an amazing event in our small community, considering we bring that here every year. Thanks to our industry partners for making sure that happens. Everyone had a fantastic time.

Most excitingly we held our second Innovate Reconciliation Action Plan (RAP) launch at the Philip Street Communities and Families Precinct. Thank you Cr Muszkat and your co-chair, Annette Rutherford and all of the committee involved in getting our second Innovate RAP launched yesterday. And thank you Cr Muszkat for doing the radio for us this morning on ABC Capricornia, I think you did a fantastic job explaining to the community what our RAP is all about. Our second Innovate RAP on how Council intends to work with our First Nations people for the next two years, up to 2025.

Today at approximately 10:30am we will have the Assistant Minister for Local Government, Nikki Boyd, visiting the Gladstone Region. At that point if the Council meeting is still going, I will hand over to the Deputy Mayor, we will break for morning tea and I will be showing the Minister some of the projects that they have funded in our Region, including at our Gladstone Aquatic Centre and Tondoon Botanic Gardens. And then going to Boyne Island Tannum Sands to show her some other projects we would like them to fund in the future.

The Mayor's Youth Breakfast is coming up on Wednesday 9 August 2023. Nominations have now closed, and we had over 200 nominations and I've been busily signing certificates.

And then its the grand opening of the Jobs Pathway Centre at Apprentices and Trainees Queensland happening this week as well. It will be a fantastic opportunity for our local apprentices and trainees to have access to all those facilities that have been donated by EQIP, including lathes, milling machines, presses and all the essential tools that are required for school-based trainees. Thank you to EQIP for organising that and it's fantastic to see our former Gladstone Area Group Apprentices Ltd (GAGAL) is going from strength to strength and now known as Apprentices and Trainees Queensland.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 18 JULY 2023

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 1 August 2023

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 18 July 2023.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 18 July 2023 be confirmed.

GM/23/5055 Council Resolution:

Moved Cr Goodluck

Seconded Cr Hansen

That the Officer's Recommendation be adopted.

CARRIED

G/3. DEPUTATIONS

G/3.1. RIO TINTO

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 1 August 2023

File Ref: CM7.6

Councillor Muszkat entered the meeting room.

Purpose:

To provide information regarding Rio Tinto's decarbonisation targets with a focus on the Gladstone refineries and smelter.

Officer's Recommendation:

That the deputation from Rio Tinto be received.

GM/23/5056 Council Resolution:

Moved Cr Goodluck

Seconded Cr Trevor

That the Officer's Recommendation be adopted.

CARRIED

G/4. OFFICERS' REPORTS

G/4.1. NAMING OF COUNCIL ASSET INFRASTRUCTURE - ELLA J COURT

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 1 August 2023

File Ref: CR13.1

Purpose:

The purpose of this report is for Council to consider a request to add Ella J Court to the Approved Place Name Register and utilise on an unnamed road in approved Reconfiguration of Lot (ROL) Application DA/146/2015. Location of the new street to be off Friswell Road, Burua, access Street with a cul-de-sac.

Officer's Recommendation:

That Council approves:

1. The application to add Ella J Court to the Approved Place Name Register; and
2. The use of the name Ella J Court for an unnamed road in approved Reconfiguration of Lot Application DA/146/2015.

GM/23/5057 Council Resolution:

Moved Cr Hansen
Seconded Cr Trevor

That the Officer's Recommendation be adopted.

CARRIED

G/4.2. GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED (GAPDL) FUNDING REVIEW

Responsible Officer: General Manager Community Development and Events

Prepared By: Manager of Arts and Entertainment (Acting)

Council Meeting Date: 1 August 2023

File Ref: ED2.1

**Cr's Branthwaite and Muszkat (declarable conflict of interest)
left the room for Agenda Item G/4.2. and did not participate in the decision.
(refer G/0.3.1. Disclosure of Interest section of the minutes - page 4)**

Purpose:

The purpose of this report is to provide Council with an update on funding arrangements with Tourism Events Queensland (TEQ) for 2023/24 and proposed future changes to the structure of Regional Tourism Operators.

Officer's Recommendation:

That, given advice from Gladstone Area Promotion and Development Limited regarding funding from Tourism Events Queensland, Council:

1. Rescinds resolution GM/23/4964 from the General Meeting of 21 March 2023;
2. In accordance with Section 235(b) of the Local Government Regulation 2012, is satisfied that due to the specialised nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders to deliver the Tourism Workplan;
3. Funds Gladstone Area Promotion and Development Limited (GAPDL) to the amount of \$393,000 per annum for a period of up to three years to deliver an agreed workplan subject to the negotiation of a funding agreement and workplan; and
4. Delegates authority to the CEO negotiate a funding agreement with GAPDL for a term of one year with an option for Council to extend for up to a further two years and develop a workplan in collaboration with GAPDL appropriate to the funding provided.

GENERAL MEETING MINUTES 1 AUGUST 2023

GM/23/5058 Council Resolution:

Moved Cr Trevor

Seconded Cr Goodluck

That, given advice from Gladstone Area Promotion and Development Limited regarding funding from Tourism Events Queensland, Council:

1. Rescinds resolution GM/23/4964 from the General Meeting of 21 March 2023;
2. In accordance with Section 235(b) of the Local Government Regulation 2012, is satisfied that due to the specialised nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders to deliver the Tourism Workplan;
3. Funds Gladstone Area Promotion and Development Limited (GAPDL) to the amount of \$393,000 per annum for a period of up to three years to deliver an agreed workplan subject to the negotiation of a funding agreement and workplan; and
4. Delegates authority to the CEO negotiate a funding agreement with GAPDL for a term of one year with an option for Council to extend for up to a further two years and develop a workplan in collaboration with GAPDL appropriate to the funding provided.
5. Allocates the sum of \$107,000 to the delivery of a Gladstone Regional Council regional liveability campaign to enhance community pride and attract new residents to the region through a well-designed campaign.

CARRIED

In favour of the motion: Cr Goodluck, Cr Trevor, Cr Cameron, Cr Muszkat, Cr Hansen, Mayor Burnett

Against the motion: Cr O'Grady

Not eligible: Cr Branthwaite, Cr Muszkat

G/4.3. LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) 2023 MOTIONS

Responsible Officer: General Manager Strategy and Transformation

Prepared By: Corporate Planning Specialist

Council Meeting Date: 1 August 2023

File Ref: GR3.1

GM/23/5059 Procedural Resolution:

Moved Cr Trevor

Seconded Cr Branthwaite

That Item G/4.3 LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) 2023 MOTIONS be deferred to the end of the agenda.

CARRIED

Purpose:

The purpose of this report is to

1. Provide Council with the opportunity to consider a submission of motions to the Local Government Association of Queensland's (LGAQ) annual conference to be held 16-18 October 2023 in Gladstone
2. Allow Council to nominate delegates at the same event, noting all Councillors intend to attend the event due to its locality this year

Officer's Recommendation:

That Council:

1. Submit the following conference motions to the Local Government Association Queensland (LGAQ) for consideration:
 - a. The LGAQ calls on the State Government to invest in necessary social infrastructure to improve liveability factors and attract and retain workers to regional communities.
 - b. The LGAQ calls on the State Government to establish a dedicated fund to invest in critical infrastructure and support the workforce sectors needed to enable the transitioning energy sector.
 - c. The LGAQ calls on the State Government to provide local government funding to supplement operational and capital expenses associated with climate adaptation and carbon offset mitigation strategies to:
 - i. Move towards net zero emissions
 - ii. Minimise the impacts of climate change in our communities
 - iii. Minimise and offset emissions across Council operations.
2. Authorise Councillor _____ and Councillor _____ to attend the annual conference, as Council delegates, 16-18 October in Gladstone.
 - a. Noting two Councillors will attend as delegates with voting entitlements, all other Councillors are intending to attend as observers due to the location of the 2023 conference being in Gladstone
 - b. Noting Mayor Burnett is scheduled to attend as a representative of the Australian Local Government Association

G/4.4. WRITE OFF REPORT 2023

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Revenue Services

Council Meeting Date: 1 August 2023

File Ref: FM1.9

Purpose:

The purpose of this report is to seek Council approval to write off outstanding debts as at 30 June 2023.

Officer's Recommendation:

That the outstanding debts identified below be written off:

1. Debtor No 54421 for the amount of \$2,711.10
2. Debtor No 55345 for the amount of \$1,100; and
3. Debtor No 55350 for the amount of \$900.

GM/23/5060 Council Resolution:

Moved Cr Hansen
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

CARRIED

G/4.5. REVIEW OF PROCUREMENT POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 1 August 2023

File Ref: CM28.2

Purpose:

To propose the readoption of the Procurement Policy without amendment.

Officer's Recommendation:

That Council acknowledge the annual review of the Procurement Policy and that no changes be made to P-2021-01 Procurement Policy, provided as Addendum 1.

GM/23/5061 Council Resolution:

Moved Cr Trevor
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

CARRIED

G/4.6. RESCHEDULE OF GENERAL MEETING 17 OCTOBER 2023

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Executive Secretary

Council Meeting Date: 1 August 2023

File Ref: CM7.2

Purpose:

To allow Council to consider rescheduling the 17 October 2023 General Meeting in absence of a quorum.

Officer's Recommendation:

That the General Meeting for 17 October 2023 be rescheduled to 24 October 2023.

GM/23/5062 Council Resolution:

Moved Cr Branthwaite

Seconded Cr Cameron

That the Officer's Recommendation be adopted.

CARRIED

G/5. COUNCILLORS REPORT

Councillor Darryl Branthwaite mentioned that National Tree Day was held at Cashin Park, Tannum Sands with Councillor Natalia Muszkat, Councillor Rick Hansen attending along with Cr Branthwaite. Cr Branthwaite noted that a lot of other people also attended the tree planting event. Cr Branthwaite mentioned that National Tree Day is co-sponsored and held in conjunction with Planet Ark and Toyota with a BBQ and a native bee display by Ian Anderson. Cr Branthwaite noted that Council currently has a program to saving the native bees out of the water meters as they appear to be taking refuge in the water meters. Cr Branthwaite noted that it was good to see so many trees being planted and thanked all the people involved.

Cr Branthwaite mentioned that he attended the Developing Northern Australia conference which had approximately 550 delegates from the Tropic of Capricorn north (noting that there is a legislative boundary which Gladstone falls into). Cr Branthwaite noted that everyone seemed to know about Gladstone, and he was able to present on the Transition Economy along with Council's Economic Development Specialist, Garry Scanlan to approximately 150 - 200 delegates. Cr Branthwaite mentioned that there was a lot of interest in the Transition Economy, including Bechtel and he caught up with Bechtel's Global Sustainability Manager, Melissa Case. Cr Branthwaite highlighted some items that came out of the conference including storing heat for 24 / 7 production of electricity, the issues being raised are the same across the regions such as skills shortage, housing shortage and growing social licence for all of the new projects and how the Developing Northern Australia collective is working together on addressing the issues.

Cr Muszkat acknowledged the Queensland Country Women's Association (QCWA) branches in the region, noting that she is involved in one of the branches, and that over the past ten days, the Annual General Meetings for each of the branches has been held which was a pleasure to attend and gain an understanding of what each of the branches have been doing in supporting their communities. Cr Muszkat congratulated everyone for the work they have achieved and thanked the Councillors that attended the meetings.

Cr Muszkat mentioned the Gladstone Regional Art Gallery and Museum (GRAGM) opening for 'More Than Meets the Eye' by artist Beryl Wood who has been contributing to the region's art space since the 1990s and is currently in her late 80s. Cr Muszkat expressed appreciation for what Beryl Wood has done and will do for the region.

Councillor O'Grady left the meeting.

G/4.3. LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) 2023 MOTIONS

Responsible Officer: General Manager Strategy and Transformation

Prepared By: Corporate Planning Specialist

Council Meeting Date: 1 August 2023

File Ref: GR3.1

Purpose:

The purpose of this report is to

1. Provide Council with the opportunity to consider a submission of motions to the Local Government Association of Queensland's (LGAQ) annual conference to be held 16-18 October 2023 in Gladstone
2. Allow Council to nominate delegates at the same event, noting all Councillors intend to attend the event due to its locality this year

Officer's Recommendation:

That Council:

1. Submit the following conference motions to the Local Government Association Queensland (LGAQ) for consideration:
 - a. The LGAQ calls on the State Government to invest in necessary social infrastructure to improve liveability factors and attract and retain workers to regional communities.
 - b. The LGAQ calls on the State Government to establish a dedicated fund to invest in critical infrastructure and support the workforce sectors needed to enable the transitioning energy sector.
 - c. The LGAQ calls on the State Government to provide local government funding to supplement operational and capital expenses associated with climate adaptation and carbon offset mitigation strategies to:
 - i. Move towards net zero emissions
 - ii. Minimise the impacts of climate change in our communities
 - iii. Minimise and offset emissions across Council operations.
2. Authorise Councillor _____ and Councillor _____ to attend the annual conference, as Council delegates, 16-18 October in Gladstone.
 - a. Noting two Councillors will attend as delegates with voting entitlements, all other Councillors are intending to attend as observers due to the location of the 2023 conference being in Gladstone
 - b. Noting Mayor Burnett is scheduled to attend as a representative of the Australian Local Government Association

GM/23/5063 Council Resolution:

Moved Cr Muszkat
Seconded Cr Branthwaite

That Council:

1. Submit the following conference motions to the Local Government Association Queensland (LGAQ) for consideration:
 - a. The LGAQ calls on the State Government to invest in necessary social infrastructure to improve liveability factors and attract and retain workers to regional communities.
 - b. The LGAQ calls on the State Government to establish a dedicated fund to invest in critical infrastructure and support the workforce sectors needed to enable the transitioning energy sector.
 - c. The LGAQ calls on the State Government to provide local government funding to supplement operational and capital expenses associated with climate adaptation and carbon offset mitigation strategies to:
 - i. Move towards net zero emissions
 - ii. Minimise the impacts of climate change in our communities
 - iii. Minimise and offset emissions across Council operations.
 - d. The LGAQ calls on the State Government to consider amendments to the Planning Act 2016 (Qld) that will enable submitter rights for renewable energy projects such as solar farms and wind farms.
2. Authorise Mayor Burnett and Councillor Goodluck to attend the annual conference, as Council delegates, 16-18 October in Gladstone.
 - a. Noting two Councillors will attend as delegates with voting entitlements, all other Councillors are intending to attend as observers due to the location of the 2023 conference being in Gladstone
 - b. Noting Mayor Burnett is scheduled to attend as a representative of the Australian Local Government Association

CARRIED

The meeting was adjourned for morning tea at 10:40am and reconvened at 11:10am.

Mayor Burnett left the meeting. Deputy Mayor Goodluck chaired the remainder of the meeting.

G/6. URGENT BUSINESS

Nil

G/7. NOTICE OF MOTION

Nil

G/8. CONFIDENTIAL ITEMS

G/8.1. RECYCLABLES PROCESSING CONTRACT

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 1 August 2023

File Ref: PE1.1

GM/23/5064 Procedural Resolution:

Moved Cr Branthwaite

Seconded Cr Hansen

In accordance with the Local Government Regulation 2012, section 254J, Council close the meeting to discuss Item G/8.1 Recyclables Processing Contract.

Item G/8.1. Recyclables Processing Contract will be closed under section 254J (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* as this item will discuss contract negotiations.

CARRIED

The item was discussed and considered including the presentation of different options to consider and the opportunities and risk associated with the item.

GM/23/5065 Procedural Resolution:

Moved Cr Branthwaite

Seconded Cr Trevor

That Council reopen the meeting to the public.

CARRIED

GM/23/5066 Council Resolution:

Moved Cr Branthwaite

Seconded Cr Hansen

That Council:

1. Endorse the Combined Officer Evaluation Panel recommendation to divide the original MRF tender into two separable portions and:
 - a. To award the processing element to the preferred bidder Re.Group Pty Ltd, and
 - b. To not award the transport element under the current process;
2. Continue collaboration with relevant Central Queensland Region of Council (CQRoC) Councils to commence a new joint procurement process for bulk transport of recyclables only; and
3. Delegates authority under section 257 of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with the contract for the Materials Recovery Facility Processing services to the preferred bidder for a period of 4 years initially with a further 4 x 1-year options.

CARRIED

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

THE MEETING CLOSED AT 11:23am.

ATTACHMENTS

Addendum 1



Gladstone Regional Council

Council Policy

Title	PROCUREMENT POLICY
Policy Number	P-2021-01
Business Unit/s	FINANCE GOVERNANCE & RISK
Date of Adoption	19 JULY 2022
Resolution Number	G/22/4783
Review Date	19 JULY 2023
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

- 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;

- 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.

7.1 Local Content

Council will encourage the development of competitive local businesses through:

- a) providing a local content weighting of at least 15% 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	19/01/2021	GM/20/4419	Adjustment to definitions, Local Content criteria and inclusion of environmental gate.
Amendment 9	19/07/2022	G/22/4783	Reviewed and re-endorsed without change

.....
LEISA DOWLING
CHIEF EXECUTIVE OFFICER