

**MINUTES OF THE GENERAL MEETING
OF THE BARCALDINE REGIONAL COUNCIL
HELD IN THE RSL MEMORIAL HALL, BRUFORD STREET, MUTTABURRA
ON TUESDAY 15 AUGUST 2017
COMMENCING AT 9.10AM**

ATTENDANCE

Councillor J Gray (Deputy Mayor) (In the Chair), Councillors G Bettiens, S Dillon, M Rogers, B Plumb and G Peoples.

OFFICERS

D Howard (Chief Executive Officer), B Walsh (Chief Operating Officer), G Frangos (Acting District Manager – Alpha and Jericho), I Kuhn (District Manager – Aramac and Muttaborra), J Lawrence (District Manager – Barcaldine), G Wills (Acting Manager – Engineering Services) and A Newton (Minute Secretary).

PRAYER – Cr. Plumb read the prayer.

CONDOLENCES

A minute's silence was observed to mark the passing of Miss Pru Chandler niece of Mayor Rob Chandler.

LEAVE OF ABSENCE

Resolution:	Moved Cr Dillon	Seconded Cr Peoples
2017/08/176	That leave of absence be granted to the Mayor Councillor Chandler.	

Carried
6/0

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Deputy Mayor acknowledged the traditional owners of the land, past and present.

DECLARATIONS OF COUNCILLORS

Material Personal Interest on any items of Business

Pursuant to Section 173 (2) of the Local Government Act 2009, Councillor Bettiens informed the meeting of a material personal interest in relation to parts of Item 3.4.1 (as a contractor) and left the meeting during discussions thereon.

Conflict of Interest

Cr. Bettiens for Item 3.2.2 – “I declare I may have a perceived conflict of interest in this matter, as defined in section 173 of the *Local Government Act 2009*, due to my Committee membership of Barcaldine Aged Care Inc. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on this matter that is contrary to the public interest. I honestly believe that I will best perform my responsibility of serving the overall public interest of the whole of council's area by participating in this discussion and voting on this matter.”

Cr. Peoples for item 3.2.6 – “I declare I may have a perceived conflict of interest in this matter, as defined in section 173 of the *Local Government Act 2009*, due to my ownership of a business which trades with Council. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on this matter that is contrary to the public interest. I honestly believe that I will best perform my responsibility of serving the overall public interest of the whole of council's area by participating in this discussion and voting on this matter.”

Mr. Brett Walsh for Item 3.6.3 – “I declare I have a perceived conflict of interest in this matter, as defined in section 173 of the Local Government Act 2009), due to my Committee membership of Barcaldine Arts Council. I propose to exclude myself from this meeting while this matter is debated and the vote is taken.”

Personal Gifts and Benefits - Nil

BUSINESS

At 9.15am Mr. Neil Wicks addressed Council on matters relating to access to his property. At 9.30am Mr. Wicks left the meeting.

1. CONFIRMATION OF MINUTES

*Summary: The following minutes required confirmation by Council:-
General Meeting – 19 July 2017.*

Resolution: 2017/08/177 **Moved Cr Bettiens** **Seconded Cr Plumb**
That the minutes of the General Meeting held by Barcaldine Regional Council on the 19 July 2017 be received.

Carried
6/0

Resolution: 2017/08/178 **Moved Cr Dillon** **Seconded Cr Bettiens**
That the minutes of the General Meeting held by Barcaldine Regional Council on 19 July 2017 be confirmed.

Carried
6/0

2. PETITIONS - Nil

3. REPORTS

3.1 CHIEF EXECUTIVE OFFICER

3.1.1 Councillor Information Bulletin

Summary: From the Chief Executive Officer tabling a list of items sent to Councillors in the Councillor Information Bulletin up to and including 11 August 2017.

Resolution: 2017/08/179 **Moved Cr Peoples** **Seconded Cr Bettiens**
That the report be received.

Carried
6/0

3.1.2 Local Disaster Management Group Minutes

Summary: From the Chief Executive Officer tabling minutes of the Local Disaster Management Group meeting held on 7 August 2017.

Resolution: 2017/08/180 **Moved Cr Dillon** **Seconded Cr Bettiens**
That the minutes of the Local Disaster Management Group meeting held on 7 August 2017 be received.

Carried
6/0

3.1.3 Outback Futures “Five Town Tour Follow-Up”

Summary: From the Chief Executive Officer submitting a report on the Outback Futures “Five Town Mental Health” tour offering counselling services, school consultancy and support and mental health presentations in all five towns to both council workers and the community provided by Council and suggested follow-up visits.

Resolution: 2017/08/181 **Moved Cr Bettiens** **Seconded Cr Plumb**
That the report be received and Council agrees to the suggested further visits by Outback Futures at a cost of \$24,600 and seeks funding to provide ongoing support for the programme.

Carried
6/0

At 10.10am the meeting adjourned for morning tea and resumed at 10.45am.

3.1.4 Draft Consultation Plan for Proposed Mobile Phone Base Station at Muttaborra

Summary: From the Chief Executive Officer tabling correspondence received from Vision Stream Pty Ltd inviting Council to comment on the Draft Consultation Plan for a proposed mobile phone base station at Muttaborra.

Resolution: 2017/08/182 **Moved Cr Peoples** **Seconded Cr Plumb**
That Council advises Vision Stream Pty Ltd that it raises no objection to the proposed mobile phone base station in Muttaborra and looks forward to future developments in the provision of mobile phone/communication services in the area.

Carried
6/0

3.1.5 Consultation on the Land Protection Fund Review

Summary: From the Chief Executive Officer tabling correspondence received from Biosecurity Queensland submitting the Land Protection Fund Review: On-Ground & Research Component draft report for consultation and feedback.

Resolution: 2017/08/183 **Moved Cr Plumb** **Seconded Cr Bettiens**
That a Working Group consisting of Cr. Dillon, the Mayor, Deputy Mayor, Chief Operating Officer and Chief Executive Officer be formed to prepare a submission to the Land Protection Fund Review: On-Ground & Research Component draft report for submission on 5 September 2017.

Carried
6/0

3.2 CHIEF OPERATING OFFICER

3.2.1 Information Report - August 2017

Summary: From the Chief Operating Officer submitting a report on general matters of interest for the month of August 2017 relevant to the region's operations.

Resolution: 2017/08/184 **Moved Cr Bettiens** **Seconded Cr Plumb**
That Council receives the Chief Operating Officer's Information Report.

Carried
6/0

3.2.2 Planning and Development Report - August 2017

Summary: The Planning and Development Report for August 2017 is presented for consideration.

Resolution: 2017/08/185 **Moved Cr Peoples** **Seconded Cr Rogers**
That Council receives the Planning and Development Report for August 2017.

Carried
6/0

3.2.3 Contract for the Provision of Managed Services

Summary: The contract for the provision of Managed Services and Accounting Software to Council is due for renewal.

Resolution: 2017/08/186 **Moved Cr Dillon** **Seconded Cr Bettiens**
That Council delegates to the Chief Executive Officer the authority to negotiate a contract for the provision of Managed Services and Accounting Software with Civica Pty Ltd (with very flexible internet service provisions to allow for BRC to engage or utilise an external and directly contracted data service provider at such time as BRC sees fit) on the basis that Civica Pty Ltd is the current provider of these services and is a registered LocalBuy supplier.

Carried
6/0

3.2.4 2018 Budget Amendment – Fees and Charges

Summary: The Register of Fees and Charges in the 2018 Budget requires amendment to reflect the commencement of the new Planning Act.

Resolution: 2017/08/187 **Moved Cr Plumb** **Seconded Cr Dillon**
That Council amends the 2018 Register of Commercial, Statutory and Cost Recovery Fees to remove references to the Sustainable Planning Act 2009 and Regulation and to insert references to the Planning Act 2016 and Regulation.

Carried
6/0

3.2.5 Council Project Priorities

Summary: A schedule of future project priorities for Council consideration.

Resolution: 2017/08/188 **Moved Cr Dillon** **Seconded Cr Bettiens**
That Council prepares a schedule of future Project Priorities to be presented to the September General Meeting.

Carried
6/0

3.2.6 Procurement Policy Review

Summary: The Local Government Regulation requires Council to review its procurement policy annually.

Resolution: 2017/08/189 **Moved Cr Bettiens** **Seconded Cr Plumb**
That Council adopts the amended Barcaldine Regional Council Procurement Policy (as per Attachment A).

Carried
6/0

At 1.20pm the meeting adjourned for lunch and resumed at 2.10pm.

3.2.7 Community Economic Development Plan

Summary: A proposal to develop a 10 year Community Economic Development Plan for Council.

Resolution: **Moved Cr Dillon** **Seconded Cr Bettiens**
2017/08/190 **That Council forms a Working Committee consisting of the Mayor, Deputy Mayor, Councillor Dillon, Councillor Rogers, the Chief Executive Officer, the Chief Operating Officer, District Managers and Community Development Officer to prepare a Scope of Works to develop a Community Economic Development Plan.**

Carried
6/0

3.3 FINANCE

3.3.1 Financial Report – July 2017

Summary: The financial report for the period ending 8 August 2017 is presented to Council.

Resolution: **Moved Cr Dillon** **Seconded Cr Peoples**
2017/08/191 **That Council receives the Financial Report for the period ending 8 August 2017.**

Carried
6/0

3.4 MANAGER ENGINEERING SERVICES

At this stage Councillor Bettiens declared an interest in parts of the following item and left the meeting during discussions thereon.

3.4.1 Works Report

Summary: From the Manager of Engineering Services submitting for Council's information, the status of the scopes of work assigned to Engineering Services for the period ending 31 July 2017.

Resolution: **Moved Cr Plumb** **Seconded Cr Rogers**
2017/08/192 **That the Works Report for the period July 2017 be received.**

Carried
5/0

At this stage Councillor Bettiens returned to the meeting.

3.4.2 Line Marking, Shakespeare Street, Alpha

Summary: From the Manager of Engineering Services, Barcaldine Regional Council, submitting for Council's direction proposed line marking, Shakespeare Street, Alpha.

Resolution: **Moved Cr Dillon** **Seconded Cr Plumb**
2017/08/193 **That Council adopts parallel parking on the northern and southern sides**
of Shakespeare Street, Alpha.

Carried
6/0

3.4.3 Local Roads of Regional Significance

Summary: *From the Manager of Engineering Services, Barcaldine Regional Council, submitting for Council's determination a list of proposed local roads that Council considers to be Local Roads of Regional Significance.*

Resolution: **Moved Cr Dillon** **Seconded Cr Peoples**
2017/08/194 **That the following Council roads be recognised as Local Roads of**
Regional Significance:-

Home Creek Road
Degulla Road
Aramac-Ilfracombe Road
Prairie Road
Bowen Downs Road
Barcaldine-Isisford Road

and Option 2 be recognised as Council's preferred Criteria Weighting
Option. Further that Economic Activity be included in the Criteria
Weighting Options.

Carried
6/0

3.5 ACTING DISTRICT MANAGER – ALPHA AND JERICHO

3.5.1 Information Report

Summary: *From the Acting District Manager – Alpha and Jericho submitting the*
Information Report for information.

Resolution: **Moved Cr Bettiens** **Seconded Cr Dillon**
2017/08/195 **That the Acting District Manager's Information Report be received.**

Carried
6/0

3.5.2 Alpha District Tourism and Development Association Inc – Grant Support

Summary: *Alpha District Tourism and Development Association Inc. is seeking project*
support and contribution towards ANZAC Grant.

Resolution: 2017/08/196 **Moved Cr Dillon** **Seconded Cr Rogers**
That Council agrees to support the Alpha District Tourism and Development Association Inc. application to “Queensland Anzac Centenary Spirit of Service Grant” – World War I with:-

(a) funding up to 10% (\$2,000) of the total application; and

(b) approval for the project to be placed in ANZAC Park Alpha subject to a stringent review to ensure historical accuracy is observed.

Carried
6/0

3.5.3 Jericho State School P & C – Assistance with Jericho Drive-in Movie Costs

Summary: Jericho State School P & C is seeking financial support towards the costs of running drive-in movies.

Resolution: 2017/08/197 **Moved Cr Peoples** **Seconded Cr Rogers**
That Council agrees to support the Jericho State School P & C with the costs of licencing for movies at the Jericho Drive-in and will negotiate with the Association the amount and a possible marketing strategy.

Carried
6/0

3.6 DISTRICT MANAGER – ARAMAC AND MUTTABURRA

3.6.1 General Information Report

Summary: The District Manager’s – Aramac and Muttaborra report was submitted to Council for information.

Resolution: 2017/08/198 **Moved Cr Peoples** **Seconded Cr Bettiens**
That the District Manager’s – Aramac and Muttaborra General Information Report be received.

Carried
6/0

3.6.2 Aramac War Memorial

Summary: From the District Manager submitting a report on further information which has been received regarding the maintenance of the Aramac War Memorial.

Resolution: 2017/08/199 **Moved Cr Bettiens** **Seconded Cr Plumb**
That Council receives the further information on this matter.

Carried
6/0

3.6.3 RADF Applications

Summary: From the Community Development Officer reporting RADF Assessment Outcomes and Funded Project Outcome reports.

Resolution: 2017/08/200 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council accepts the following application approved by the RADF Committee:-

Applicant:	Barcaldine Arts Council Inc.
Project:	Artist in Residence – Sue Poggioli
Category:	2 – Building Community Cultural Capacity
Total Cost:	\$8,167
RADF Grant Amount:	\$5,932

Carried
6/0

3.7 DISTRICT MANAGER – BARCALDINE

3.7.1 General Information Report

Summary: The District Manager's – Barcaldine report was submitted to Council for information.

Resolution: 2017/08/201 **Moved Cr Bettiens** **Seconded Cr Plumb**
That the District Manager's – Barcaldine General Information Report be received.

Carried
6/0

3.8 RURAL SERVICES MATTERS – NIL

3.9 CONFIDENTIAL REPORTS - NIL

3.10 NOTIFIED MOTIONS

3.10.1 Notified Motion – Cr. Dillon - Community Engagement

Summary: From the Chief Executive Officer advising that Councillor Dillon has given notice of his intention to move a motion regarding Community Engagement.

Resolution: **Moved Cr Dillon** **Seconded Cr Rogers**
2017/08/202 **That the Barcaldine Regional Council develops a policy for community**
engagement that includes a minimum of 5 Community Engagement
Forums (CEF's) per calendar year, one each in Muttaborra, Aramac,
Barcaldine, Jericho and Alpha, commencing no later than 2017.

The CEF's will be town hall meetings with genuine advertising and promotion by council, they are to be well planned and promoted to allow community to easily engage with council on issues such as:-

- doing business with council;**
- understanding rating/costing decisions;**
- maintenance; and**
- identifying cost of living issues.**

Furthermore these CEF's would allow council to promote future projects and identify the needs of the community regarding future capital expenditure to develop a better community plan. The policy for community engagement will also identify ways and means for interaction with rural ratepayers, including formal avenues for council to engage in a consistent manner on issues relevant to local government

There is growing need in the region to provide open access to councillors in a structured setting.

Carried
6/0

3.10.2 Notified Motion – Cr. Rogers - Depreciation of Assets

Summary: From the Chief Executive Officer advising that Councillor Rogers has given notice of his intention to move a motion regarding Depreciation of Assets.

Resolution: **Moved Cr Rogers** **Seconded Cr Bettiens**
2017/08/203 **That Council immediately initiates a review of its depreciating assets**
with the intention of reducing the burden of depreciation in the future.

Carried
6/0

As there was no further business, the Deputy Mayor declared the meeting closed at 4.55pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

DEPUTY MAYOR: _____

DATED: 20 September 2017

Attachment A

BARCALDINE REGIONAL COUNCIL

POLICY

SYSTEM:	Finance
POLICY TITLE:	Procurement Policy
ADOPTED:	15 August 2017
POLICY NUMBER:	F025
PURPOSE:	To obtain the most cost effective benefit for the Council and the community by applying sound principles and procedures to the acquisition of goods and services.

1. Introduction

Procurement is the process of obtaining goods and services required by Council.

The purpose of this policy is to provide Barcaldine Regional Council and its employees with clear guidelines in procurement procedures and to provide greater accountability and consistency.

It also ensures that procurement complies with the Local Government Act and Regulation.

2. Legal Requirements

Local Government Act 2009

Section 104 requires Council to adopt sound contracting principles when entering into a contract.

The *sound contracting principles* are—

- (a) value for money; and
- (b) open and effective competition; and
- (c) the development of competitive local business and industry; and
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

Council is not required to give equal consideration to each of the sound contracting principles.

Local Government Regulation 2012

Section 198 requires a local government to prepare and adopt a policy about procurement (a *procurement policy*). The local government must review its procurement policy annually.

Contracts

Section 224 of the Local Government Regulation 2012 explains what a local government must do before it enters into (a) a medium-sized contract; or (b) a large-sized contract.

A **medium-sized contract** is a contract expected to be worth \$15,000 or more but less than \$200,000 (excluding GST) in a financial year.

A **large-sized contract** is a contract expected to be worth \$200,000 or more (excluding GST) in a financial year.

Medium-sized contract—quotes needed first (Section 225)

[This is not an official copy of Council's Minutes]

- (1) A local government cannot enter into a medium-sized contract unless the local government first invites written quotes for the contract.
- (2) The invitation must be given to at least 3 persons who the local government considers can meet the local government's requirements, at competitive prices.
- (3) The local government may decide not to accept any of the quotes it receives.
- (4) However, if the local government does decide to accept a quote, the local government must accept the quote most advantageous to it having regard to the sound contracting principles.

Large-sized contract—tenders needed first (Section 226)

A local government cannot enter into a large-sized contract unless the local government first invites written tenders for the contract under section 228.

Exceptions for medium and large-sized contracts

Exception for contractor on approved contractor list (Section 231)

- (2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is made with a person who is on an approved contractor list.

Exception for register of pre-qualified suppliers (Section 232)

- (2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers.
- (4) A **pre-qualified supplier** is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

Exception for a preferred supplier arrangement (Section 233)

- (1) This section applies to a medium-sized contract, or a large-sized contract, for goods or services if a local government—
 - (a) needs the goods or services—
 - (i) in large volumes; or
 - (ii) frequently; and
 - (b) is able to obtain better value for money by accumulating the demand for the goods or services; and
 - (c) is able to describe the goods or services in terms that would be well understood in the relevant industry.
- (2) A local government may enter into a contract for the goods or services without first inviting written quotes or tenders if the contract is entered into with the preferred supplier under a preferred supplier arrangement that is made in compliance with subsections (3) to (8).

Exception for LGA arrangement (Section 234)

- (1) A local government may enter into a contract for services without first inviting written quotes or tenders if the contract is entered into under an LGA arrangement. (eg Local Buy)

Other exceptions (Section 235)

A local government may enter into a medium-sized contract or large-sized contract without first inviting written quotes or tenders if—

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- (c) a genuine emergency exists; or
- (d) the contract is for the purchase of goods and is made by auction; or
- (e) the contract is for the purchase of second-hand goods; or
- (f) the contract is made with, or under an arrangement with, a government body.

Publishing details of contracts worth \$200,000 or more (Section 237)

- (1) A local government must, as soon as practicable after entering a contract worth \$200,000 or more (excluding GST)—
- (a) publish relevant details of the contract on the local government's website; and
 - (b) display relevant details of the contract in a conspicuous place in the local government's public office.

3. Policy Provisions

(i) Practices

All tenders, quotations and general purchasing shall be conducted in accordance with Local Government Act 2009, Local Government Regulation 2012 and Council's Procurement Policy.

An employee or contractor of Barcaldine Regional Council shall only order goods or services by quoting an official purchase order number and after complying with the policies and procedures contained in this document.

(ii) Delegation

The purchasing delegations are outlined in **Appendix A**.

(iii) Tenders

Tender processes are outlined in **Appendix B**.

(iv) Gifts or Benefits

The acceptance of gifts or hospitality benefits by employees or contractors must be treated in accordance with Council's Gifts and Benefits Policy.

(v) Evaluation Criteria

When evaluating offers, Council officers shall have regard to the five sound contracting principles as outlined in **Appendix C**.

Council must accept the tender or quote most advantageous to it. Council may decide not to accept any tender or quote.

At least two officers of the Council shall be involved in the evaluation, awarding and administration of all purchases. Any Councillor or Officer who has any personal interest in the contract shall be excluded from the procurement evaluation process.

Officers must keep appropriate records to satisfy audit requirements and to establish that the principles and procedures contained in this policy have been complied with.

(vi) Support for Local Business and Industry

Council officers involved in procurement practices shall support local business and industry in accordance with the provisions of **Appendix D**.

(vii) Barcaldine Regional Council Workplace Health & Safety

All contractors and suppliers of goods or services shall ensure that the work undertaken or goods supplied comply with Workplace Health and Safety requirements.

(viii) Quality Assurance and Risk Management and Environmental Management

Wherever possible, goods and services shall be procured from suppliers with an appropriate Quality Management System and Risk Management System and Environmental Management System.

(ix) Emergencies

The Local Government Regulation 2012 makes provision for expenditure in a genuine emergency. An example of genuine emergency or hardship includes potential flood damage, storm damage, etc and where action must be taken to protect public assets by immediate action.

(x) Weightings

Weightings must be used when evaluating offers, as a means of determining the offer most beneficial to the Council. When weightings are applied in the evaluation process, they must be applied consistently and documented for audit purposes.

Weightings for Plant Hire are as follows:

<u>Assessment Factor</u>	<u>Score</u>
Conformance	Yes/No
Availability	Yes/No
Adjusted price	15
Machine Size	5
Operator Experience	2
Documented Work History	5
Incumbent (only to be used if other scores are equal)	1

- **Conformance** = quotation form completed in full and meets all requirements
 - 1.
- **Availability** = contractor able to start when required and available for the full period
 - 2.
- **Adjusted Price** = quoted price adjusted for the local business weighting as per this Policy and machine size (where applicable)
- **Machine Size** = the machine is the comparative to the size requested and is most suitable to perform the job
 - 3.
- **Operator Experience** = assessment of the operator's proven work experience and local knowledge of soils, terrain and conditions
 - 4.
- **Documented Work History** = assessment of the operator and owner's work history including environmental issues, reliability, condition of machines. Evidence must be documented of unsatisfactory work history.
 - 5.
- **Incumbent** = currently working for Council on that job

(xi) Purchase Orders

The issue of a purchase order under the terms of contract represents the acceptance of an offer, thereby establishing a contract with the legal implications that this entails.

Council purchase orders must be raised before the supply of all goods and services. Council's electronic ordering system must be used if possible.

Purchase orders must specify where and to whom the goods are to be delivered along with delivery instructions. Purchase orders must contain a quoted price or estimated quoted price apportioned to the relevant budget numbers.

Expenditure limits and threshold limits have been set in this policy to ensure proper controls and checks are carried out on all purchases. No officer shall break down a procurement of products or services into its components or reduce quantities or take any other action in order to avoid complying with this policy or obtaining the prescribed approvals.

Procedures for purchase of goods and services are outlined in **Appendix E**.

(xii) Disclosure

All businesses providing a tender/quote will be advised of the name and amount of the successful tender/quote upon request.

(xiii) Receipt

Immediately upon receipt, goods must be inspected for compliance with the order specifications and quantities and be reconciled with the order. The supplier must be formally notified of any returns or shortfalls or damage to the goods received. Credit requests and shortages must be noted on the delivery documents or invoice to ensure that Council only pays for the quantities received.

(xiv) Payment

A signed proof of satisfactory receipt of the goods/services must be supplied to the Accounts Payable Section to authorise payment to the supplier.

Unless otherwise negotiated or specified in the offer or on the account, payment will be made in accordance with Council's trading terms of 21 days from the date of invoice.

Orders which may require cancellation must be referred immediately to the issuing procurement officer for appropriate action.

(xv) Vendor Panel

Vendor Panel must be used to obtain quotes for Plant Hire. Vendor Panel should be used for obtaining all other quotes with an estimated cost greater than \$1000 where possible.

(xvi) Plant Hire

Council will maintain a Prequalified Supplier Register for plant hire. Suppliers will be placed on the Register after conducting a full tender process approved by Council.

Plant hire contracts will be issued per road job wherever possible, with each job to be for a maximum of 3 months. If a road job is for longer than 3 months, quotes will be recalled every 3 months.

Tenders for the Prequalified Supplier Register for plant hire will be called every 24 months and allowances made for the addition of newly qualified contractors every 12 months.

(xvii) Fuel

Council will maintain a Prequalified Supplier Register for fuel. Suppliers will be placed on the Register after conducting a full tender process approved by Council.

Council will purchase fuel from the local pre-qualified supplier closest to the Depot.

Tenders for the Prequalified Supplier Register for fuel will be called every 12 months.

(xviii) Community Services

Council will abide by this Policy for the procurement of goods and services for community care clients except where a client exercises their right to choose their supplier of goods and services.

APPENDIX A

Purchasing Delegations for Authorised Officers

The following schedule indicates the authorized officers and expenditure limits for orders, requisitions and payments:

Position	Requisitions	Orders Must be different to the person signing the requisition.	Payments All payments must be signed by any two of the following:
Chief Executive Officer	Yes No limit if budgeted or approved by Council	Yes No limit if budgeted or approved by Council or Yes \$20,000 not budgeted	Yes
Chief Operating Officer	Yes No limit if budgeted or approved by Council	Yes No limit if budgeted or approved by Council or Yes \$20,000 not budgeted	Yes
District Manager	Yes No limit if budgeted or approved by Council	Yes \$200,000 budgeted or approved by Council or Yes \$5,000 not budgeted	Yes
Manager of Engineering Services	Yes No limit if budgeted or approved by Council	No	No
Senior Works Supervisor	Yes \$200,000 budgeted or approved by Council	No	No
Senior Officer approved by the CEO	Yes \$50,000 budgeted or approved by Council	No	Yes
Designated Purchasing Officer approved by the CEO	Yes \$5,000 budgeted or approved by Council	Yes \$1,000 budgeted	No
Other Authorised Officer approved by the CEO	Yes \$5,000 budgeted	No	No

APPENDIX B

Tenders

Tenders must be invited before making a contract for the carrying out of work or for the supply of goods or services involving a cost of more than \$200,000. Tenders may be invited for contracts of less than \$200,000.

The invitation to tender must be an advertisement in a newspaper circulating generally in the Barcaldine Regional Council area and will allow at least 21 days from the day of the advertisement for the submissions of tenders.

Tenders may be lodged by facsimile, email or in writing and lodged by a set date and time. Such tenders should be clearly endorsed with the tender reference.

Specifications, where appropriate, must set out the minimum performance requirements, dimensions and purpose for which the goods/services are required.

- (a) *Functional Specifications*: functional specifications will outline the proposed role of the product in achieving the desired result. The specifications will define the task or desired result and may describe the general form of the goods and services required.
- (b) *Performance Specifications*: performance specifications will detail the required performance characteristics which will be subject to testing on delivery to demonstrate compliance with the specifications. Such specifications will, if appropriate, include maximum and minimum performance criteria and methods of measuring performance.
- (c) *Technical Specifications*: technical specifications must detail the physical description of the product including elements such as size, capacity, rating and materials.
- (d) *Material Specifications*: material specifications must state the physical characteristics of material - ie: basic, semi-fabricated or compound. They will be used for describing specific material and may refer to specific commercial or industrial standards.
- (e) *Tender Closing Time and Date*. Council shall provide a tender box in a designated area of Council premises for the purpose of holding all tender documents received.

The tender box shall be securely locked with keys held by the Chief Executive Officer or Delegate.

All tenders and formal quotation documents received before the advertised tender closure time shall be lodged in the tender box unopened. Tender documents received after the advertised closing date and time shall be deemed invalid unless there is satisfactory evidence to Council that such tender:

- (i) was delivered to Council before the specified closing time, or
- (ii) was despatched to reach Council under normal circumstances before the specified closing time but was still in the course of delivery at that time.

Tenders shall close at the time and date stated in the tender documents.

- (f) *Tender Openings*: the opening of tenders shall be carried out by two (2) nominated Barcaldine Regional Council representatives.
- (g) *Changes to tenders*: If Council changes a tender specification or requirement, Council must invite all the persons who have submitted a tender to change their tender to take account of a change in the tender specifications or requirements.

APPENDIX C

Sound Contracting Principles

All Council procurement transactions shall have regard to the *five sound contracting principles*:

(a) *Open and Effective Competition:*

Council will:

- i. ensure all suppliers wishing to conduct business with Council shall have a reasonable opportunity to do so;
- ii. maximise the prospect of obtaining the most cost effective outcomes;
- iii. ensure there is no favouritism to particular suppliers;
- iv. ensure contracts are awarded on the basis of merit; and
- v. ensure Council's procurement procedures are visible to the Council, the public and suppliers.

(b) *Value for Money:*

Council believes value for money:

- i. represents the best return and performance from the money spent over the extended life of the product or service;
- ii. does not always mean the lowest price;
- iii. can be achieved by the use of open specifications that provide for alternative offers and also enhance the prospect of receiving value for money; and
- iv. will be enhanced through quality assurance systems.

(c) *The development of competitive Local Business and Industry: (Appendix E)*

Council will:

- i. enhance the opportunity for local suppliers of goods and services to be considered for Council business; and
- ii. encourage and give local suppliers every opportunity to compete for the Council's business.

(a) *Environmental Protection:*

Council will encourage environmentally sustainable development by promoting purchasing practices which:

- i. conserve resources;
- ii. save energy;
- iii. minimise waste;
- iv. protect human health;
- v. maintain and improve environmental quality and safety; and
- vi. promote the use of recycled materials.

(e) *Ethical Behaviour and Fair Dealing:*

Council will implement practices that:

- i. operate with impartiality and openness;
- ii. have a high degree of integrity;
- iii. advance the interests of the Council; and
- iv. avoid suppliers who seek favours and operate outside of competition and the policies encompassed in this document.

APPENDIX D

Development of Competitive Local Business and Industry

The Council shall support local business and industry by procuring goods and services locally in accordance with this policy. This will be achieved by:

- (a) actively seeking out known local suppliers and supplies;
- (b) ensuring quotes include freight to point of delivery in the total cost;
- (c) ensuring that purchases and projects are not structured to exclude local suppliers;
- (d) avoiding non-standard specifications which local suppliers cannot meet;
- (e) improving the local community's understanding of the Council's procurement policy;
- (f) inviting quotes for goods and services as follows:
 - Where the estimated value of the goods or services is less than \$200,000 – where there are sufficient local providers able to quote – quotes to be obtained from local businesses only.
 - Where the estimated value of the goods or services is over \$200,000 – an open tender process is to apply
- (g) defining local businesses into two categories - Category 1 and Category 2 – as defined below;
- (h) applying the following weightings to quotes and tenders from local business:

Value of Goods or Services	Category	Weighting
\$0 - \$999,000	Cat 1	10%
\$0 - \$999,000	Cat 2	8%
\$1,000,000 - \$4,999,999	Cat 1	6%
\$1,000,000 - \$4,999,999	Cat 2	4%
\$5,000,000 or greater	Cat 1 and 2	0%
Any value contract	Cat 3	0%

(When assessing price, the local business price is to be reduced by the applicable percentage prior to the allocation of an adjusted price score as per the assessment matrix).

Council should ensure that, where there is more than one local business providing goods or services on similar terms, that it is not unreasonably favoring one business over another business in its procurement practices.

Local Business Categorisation

The approved Prequalified Supplier Register for Plant Hire will be presented to Council each year for categorization of suppliers into Category 1, Category 2 and Category 3. Any amendments to the categories must be approved by Council.

A list of all other suppliers, categorized into Category 1, Category 2 and Category 3, will be compiled by the Chief Executive Officer and the District Managers and provided to the relevant officers. As new suppliers appear they will be classified by the Chief Executive Officer or Executive Managers

A **Category 1 Business** is a business which complies with all of the following:

1. the business owns or leases a business premises or depot located within the Barcaldine Regional Council area; and
2. the business employs or subcontracts people residing in the Barcaldine Regional Council area (*the owners are treated as employees for the purpose of this clause*); and
3. The owners of the business permanently reside in the Barcaldine Regional Council area; and
4. The business and/or its owners are ratepayers of Barcaldine Regional Council.

A **Category 2 Business** is a business which complies with all of the following:

1. the business owns or leases a business premises or depot located within the Barcaldine Regional Council area; and
2. the business employs or subcontracts people residing in the Barcaldine Regional Council area (*the owners are treated as employees for the purpose of this clause*); and
3. The business and/or its owners are ratepayers of, or lease a property in, or are a permanent resident of, Barcaldine Regional Council.

A **Category 3 Business** is a business which complies with any of the following:

1. The business normally operates within the Barcaldine Regional Council area but is not a Category 1 or 2 business; or
2. The business supplies goods or services not available within the Barcaldine Regional Council area.

APPENDIX E

Procurement Procedures

AT ALL TIMES EXPENDITURE MUST BE WITHIN THE DELEGATED AUTHORITY OF THE EMPLOYEE

- (a) **Petty Cash – Up to \$100:** purchases up to \$100 may be made out of Petty Cash.
- (b) **Purchase Orders – Up to \$999:**
A Purchase Order may only be signed and issued after:
- (i) obtaining a minimum of **one verbal or written quote** which complies with the five *sound contracting principles*.
- (b) **Purchase Orders – From \$1,000 Up to \$14,999:**
A Purchase Order may only be signed and issued after:
- (i) obtaining a minimum of **two written quotes** which comply with the five *sound contracting principles* and which are recorded on a Quote Record Form; or
 - (ii) obtaining **one written quote** which complies with the five *sound contracting principles* and which complies with one of the exceptions at (f) below.
- (d) **Purchase Orders - \$15,000 Up To \$199,999:**
A purchase order may only be signed and issued after:
- (i) obtaining a minimum of **three written quotes** which comply with the five *sound contracting principles* and are recorded on a Quote Record Form; or
 - (ii) obtaining a minimum of **one written quote** which complies with the five *sound contracting principles* and which complies with one of the exceptions at (f) below.
- (e) **Purchase Orders - \$200,000 or greater:**
- (i) **Tenders or Expressions of Interest** must be invited for contracts estimated to cost more than \$200,000.
 - (ii) Council may enter into a contract without calling tenders by obtaining a minimum of **one written quote** which complies with the five *sound contracting principles* and which complies with one of the exceptions at (f) below.
- (f) **Exceptions:**
A purchase order may be raised after complying with one of the following exceptions:
- (i) accessing a supplier from Council's Register of Approved Contractors; or
 - (ii) accessing a supplier from Council's Register of Pre-qualified Suppliers; or
 - (iii) accessing a supplier through a Preferred Supplier Arrangement; or
 - (iv) accessing a LOCALBUY arrangement; or
 - (v) Council is satisfied that there is only 1 supplier who is reasonably available; or
 - (vi) That because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
 - (vii) a genuine emergency exists; or
 - (viii) the contract is for the purchase of goods and is made by auction; or
 - (ix) the contract is for the purchase of second-hand goods; or
 - (x) the contract is made with, or under an arrangement with, a government body.

The reason for applying an exception must be recorded on the Quote Record Form. All exceptions are to be authorised by the Chief Executive Officer or Chief Operating Officer or District Manager.