



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING MINUTES

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

On 17 July 2018

Commencing at 9.00am

**Roslyn Baker
CHIEF EXECUTIVE OFFICER**

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Elected Members

Councillor - Mayor M J Burnett
Councillor C T Bush
Councillor G G Churchill
Councillor K Goodluck
Councillor P J Masters
Councillor D V O'Grady
Councillor P J Sobhanian
Councillor C A Trevor

Officers

Ms R L Baker (Chief Executive Officer)
Ms L M Hendrick (Executive Assistant)

APOLOGIES

G/18 /3464 Council Resolution:

Moved Cr Sobhanian
Seconded Cr Trevor

That an apology for Cr Hansen be received as he is attending the Inland Rail Conference.

CARRIED

G/0.3.2. DISCLOSURE OF INTERESTS

MATERIAL PERSONAL INTEREST

Pursuant to section 175(C) of the Local Government Act 2009, where a Councillor declares a Material Personal Interest in an agenda item, the Councillor must leave the room for the agenda item.

G/3.4.2. PSA 03-19 GREEN WASTE GRINDING

Cr O'Grady

Cr O'Grady declared a Material Personal Interest in Item G/3.4.2. as Polley Earthmoving are customers of Cr O'Grady's business. Cr O'Grady advised that she will leave the room during the consideration of Item G/3.4.2.

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

Last week the Planning Application for the Renew Estate Solar Farm at Rodds Bay was approved. It is fantastic news for the Gladstone region and means employment on construction and training of locals for the future. Further proof that Gladstone is fast becoming an energy hub for Queensland.

The Komatsu 2018 Queensland State Kart Championships were held in Gladstone from 6 – 8 July. It was an opportunity to celebrate and show off the upgrades at the Gladstone Kart Club through the Works for Queensland partnership between the Queensland Government and the Gladstone Regional Council.

Congratulations to the NAIDOC Week Committee on a fantastic week of events commencing with Council participation in the Flag Raising Ceremony at the Civic Centre on Monday morning and the launch of the NAIDOC Exhibition at the Gladstone Art Gallery and Museum that evening and the march on Friday from ANZAC Park along Goondoon Street.

The Turkey Beach Tractor Bash was held last Saturday and was extremely successful with in excess of 3,000 people going through the gates.

On 12 July Councillors, the CEO and I met with the Hon Dr John McVeigh MP, Minister for Regional Development, Territories and Local Government and spoke on matters relating to the Port Access Road, Inland Rail, Current status/future role and mandate of the Regional Development Australia Committee together with other issues.

The Assistant Minister to the Deputy Prime Minister Keith Pitt MP, is visiting Gladstone to inspect two newly completed major upgrades to the City's road network, Harvey Road and Red Rover Road, under the Australian Government's Roads to Recovery Program.

On Thursday the Hon Craig Crawford MP, Minister for Police, Fire and Emergency Services, will attend a function where some State Emergency Services (SES) groups will be presented with equipment granted through the Energising Qld SES Equipment Program and SES trailers will be presented through SES Major Equipment Replacement Program.

On 4 August the Legends of League event will be held in Gladstone when old legends of league will take on the locals. The top 100 players in Gladstone will also be acknowledged.

This Thursday, 19 July the cruise ship Pacific Eden will dock in Gladstone and the Pacific Explorer will visit on 5 August.

A reminder to all that the next meeting of Council will be held at Baffle Creek on 7 August 2018.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 3 JULY 2018

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 3 July 2018.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 3 July 2018 be confirmed.

G/18 /3465 Council Resolution:

Moved Cr Trevor
Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

CARRIED

G/3. OFFICERS' REPORTS

G/3.1. OFFICE OF THE CEO

G/3.1.1. ATTENDANCE AT THE INLAND RAIL CONFERENCE

File Ref: CM6.1

Purpose:

Approval is sought for Cr Hansen to attend the Australasian Railway Association and the Australian Logistics Council's Inland Rail Conference on 18 – 19 July 2018 in Parkes, NSW.

Officer's Recommendation:

That:

1. Council authorise Cr Hansen's attendance at the Australasian Railway Association and the Australian Logistics Council's Inland Rail Conference on 18 – 19 July 2018; and
2. Central Queensland Regional Organisation of Councils (CQROC) build a business case to advocate the importance of the Inland Rail project extending through to Central Queensland with a summit to be held in the near future to bring all key stakeholders together.

G/18 /3466 Council Resolution:

Moved Cr Churchill
Seconded Cr Trevor

That the Officer's Recommendation be adopted.

UNANIMOUSLY CARRIED

G/3.2. STRATEGY AND TRANSFORMATION

G/3.2.1. FINAL ASSESSMENT OF THE IMPLEMENTATION OF THE 2017/18 GLADSTONE REGIONAL COUNCIL OPERATIONAL PLAN - QUARTER ENDING 30 JUNE 2018

File Ref: CM14.2

Purpose:

Presenting the final quarterly progress towards the implementation of Gladstone Regional Council's 2017/18 Operational Plan for the quarter ending 30 June 2018.

Officer's Recommendation:

That:

1. The information contained with the Assessment of the Implementation of the 2017/18 Operational Plan – Quarter 4 report be noted; and
2. The report be received.

G/18 /3467 Council Resolution:

Moved Cr Bush
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

CARRIED

G/3.3. STRATEGIC ASSET PERFORMANCE

Nil.

G/3.4. OPERATIONS

G/3.4.1. PSA 05-19 SODIUM HYPOCHLORITE

File Ref: PE8.2

Purpose:

This report seeks Council's approval to enter into a contract for the supply and delivery of sodium hypochlorite under a Preferred Supplier Arrangement (PSA 05-18).

Officer's Recommendation:

That Council:

1. Enter into a Preferred Supplier Arrangement with Ionics Australasia for the supply and delivery of sodium hypochlorite in accordance with the tender specifications and their submission for an initial period of twelve (12) months; and
2. Authorise the Chief Executive Officer to exercise the option of extending the preferred supplier arrangement for a further period of twelve (12) months subject to continued need and satisfactory performance.

G/18 /3468 Council Resolution:

Moved Cr Masters
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

CARRIED

Cr O'Grady (declared Material Personal Interest)
left the room during the consideration and voting of Item G/3.4.2.
(refer G0/0.3.2 Disclosure of Interest section of the minutes - page 4)

G/3.4.2. PSA 03-19 GREEN WASTE GRINDING

File Ref: PE8.2

Purpose:

This report seeks Council's approval to enter into a contract for the provision of green waste grinding services under a Preferred Supplier Arrangement (PSA 03-19).

Officer's Recommendation:

That Council:

1. Enter into a contract with Tropical Mulch Pty Ltd for the provision of green waste grinding services, in accordance with the tender specifications and their submission for an initial period of twelve (12) months, and;
2. Authorise the Chief Executive Officer to approve an extension of a further period of twelve (12) months, subject to satisfactory performance of the contractor and an on-going need for the services.

G/18 /3469 Council Resolution:

Moved Cr Churchill
Seconded Cr Bush

That the Officer's Recommendation be adopted.

CARRIED

G/3.4.3. PSA 07-19 UNDERGROUND LOCATION SERVICES

File Ref: PE8.2

Purpose:

This report seeks Council's approval to enter into two contracts for the provision of underground location services under a Preferred Supplier Arrangement (PSA 07-19).

Officer's Recommendation:

That Council:

1. Enter into a contract with Vac Group, as the Primary Contractor, for the provision of underground location services, in accordance with the tender specifications and their submission for an initial period of twelve (12) months,
2. Enter into a contract with Saunders Cable Locators, as the Secondary Contractor, for the provision of underground location services, in accordance with the tender specifications and their submission for an initial period of twelve (12) months, and
3. Authorise the Chief Executive Officer to approve a further twelve (12) month extension of both contracts subject to continued need and performance.

G/18 /3470 Council Resolution:

Moved Cr Trevor
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

CARRIED

G/3.5. COMMUNITY DEVELOPMENT AND EVENTS

Nil.

G/3.6. CUSTOMER EXPERIENCE

G/3.6.1. DEVELOPMENT APPLICATION 13.2018 FOR RECONFIGURING A LOT (1 INTO 2) AT 7 MARGARET STREET, TANNUM SANDS QLD 4680

File Ref: DA13.2018

Development Application:

Application Number:	DA/13/2018
Applicant:	Endlis Pty Ltd ATF Sandlee Unit Trust C/- Zone Planning Group
Owner:	Endlis Pty Ltd ATF Sandlee Unit Trust
Confirmation Notice:	12 April 2018
Location:	7 Margaret Street, Tannum Sands
RPD:	Lot 10 RP 608261
Area:	984m ²
Current Use Of Land:	Dwelling House
Zoning:	Low Density Residential Zone
Proposal:	Reconfiguring a Lot (1 into 2 lots)
Public Notification Period:	1 May 2018 – 23 May 2018
Number Of Submissions:	Three (3) Properly Made Submissions and One Petition containing Twenty-four (24) signatures

Purpose:

The purpose of this report is to assess Development Application 13/2018 for a Reconfiguring a Lot (1 into 2) at 7 Margaret Street, Tannum Sands against the *State Planning Policy July 2017* and the *Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2* under the *Planning Act 2016*.

Officer's Recommendation:

That Development Application 13/2018 for Reconfiguring a Lot (1 into 2) at 7 Margaret Street, Tannum Sands be approved. The approval is supported by a Notice of Reasons and subject to reasonable and relevant conditions.

Notice of Reasons:

The following provides the Notice of Reasons under section 63(5) of the *Planning Act 2016*:

Description of the Development:

The approved development is for Reconfiguring a Lot (1 into 2 lots).

Assessment Benchmarks:

Benchmarks applying for the development	Benchmark Reference
<i>State Planning Policy July 2017</i>	<ul style="list-style-type: none"> Flood Hazard Area (Local Government Flood Mapping Area)
<i>Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2</i>	<ul style="list-style-type: none"> Strategic Framework; Acid Sulfate Soils Overlay Code; Biodiversity Overlay Code Low Density Residential Zone Code; Reconfiguring a Lot Code; Development Design Code; and Landscaping Code.

Reasons for the Assessment Manager's Decision:

1. The Application was properly made in accordance with the *Planning Act 2016* and the Development Assessment Rules; and
2. The Application is deemed compliant with the relevant benchmarks of the *State Planning Policy July 2017* and the *Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2*.

Reasons for Approval despite any Non-compliance with certain benchmarks:

Benchmarks applying for the development	Benchmark Reference
Low Density Residential Zone Code Table 6.2.1.3.1 – Acceptable Outcome 5.	Compliance with Low Density Residential Zone Code Table 6.2.1.3.1 – Overall Outcome D.
Development Design Code Table 9.3.2.3.1 – Acceptable Outcome 1.1.	Compliance with Development Design Code Table 9.3.2.3.1 – Acceptable Outcome 1.1 via a Condition.
Development Design Code Table 9.3.2.3.1 – Acceptable Outcome 2.1.	Compliance with Development Design Code Table 9.3.2.3.1 – Acceptable Outcome 2.1 via a Condition.
Development Design Code Table 9.3.2.3.1 – Acceptable Outcome 3.1.	Compliance with Development Design Code Table 9.3.2.3.1 – Acceptable Outcome 3.1 via a Condition.
Development Design Code Table 9.3.2.3.1 – Acceptable Outcome 11.1.	Compliance with Development Design Code Table 9.3.2.3.1 – Overall Outcome K.
Development Design Code Table 9.3.2.3.1 – Acceptable Outcome 13.	Compliance with Development Design Code Table 9.3.2.3.1 – Purpose A.
Reconfiguring a Lot Code Table 9.3.7.3.1 – Acceptable Outcome 1.	Compliance with Reconfiguring a Lot Code Table 9.3.7.3.1 – Performance Outcome 1.
Landscaping Code Table 9.3.5.3.1 – Acceptable Outcome 3.1 and 3.2.	Compliance with Landscaping Design Code Table 9.3.5.3.1 – Acceptable Outcome 3.1 and 3.2 via a Condition.

Relevant Matters under Section 45(5)(b) of the Act that the Development was Assessed Against:

N/A

Matters Raised in Submissions and Council's Response in Dealing with these Matters:

Matters raised in the Submission(s)	Officer's Response
<p>The proposed lot sizes are below the minimum requirement of 600m² with a road frontage of 17m. In addition, the subdivision will create an irregular shaped lot (triangular shaped) that will create visibility concerns at the corner of Margaret Street and Alfred Street.</p>	<p>The minimum requirement referenced is Acceptable Outcome 1 of the Reconfiguration of Lot Code (AO1). Although the application does not meet the minimum requirements within AO1, the proposal has demonstrated compliance with the Performance Outcome (PO1). Additionally, the proposal will create an irregular lot shape, however the dimensions and size will allow adequate space for future residential development which is supported within the Low Density Residential Zone Code.</p> <p>Visibility concerns for vehicles entering and exiting the proposed lot on the corner will be addressed by the requirements for this lot's driveway to be located on Alfred Street at a safe distance from the intersection in compliance with the Australian Standard.</p>
<p>The proposed building envelopes will reduce the available open space for each lot.</p>	<p>The proposed setbacks are consistent with the Queensland Development Code requirements for a Dwelling House which could be developed as of right within the Low Density Residential Zone Code. Additionally, the existing character of the area demonstrates similar setbacks.</p> <p>The proposed Building Envelope does not constitute an approval for a future Dwelling House to be the entire area. Provisions regarding site cover require residential development to be below 50%. Therefore, Proposed Lot 101 could develop 242m² of structures onsite, while Proposed Lot 102 could develop 250m² of structures onsite. The remaining area of the subject sites would provide open space.</p>
<p>The proposed irregular corner lot and associated building envelope will create visibility issues for traffic as it will only be setback 3m from the corner. The related proposed driveway for Lot 102 will present a traffic hazard for everyone turning left from Gwen Street into Alfred Street.</p>	<p>The building envelope sets the future building back 6m from Margaret Street which will provide adequate site distance for vehicles turning right into Margret Street from Alfred Street. There is approximately 26 metres between proposed Lot 102 and the intersection with Gwen Street. Therefore, there is adequate sight distance to reduce any potential traffic conflict.</p>
<p>If council were to relax its stated acceptable outcomes for this zone for one developer, it would set a precedent for other developers to apply for relaxation on other lots they currently hold in the very near proximity.</p>	<p>The Development Application has been assessed against Performance Outcome 1 of the Reconfiguring a Lot Code as the proposed lot sizes are below the Minimum Lot Size as identified in Acceptable Outcome 1. The line of sight assessment does not constitute a relaxation. The approval of this</p>

	application would not create a precedent. Council is required to consider each application on its own merits.
The proposal will result in double the density along the street.	The planning scheme acknowledges low density development of 1 dwelling per 400m ² or more of site area as being low density development consistent with the zoning. As a result, the premise that the subdivision will result in high density development cannot be sustained.
In Part 3.4 Community Living of Our Place, Our Plan, the point is made that there should be an economic and community need for residential development. Given the depressed state of the housing market at present, as well as the high vacancy rate for rentals, it is difficult to see why there is a need for sub-division in Low Density Residential Zones.	In section 3.4 of the strategic framework where reference is made to applications needing to illustrate overwhelming community and economic need this is in reference to the release of new residential land within the Emerging Communities Zone for residential development. This point is reinforced by this provision being carried forward into the Emerging Communities Zone code PO6 and AO6.1. No other requirement exists in any of the other zones including the Low Density Residential Zone. It is important to note that this application will not result in the release of any new land for additional dwellings to be erected on but rather just allow for the erection of two dwellings consistent with the existing entitlements under the Low Density Residential Zone.

Matters Prescribed by a Regulation:

N/A

Conditions of Approval:

The following provides the Conditions of Approval under Section 63(5) of the *Planning Act 2016*:

Approved Documentation:

1. Development is to be carried out generally in accordance with the submitted application including the following plans and supporting documentation except where amendments are required to satisfy the conditions of this approval:

Drawing Number	Revision	Description	Author	Date
1222 02	A	Plan of Development for Proposed Lots 101 and 102	Inglis Survey and Mapping Pty Ltd	7/06/2018

Building, Plumbing and Drainage Works

2. The Applicant is required to obtain a Development Permit and Building Final for Building Works in accordance with the *Planning Act 2016* for the removal of the existing Dwelling House. The removal of the structure is to occur prior to the lodgement of a request for Survey Plan Endorsement.

Water Infrastructure

3. Prior to the lodgement of a request for Survey Plan Endorsement, a water service connection is to be provided from Council's water supply infrastructure to the front property boundary of each lot. The location and size of the water service (and any associated fire service) is to be determined in consultation with Council.
4. Prior to the lodgement of a request for Survey Plan Endorsement, connections to Council's live water reticulation network must be carried out by Council. The cost of these works is to be borne by the Applicant.

Advisory Note: Council's Application for Water Service is found at <http://www.gladstone.qld.gov.au/forms>.

Sewerage Infrastructure

5. Prior to the lodgement of a request for Survey Plan Endorsement, sewer connection is to be provided from Council's reticulated sewer infrastructure to the front property boundary of each lot. The location and size of the sewer service is to be determined in consultation with Council.
6. Prior to the lodgement of a request for Survey Plan Endorsement, connections to Council's live sewerage network must be carried out by Council. The cost of these works is to be borne by the Applicant.

Advisory Note: Council's Application for Sewer is found at <http://www.gladstone.qld.gov.au/forms>.

Transportation Services

7. At all times, the driveway into Proposed Lot 102 shall gain access directly onto Alfred Street at a location that complies with the AS2890.1.

Electrical, Telecommunication and Gas services

8. Prior to the lodgement of a request for Survey Plan Endorsement, a Certificate of Supply shall be provided to demonstrate connection of electricity supply to each proposed lot.

Advisory Note: The Ergon Energy Rockhampton Office are available on (07) 4931 1012.

9. Prior to the lodgement of a request for Survey Plan Endorsement, a Certificate of Supply shall be provided to demonstrate connection of telecommunication supply to each proposed lot.

Advisory Note: The Telstra Smart Communities Team are available on 1800 226 543.

Landscaping

10. Prior to the lodgement of a request for Survey Plan Endorsement, street trees are to be constructed along the frontage of Margaret Street and Alfred Street, at a rate of 1 tree per lot frontage in accordance with Table 9.3.5.3.2 - Plant Species List of the Landscaping Code of the Our Place Our Plan Gladstone Regional Council Planning Scheme and the Capricorn Municipal Development Guidelines - Landscaping C273 Construction Specification.

Advisory Note: Council's guideline is located within the Capricorn Municipal Development Guidelines - Drawings and Specifications at <http://www.cmdg.com.au/index.htm>.

Survey Plan Endorsement

11. Lodgement of Survey Plan Endorsement must include the following:

- a. Completion of Council's Request - Assessment and Endorsement of a Survey Plan Form;
- b. All survey marks in their correct position in accordance with the Survey Plan;
- c. A Compliance Report demonstrating compliance with all associated Development Permit(s);
- d. One copy of the Survey Plan each fully executed for the lodgement with the Titles Office;
- e. Payment of any outstanding rates and charges in accordance with Schedule 18, Item 2(1)(c) of the *Planning Regulation 2017*; and
- f. Payment of any outstanding Adopted Infrastructure Charges.

Advisory Note: Council's Request - Assessment and Endorsement of a Survey Plan Form is found at <http://www.gladstone.qld.gov.au/forms>.

END OF CONDITIONS

G/18 /3471 Council Resolution:

Moved Cr O'Grady
Seconded Cr Bush

That the Officer's Recommendation be adopted.

CARRIED

G/3.7.PEOPLE CULTURE AND SAFETY

Nil.

G/3.8. FINANCE GOVERNANCE AND RISK

G/3.8.1. ADOPTION OF REVISED PROCUREMENT POLICY

File Ref: CM28.2 & CM29.2

Purpose:

To recommend adoption of a new Procurement Policy that includes local preference principles.

Officer's Recommendation:

That Council:

1. Repeal P-2017-15 Procurement Policy;
2. Repeal P-2017-26 Local Preference Policy;
3. Adopt P-2018-12 Procurement Policy as attached as **Addendum 1**;
4. Delegate financial responsibility for the administration and application of Council's adopted budget to the Chief Executive Officer to formally approve up to \$500,000 for operating and capital expenditure within budget;
5. Delegate financial responsibility for the administration and application of Council's budget to the Chief Executive Officer to formally approve any budget for mitigating risks associated with a natural disaster and/or extraordinary emergent event that has been declared in the local government area;
6. Delegate financial responsibility to the Chief Executive Officer to authorise variations for project contingency within the adopted project budget;
7. Authorise the Chief Executive Officer to hold a corporate credit card with a transaction limit of \$5,000 and a monthly card limit of \$20,000; and
8. Allocate the below limits for Corporate Credit Cards to Councillors subject to expenses approved for reimbursement in accordance with the Councillor Expenses Reimbursement and Provision of Facilities Policy:

Position	Transaction Limit	Monthly Card Limit
Mayor	\$1,000	\$2,500
Councillors	\$500	\$1,500

G/18 /3472 Council Resolution:

Moved Cr Trevor
Seconded Cr Sobhanian

That Council:

1. Repeal P-2017-15 Procurement Policy;
2. Repeal P-2017-26 Local Preference Policy;
3. Adopt P-2018-12 Procurement Policy as attached as **Addendum 1**;
4. Delegate financial responsibility for the administration and application of Council's adopted budget to the Chief Executive Officer to formally approve up to \$1,000,000 for operating and capital expenditure within budget;
5. Delegate financial responsibility to the Chief Executive Officer to formally approve any budget for mitigating risks associated with a natural disaster and/or extraordinary emergent event that has been declared in the local government area;
6. Delegate financial responsibility to the Chief Executive Officer to authorise variations for project contingency within the adopted project budget;
7. Authorise the Chief Executive Officer to hold a corporate credit card with a transaction limit of \$5,000 and a monthly card limit of \$20,000; and

8. Allocate the below limits for Corporate Credit Cards to Councillors subject to expenses approved for reimbursement in accordance with the Councillor Expenses Reimbursement and Provision of Facilities Policy:

Position	Transaction Limit	Monthly Card Limit
Mayor	\$1,000	\$2,500
Councillors	\$500	\$1,500

**MOTION LOST
ON CASTING VOTE OF THE MAYOR**

**Cr Masters left the meeting at this point at 10.36 am and
rejoined the meeting at 10.39 am.**

G/18 /3473 Council Resolution:

Moved Cr Goodluck
Seconded Mayor Burnett

That Council:

1. Repeal P-2017-15 Procurement Policy;
2. Repeal P-2017-26 Local Preference Policy;
3. Adopt P-2018-12 Procurement Policy attached as **Addendum 1**;
4. Delegate financial responsibility for the administration and application of Council's adopted budget to the Chief Executive Officer to formally approve up to \$200,000 for operating and capital expenditure within budget;
5. Delegate financial responsibility to the Chief Executive Officer to formally approve any budget for mitigating risks associated with a natural disaster and/or extraordinary emergent event that has been declared in the local government area;
6. Delegate financial responsibility to the Chief Executive Officer to authorise variations for project contingency within the adopted project budget;
7. Authorise the Chief Executive Officer to hold a corporate credit card with a transaction limit of \$5,000 and a monthly card limit of \$20,000; and
8. Allocate the below limits for Corporate Credit Cards to Councillors subject to expenses approved for reimbursement in accordance with the Councillor Expenses Reimbursement and Provision of Facilities Policy:

Position	Transaction Limit	Monthly Card Limit
Mayor	\$1,000	\$2,500
Councillors	\$500	\$1,500

MOTION LOST

G/18 /3474 Council Resolution:

Moved Cr Masters
Seconded Cr O'Grady

That Council:

1. Repeal P-2017-15 Procurement Policy;
2. Repeal P-2017-26 Local Preference Policy;
3. Adopt P-2018-12 Procurement Policy attached as **Addendum 1**;
4. Delegate financial responsibility for the administration and application of Council's adopted budget to the Chief Executive Officer to formally approve up to \$500,000 for operating and capital expenditure within budget;
5. Delegate financial responsibility to the Chief Executive Officer to formally approve any budget for mitigating risks associated with a natural disaster and/or extraordinary emergent event that has been declared in the local government area;
6. Delegate financial responsibility to the Chief Executive Officer to authorise variations for project contingency within the adopted project budget;
7. Authorise the Chief Executive Officer to hold a corporate credit card with a transaction limit of \$5,000 and a monthly card limit of \$20,000; and
8. Allocate the below limits for Corporate Credit Cards to Councillors subject to expenses approved for reimbursement in accordance with the Councillor Expenses Reimbursement and Provision of Facilities Policy:

Position	Transaction Limit	Monthly Card Limit
Mayor	\$1,000	\$2,500
Councillors	\$500	\$1,500

CARRIED

G/4. COUNCILLORS REPORT

Nil.

G/5. URGENT BUSINESS

Nil.

G/6. NOTICE OF MOTION

Nil.

G/7. CONFIDENTIAL ITEMS

G/18 /3475 Procedural Motion:

Moved by Cr O'Grady
Seconded Cr Bush

That in accordance with Section 275 (1) of the Local Government Regulation 2012, the meeting be closed to the public to discuss business relating to the following: -

e) contracts proposed to be made by it.

CARRIED

G/18 /3476 Procedural Motion:

Moved by Cr Trevor
Seconded Cr Bush

That Council re-open the meeting to the public.

CARRIED

G/7.1. MT ELIZABETH RESERVOIR ROOF REPLACEMENT

File Ref: WS5.1 & PE8.3

G/18 /3477 Council Resolution:

Moved Cr Trevor
Seconded Cr Bush

That Council endorse the tender panel's recommendation and resolve to accept the Tender from Roth Plumbing Pty Ltd, in accordance with their submission to Tender 237-18 – Mt Elizabeth Reservoir Roof Sheeting Replacement Project.

CARRIED

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

THE MEETING CLOSED AT 11:31 am

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 32 pages form the official copy of Gladstone Regional Council General Meeting Minutes of the 17 July 2018.

.....
Mayor Matt Burnett

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

ATTACHMENTS

ADDENDUM 1



Gladstone Regional Council

Council Policy

Title	PROCUREMENT POLICY
Policy Number	P-2018-12
Business Unit/s	FINANCE, GOVERNANCE & RISK
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 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 workers 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;
- Collector of Public Monies – Centrelink.

3.0 RELATED LEGISLATION:

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

4.0 RELATED DOCUMENTS:

- Procurement Corporate Standard
- Evaluation Corporate Standard
- Register of Financial Delegations
- Asset Disposal Policy
- 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
- Councillor Conduct Code

5.0 DEFINITIONS:

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

“Financial Delegation” – means a formal delegation allowing an employee to authorise / 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)

“Local Supplier” - means a business or industry that operates predominantly in the Gladstone region OR a business that has a significant presence in the Gladstone region (i.e. a workshop or office and permanent employees resident in the Council region) and the majority of the work to be entered into through a contractual arrangement with Council will be undertaken by employees resident in the Council area and/or other Local Businesses and Industry (as determined by Council in the event of any dispute);

“Procurement” – means the entering into of an agreement to purchase, hire, lease, rent, or exchange by way of any transaction involving the outlay by Council of funds, goods, equipment or services in return for the provision of goods and services to Council by another person, company or other entity;

“Services” means intangible products including but not limited to accounting, banking, cleaning, consultancy, education, expertise, medical treatment and transportation.

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

“Worker” means any person undertaking work on behalf of Gladstone Regional Council and includes employees, volunteers, contractors (and their employees) and consultants.

6.0 PRINCIPLES:

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

- a) Adding value to assist 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) Procuring environmentally preferred products whenever they perform satisfactorily, are of similar quality and are available on a value for money basis;
- d) Supporting economic development and local suppliers within the Gladstone Regional Council local government area;
- e) Ensuring fairness, integrity, transparency and competition;
- f) Ensuring the organisation is fulfilling its safety obligations; and
- g) Ensuring best value for money.

7.0 POLICY STATEMENT:

When carrying out procurement activities, Council will:

- a) act ethically and in full compliance with applicable laws, financial delegation and other related Council policies;
- b) exercise responsible financial management, including by identifying and managing risk associated with procurement;
- c) assess value over the whole of the operational life of the goods or services;
- d) be focused on achieving Council's 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) foster 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 and/or have the potential to deliver social, economic and environmental benefit to the Gladstone region;
- h) support locally based manufacturers and local suppliers, consultants and contractors where possible;
- i) establish performance agreements with key suppliers, consultants and contractors and monitor their performance over time; and
- j) establish a safety control 'gate' within the procurement process whereby any submission failing to meet current safety requirements will be automatically excluded;
- k) establish criteria for tender evaluations that is advertised when the tender is released.

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

7.1 Local Preference

Council will encourage the development of competitive local suppliers through:

- a) establishing a local preference weighting of 10% to be assessed in the evaluation process of tender offers allocated as follows:
 - i) 5% on the basis of the supplier's head offices geographic location; and
 - ii) 5% determined on the basis of the supplier's submitted Local Procurement Plan, demonstrating how they will commit to spend concentration and sub-contracting within the Gladstone Region;
- b) the placement of orders where that local supplier is competitive under Council's evaluation processes;
- c) actively seeking out local suppliers as potential suppliers when seeking offers;
- d) ensuring that the below are given due consideration in the evaluation processes:
 - o more readily available spare parts and servicing support;
 - o more reliable compliance with warranty provisions;

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- shorter supply lines; and
- more convenient communications for contract administration;
- e) encouraging principal contractors to give local suppliers every opportunity, as partners or subcontractors, to participate in major projects.

8.0 ATTACHMENTS:

Nil

9.0 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	

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ROSLYN BAKER
CHIEF EXECUTIVE OFFICER