



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING MINUTES

**HELD AT THE TURKEY BEACH COMMUNITY HALL
WORTHINGTON ROAD, TURKEY BEACH QLD 4678**

On 6 August 2019

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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Elected Members

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

Officers

Mrs L Dowling (Chief Executive Officer)
Mrs H Ning (Executive Secretary)
Mrs B Saunders
Mrs S Hogarth
Mrs K Lee

G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE

G/19 /3876 Council Resolution:

Moved Cr Sobhanian
Seconded Cr Goodluck

That Council note a leave of absence for Cr Masters for the period 6 to 8 August 2019, due to attendance at the LGAQ Bush Councils Convention in Roma, QLD.

CARRIED

G/0.3.3. MESSAGES OF CONDOLENCE

Nil.

G/0.3.4. DISCLOSURE OF INTERESTS

CONFLICTS OF INTEREST

Pursuant to section 175(E) of the Local Government Act 2009, where a Councillor declares a Conflict of Interest and elects to leave the room for an agenda item, a resolution of Council is not required.

G/3.1.4. REGIONAL ARTS DEVELOPMENT FUND (RADF) – COMMITTEE TERMS OF REFERENCE

Cr Muszkat

Cr Muszkat declared a personal interest in Item G/3.1.4. REGIONAL ARTS DEVELOPMENT FUND (RADF) – COMMITTEE TERMS OF REFERENCE, as she has previously received personal funding from the RADF in her capacity as an individual artist.

G/19 /3877 Council Resolution:

Moved Cr Sobhanian
Seconded Cr Hansen

Cr Muszkat does not have a conflict of interest in Item G/3.1.4.

CARRIED

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

I would like to start by saying what a fantastic weekend it was in the Gladstone Region, with the Symphony under the Stars held on Friday night. Unfortunately, I wasn't able to attend, but I hear it was a fantastic night for the Gladstone Region. I would like to thank the Queensland Symphony Orchestra for bringing that to town, but of course it wouldn't happen without our major industry partners like APLNG and ConocoPhillips.

Since our last Council meeting, we also celebrated NAIDOC Week; it is a very significant week in the Gladstone Region as well. We also had Libby Trickett join the Gladstone Region over the last few weeks to attend and launch National Tree Day. Congratulations to the Council team for the work they have been doing at Lake Callemondah over many years and also in other parts of the region through Conservation Volunteers Australia.

We just hosted the Queensland A League team Brisbane Roar at Marley Brown Oval and what a successful event that was, with about 3,300 people attending. It was very well received by the community and the good news is the Roar are very keen to come back to Gladstone and take on Central Queensland team again next year. At the same time the Relay for Life was being held at the Chanel College oval and I believe they raised close to \$80,000, which certainly beats their target of \$65,000. Last count was \$75,000, so after launching the Roar game we had a car waiting and we managed to make it to the Relay for Life just in time as well. Councillor O'Grady was attending that event as well, so thank you Councillor O'Grady and I know your daughter was one of the survivors alongside my mother.

Very importantly we were very successful with our Regional Entrepreneurs and Acceleration Program along with two other Councils in Queensland receiving \$100,000 from the Queensland Government through Kate Jones, the Minister for Innovation, and that was launched last week at Queensland University of Technology.

I would like to congratulate the Country Women's Associations across the Gladstone Region who held their annual general meetings in what we know locally as CWA Week. The CWA do a fantastic job right across the region. Thank you Councillors for attending all the events, I believe we got to all of them so well done.

I know there's many more events coming up but there's none more important than the Gladstone Cup this Saturday. It is a great local event and I recommend you make your way to the Gladstone Turf Club for the running of the Gladstone Cup.

Turkey Beach Tractor Bash was held on the 13th of July and it was a fantastic event where we raised \$1,500 for the Capricorn Helicopter Rescue Service, \$750 for the Miriam Vale Lions Club, \$500 for the Bororen Pony Club, and just over \$10,000 to the Turkey Beach Rural Fire Brigade; which is a fantastic effort so congratulations to everyone involved.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 16 JULY 2019

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 16 July 2019.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 16 July 2019 be confirmed.

G/19 /3878 Council Resolution:

Moved Cr O'Grady
Seconded Cr Churchill

That the minutes of the General Meeting of Council held on 16 July 2019 be confirmed with an amendment for item G/8.3. PSA 151-19 Safety Products – Award:

2. Authorise the Chief Executive Officer to enter into a 2-year contract with two 1-year extension options, with Ojema Group Pty Ltd trading as Totally Workwear and Bunzl Brands & Operations Pty Ltd.

CARRIED

G/3. OFFICERS' REPORTS

G/3.1. OFFICER'S REPORTS

G/3.1.1. CHANGES TO DELEGATIONS AND ANNUAL REVIEW OF DELEGATIONS - COUNCIL TO CEO

File Ref: CM9.2

Purpose:

Seeking Council's review of delegations to the Chief Executive Officer incorporating legislative changes that have occurred in 2019 to the 9 April, and the annual review of all statutory delegations.

Officer's Recommendation:

That the powers contained in Attachment 1 'Delegations Register – Exercise of Statutory Powers – Council to CEO' are hereby delegated by Council to the Chief Executive Officer pursuant to Section 257 of the *Local Government Act 2009*.

G/19 /3879 Council Resolution:

Moved Cr Trevor
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

CARRIED

G/3.1.2. REVIEW OF STAFF RECOGNITION POLICY

File Ref: CM28.2, CM29.2

Purpose:

To propose repealing the current Staff Recognition Policy and replace with an Employee Reward and Recognition Corporate Standard.

Officer's Recommendation:

That Council repeal P-2014/18 Staff Recognition Policy, noting it will be replaced with an Employee Reward and Recognition Corporate Standard.

G/19 /3880 Council Resolution:

Moved Cr Hansen
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

CARRIED

G/3.1.3. REVIEW OF PROCUREMENT POLICY

File Ref: CM28.2

Purpose:

To recommend adoption of minor changes to the Procurement Policy.

Officer's Recommendation:

That Council:

1. Repeal P-2018-12 Procurement Policy;
2. Adopt P-2019-16 Procurement Policy.

G/19 /3881 Council Resolution:

Moved Cr Goodluck
Seconded Cr Churchill

That Council defer Item G/3.1.3. to the next General Meeting to be held on 20 August 2019.

MOTION LOST ON CASTING VOTE OF MAYOR

G/19 /3882 Council Resolution:

Moved Cr Sobhanian
Seconded Cr O'Grady

That Council:

1. Repeal P-2018-12 Procurement Policy;
2. Adopt P-2019-16 Procurement Policy attached as **Addendum 1** with an amendment to retain the words 'head offices' in item 7.1 a) i) so that it reads:
7.1 a) i) 5% on the basis of the supplier's head offices geographic location.

CARRIED ON CASTING VOTE OF MAYOR

G/3.1.4. REGIONAL ARTS DEVELOPMENT FUND (RADF) - COMMITTEE TERMS OF REFERENCE

File Ref: CC7.16

Purpose:

This report presents the background to the Regional Arts Development Fund Committee and seeks Council's consideration of the review of the governance options for the Regional Arts Development Fund Committee.

Officer's Recommendation:

That Council:

1. Retain the Regional Arts Development Fund (RADF) Committee as a community committee; and
2. Adopt the Terms of Reference for the Regional Arts Development Fund (RADF) Committee as tabled.

G/19 /3883 Council Resolution:

Moved Cr Hansen
Seconded Cr Churchill

That the Officer's Recommendation be adopted.

CARRIED

**The meeting adjourned for morning tea at 10.29 am
and reconvened at 11.22 am.**

**G/3.1.5. OUTCOME OF DECISION DELEGATED TO MAYOR AT GENERAL MEETING
16 APRIL 2019**

File Ref: PRJ-076, RD5.1

Purpose:

Confirmation of decision made by the Mayor where Council delegated the decision making power (Resolution G/19/ 3737) in accordance with section 257(1)(a) of the *Local Government Act 2009*.

Officer's Recommendation:

That Council note the following decision made by the Mayor from the below Officer's Report at the General Meeting of 16 April 2019:

G/3.2.2 PHILIP STREET COMMUNITIES AND FAMILIES PRECINCT – ASSET NAMING

Officer's Recommendation:

That Council utilise the Approved Place Names Register and apply the following names to the two roads to be constructed as part of Stage 1 of the Philip Street Communities and Families Precinct:

1. (insert name) – Entrance road
2. (insert name) – Northern road

Mayor's Decision

1. That Council add the following names to the Approved Place Names Register:
 - a. Pengelly
 - b. Dave Burns
2. That Council utilise the Approved Place Names Register and apply the following names to the two roads to be constructed as part of Stage 1 of the Philip Street Communities & Families Precinct:
 - a. Dave Burns Drive – Entrance Road
 - b. Pengelly Street – Northern Road

Reason for Decision:

Dave Burns – Whilst the policy principle is to limit road names to one word only, the use of the full name, Dave Burns, has been approved in this instance to provide recognition of the individual contributions made by Dave Burns as the former Deputy Mayor and his contribution to the local community, especially the local sporting community. In addition, the name Dave Burns is considered easy to pronounce and spell and is unlikely to negatively impact on an individual providing directions in the event of an emergency.

Pengelly – In recognition of the Pengelly family who owned the pig farm on the site many years ago and the significant contribution the Pengelly family have made to the Gladstone Region over many years.

G/19 /3884 Council Resolution:

Moved Mayor Burnett
Seconded Cr Trevor

That the Officer's Recommendation be adopted.

CARRIED

G/4. DEPUTATIONS

Nil.

G/5. COUNCILLORS REPORT

Cr Sobhanian gave a short verbal brief of the success of the Benaraby State School Fair on Sunday 4 August which he attended along with Cr Goodluck; there were 1,100 people through the gates on the day and it was a very busy weekend for the Gladstone Region.

Cr Hansen advised the Feast on East Markets and arrival of the P&O Cruise Ship on Sunday 4 August was a success; he encouraged businesses in Goondoon Street to open on future cruise ship arrival dates.

Cr O'Grady and Cr Churchill advised the Symphony Under the Stars event on Friday 2 August was also a success, with over 3,000 people in attendance.

G/6. URGENT BUSINESS

Nil.

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 11.32 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 21 pages
form the
official copy of Gladstone Regional Council
General Meeting Minutes of the 6 August 2019.

.....
Mayor Matt Burnett

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

**ATTACHMENTS
ADDENDUM 1**



Gladstone Regional Council

Council Policy

Title	PROCUREMENT POLICY
Policy Number	P-2019-16
Business Unit/s	FINANCE GOVERNANCE & RISK OPERATIONS
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;
- 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
- 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 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.

“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.

“High Risk Work” means construction work as defined by the Work Health and Safety Regulation 2011 section 291, irrespective of value.

“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 branch office and permanent employees resident in the Gladstone 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 Gladstone region.

“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 suppliers 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 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 control 'gate' within the procurement process whereby any submission for high risk work failing to meet current safety requirements will be automatically excluded;
- k) establish a consistent, fair and transparent process for the evaluation of offers.
- 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 Policy.

7.1 Local Preference

Council will encourage the development of competitive local suppliers through:

- a) providing a local preference weighting of 10% to be assessed in the evaluation process of offers allocated as follows:
 - i) 5% on the basis of the supplier's geographic location; and

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POLICY NO. P-2019-16 – PROCUREMENT POLICY
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- ii) 5% on the basis of the supplier'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 supplier is competitive under Council's evaluation process;
- c) actively seeking out local suppliers when seeking 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 suppliers every opportunity, as partners or subcontractors, to participate in carrying out works.

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	
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			Minor wording amendments

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER