

**MINUTES OF THE GENERAL MEETING
OF THE BARCALDINE REGIONAL COUNCIL
HELD IN THE COUNCIL CHAMBERS, 43 DRYDEN STREET, ALPHA
ON WEDNESDAY 20 SEPTEMBER 2017
COMMENCING AT 9.30AM**

ATTENDANCE

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

OFFICERS

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

PRAYER – Cr. Rogers read the prayer.

CONDOLENCES

A minute's silence was observed to mark the passing of Mrs. Kathleen Farmer formerly of Barcaldine and former Councillor of Barcaldine Shire Council, Mrs. Marion McGrath formerly of Alpha, Mrs. Noela Keane of Thargomindah, Mr. David Holliday of Muttaborra and Mrs. Edna Boyington of Barcaldine.

LEAVE OF ABSENCE

Resolution: Moved Cr Plumb Seconded Cr Gray
2017/09/204 That leave of absence be granted to Councillor Peoples.

Carried
6/0

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The 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 Item 3.4.1 (as a contractor) and left the meeting during discussions thereon.

Pursuant to Section 173 (2) of the Local Government Act 2009, Mr. Brett Walsh informed the meeting of a material personal interest in relation to Item 3.2.12 (as a family member is the occupier of the land) and left the meeting during discussions thereon.

Conflict of Interest - Nil

Personal Gifts and Benefits - Nil

BUSINESS

At 10.20am Jane Williams (Chair) and Jane Hancock (CEO) from the Central West Hospital and Health Board attended the meeting to update Council on Board operations. The representatives left the meeting at 11.10am.

At this stage Cr. Dillon left the meeting.

1. CONFIRMATION OF MINUTES

*Summary: The following minutes required confirmation by Council:-
General Meeting – 15 August 2017.*

Resolution: 2017/09/205 **Moved Cr Bettiens** **Seconded Cr Plumb**
That the minutes of the General Meeting held by Barcaldine Regional Council on the 15 August 2017 be received.

Carried
5/0

Resolution: 2017/09/206 **Moved Cr Gray** **Seconded Cr Plumb**
That the minutes be amended by deleting Item 3.6.3 as this matter was dealt with at a previous meeting.

Carried
5/0

Resolution: 2017/09/207 **Moved Cr Bettiens** **Seconded Cr Plumb**
That the minutes of the General Meeting held by Barcaldine Regional Council on 15 August 2017 be confirmed to include the above amendment.

Carried
5/0

2. PETITIONS - Nil

2.1. Petition – Proposal for Kangaroo Proof Fence - Muttaborra

Summary: From the Chief Executive Officer tabling a petition received from Mr. Tyrel Spence containing 47 signatures regarding a proposal for Council to erect a kangaroo proof fence around the township of Muttaborra.

Resolution: 2017/09/208 **Moved Cr Bettiens** **Seconded Cr Plumb**
That:-

- 1. Council receives the petition; and**
- 2. the principal petitioner be advised Council has not budgeted to construct a kangaroo proof fence around Muttaborra and will consider all other mitigation options.**

Carried
5/0

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 15 September 2017.

Resolution: 2017/09/209 **Moved Cr Plumb** **Seconded Cr Bettiens**
That the report be received.

Carried
5/0

3.1.2 Review of Queensland Flood Warning Gauge Network

Summary: From the Chief Executive Officer tabling correspondence from the Queensland Reconstruction Authority advising that a review has been undertaken into the Queensland Flood Warning Gauge Network and Council's Network Investment Plan has been finalised.

Resolution: 2017/09/210 **Moved Cr Bettiens** **Seconded Cr Plumb**
That the correspondence be received.

Carried
5/0

At this stage Cr. Dillon returned to the meeting.

3.1.3 2017 Remuneration Review Program

Summary: From the Chief Executive Officer advising that the Local Government Remuneration and Discipline Tribunal (the Tribunal) is commencing its annual remuneration review program to determine the remuneration to be paid to mayors, deputy mayors and councillors from 1 July 2018, in accordance with the requirements of section 244 of the Local Government Regulation 2012.

Resolution: 2017/09/211 **Moved Cr Dillon** **Seconded Cr Gray**
That a submission be forwarded to the Tribunal requesting that it set the remuneration for each local government and that superannuation be mandatory at the local government rate.

Carried
6/0

3.2 CHIEF OPERATING OFFICER

3.2.1 Information Report - September 2017

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

Resolution: 2017/09/212 **Moved Cr Bettiens** **Seconded Cr Plumb**
That Council receives the Chief Operating Officer's Information Report.

Carried
6/0

3.2.2 Q4 Review – Annual Operational Plan

Summary: The Chief Executive Officer's final quarterly progress report on the implementation of the 2017 Annual Operational Plan.

Resolution: 2017/09/213 **Moved Cr Dillon** **Seconded Cr Bettiens**
That Council receives the report.

Carried
6/0

3.2.3 Local Government Grants and Subsidies Program

Summary: Applications for the Local Government Grants and Subsidies Program close on 6 October 2017.

Resolution: 2017/09/214 **Moved Cr Gray** **Seconded Cr Plumb**
That Council applies for funding from the Local Government Grants and Subsidies Program for the following projects in priority order:-

- 1. Water main replacement**
- 2. Acacia Street drainage**
- 3. Sewerage relining investigation**
- 4. Regional Signage**
- 5. Solar powered lighting**
- 6. Security cameras**

Carried
6/0

3.2.4 Internal Auditor

Summary: Council is required to appoint a new Internal Auditor as recommended by the Audit Committee.

3.2.9 Policy Review – Access to Council Corporate Facilities

Summary: The Access to Council Corporate Facilities Policy is presented to Council for review.

Resolution: 2017/09/220 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council adopts the amended Access to Council Corporate Facilities Policy (as per Attachment C).

Carried
6/0

3.2.10 Procurement Policy Amendment

Summary: A minor amendment to the Council's Procurement Policy is presented for consideration.

Resolution: 2017/09/221 **Moved Cr Dillon** **Seconded Cr Gray**
That Council adopts the amended Barcaldine Regional Council Procurement Policy (as per Attachment D).

Carried
6/0

3.2.11 Compulsory Acquisition of Native Title Rights – Barcaldine Recreation Reserve

Summary: A proposal for the compulsory acquisition of Native Title Rights in land at the Barcaldine Recreation Reserve.

Resolution: 2017/09/222 **Moved Cr Dillon** **Seconded Cr Gray**
That in pursuance of the provisions of the Acquisition of Land Act 1967, the Local Government Act 2009, the Native Title Act 1993 (Commonwealth) and the Native Title (Queensland) Act 1993 the Council propose to acquire all existing native title rights and interests (if any) in the land described as Lot 1 on Plan B17038-PR2 ("the Land") containing an area of approximately 48.4 hectares (and being part of Lot 2 on SP243965, Lot 90 on SP243965 and an area of road to be permanently closed) for recreation ground purposes.

The reason for the proposed taking is that Council intends to use the Land for recreation ground purposes. Council has determined that it does not have sufficient land available for use for recreation ground purposes in the relevant locality. The Land has been determined to be the most suitable site within the relevant locality for use for recreation ground purposes.

The Land is considered most suitable for recreation ground purposes because:-

- (a) the Land abuts other land of which Council is the Trustee for township purposes, and as such the use of the Land for recreation ground purposes is a suitable use of the Land;**

- (b) infrastructure, and in particular roads, are readily available to facilitate access to the Land;
- (c) use of the Land in the manner proposed is compatible with Council's planning scheme;
- (d) use of the Land in the manner proposed is compatible with applicable State planning requirements;
- (e) use of the Land in the manner proposed promotes the efficient delivery of public services and public infrastructure;
- (f) the proposed use of the Land maximises and balances social, economic and environmental benefits to the local community;
- (g) the area and topography of the Land are suitable for the proposed use;
- (h) use of the Land in the manner proposed minimises adverse impacts on natural and historic values in the relevant locality;
- (i) the proposed use of the Land is compatible with adjoining uses of land in terms of urban planning;
- (j) the use of the Land for recreation ground purposes is consistent with the current use of adjacent land;
- (k) there is a current need for the development of land in the area for recreation ground purposes;
- (l) there is nothing that would prevent the Land being used for recreation ground purposes.

That Council serve Notices of Intention to Acquire Native Title Rights and Interests in accordance with section 7 of the Acquisition of Land Act 1967 and thereafter proceed in accordance with the requirements of the said Act with the intent of procuring the publication in the Queensland Government Gazette of a proclamation vesting the Land in Council subject to due consideration of all objections made in accordance with the provisions of the said Act.

The Council further resolves, pursuant to section 257 of the Local Government Act 2009 to delegate to the Chief Executive Officer its powers as follows:-

- (a) The power under section 24MD of the Native Title Act 1993, section 144 of the Native Title (Queensland) Act 1993, and section 7 of the Acquisition of Land Act 1967 to execute and serve pursuant to section 7 of the Acquisition of Land Act 1967 Notices of Intention to Acquire Native Title Rights and Interests upon any and every person who to the knowledge of the Council:-
 - (i) will be entitled to claim compensation in respect of the taking of the land/native title rights and interests concerned; or
 - (ii) is a mortgagee of the Land.

For the purposes of this resolution the Land means the land/native title rights and interests particularised in the Notice of Intention to Acquire Native Title Rights and Interests a true copy of which is annexed hereto.

- (b) The power to hear the grounds of objection to the taking of any land/native title rights and interests for and on behalf of the Council where such objection is validly made under a Notice of Intention to Acquire Native Title Rights and Interests and prepare a report thereon for the consideration of Council.

Carried
6/0

At this stage Mr. Brett Walsh declared an interest in the following matter and left the meeting during discussions thereon.

3.2.12 Barcaldine Recreation Reserve

Summary: Council has received an offer from the Department of Natural Resources and Mines for Council to dedicate part of the Barcaldine Township Reserve to a Recreation Reserve.

Resolution: 2017/09/223 **Moved Cr Gray** **Seconded Cr Plumb**
That Council accepts the offer from Department of Natural Resources and Mines to dedicate approximately 48.4 hectares of the Barcaldine Township Reserve to a Reserve for Recreation Purposes.

Carried
6/0

At this stage Mr. Brett Walsh returned to the meeting.

3.3 FINANCE

3.3.1 Financial Report – September 2017

Summary: The financial report for the period ending 11 September 2017 is presented to Council.

Resolution: 2017/09/224 **Moved Cr Plumb** **Seconded Cr Bettiens**
That Council receives the Financial Report for the period ending 11 September 2017.

Carried
6/0

3.4 MANAGER ENGINEERING SERVICES

At this stage Cr. Bettiens declared an interest in the following matter 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 August 2017.

Resolution: 2017/09/225 **Moved Cr Plumb** **Seconded Cr Gray**
That the Works Report for the period August 2017 be received and the expenditure for the Aramac Ablution Block, Aramac Aquatic Centre, Muttaborra Interpretation Centre and the Sewerage Relining projects be ratified.

Carried
6/0

At this stage Cr. Bettiens returned to the meeting. The meeting adjourned for lunch at 1.05pm and resumed at 2.30pm.

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: 2017/09/226 **Moved Cr Bettiens** **Seconded Cr Plumb**
That the Acting District Manager's Information Report be received.

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: 2017/09/227 **Moved Cr Dillon** **Seconded Cr Bettiens**
That the District Manager's – Aramac and Muttaborra General Information Report be received.

Carried
6/0

3.6.2 RADF Applications

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

Resolution: 2017/09/228 **Moved Cr Plumb** **Seconded Cr Rogers**
That Council accepts the following applications approved by the RADF Committee for the amount of \$3,892:-

Applicant: **Barcaldine Cultural Association**
Project: **Silver-smith Workshop**
Category: **2 – Building Community Cultural Capacity**
Total Cost: **\$1,562**
RADF Grant Amount: **\$662**

Applicant: **Vast Arts Inc**
Project: **Keen Gia Artists Retreat**
Category: **4 - Cultural Tourism**
Total Cost: **\$4,280**
RADF Grant Amount **\$3,230**

Carried
6/0

3.6.3 Community Housing Registration – Notification Policy

Summary: The Department of Housing and Public Works has contacted Council regarding the previously adopted Notification Policy. The Policy was adopted at the 19 July 2017 Council meeting. The policy did not meet their requirements and have requested more detailed information.

Resolution: 2017/09/229 **Moved Cr Gray** **Seconded Cr Plumb**
That Council adopts the revised Notifications to Queensland Registrar Policy (as per Attachment E).

Carried
6/0

3.6.4 Notice of Intention to Sell Land for Arrears of Rates

Summary: Twenty-seven (27) individual blocks of land in the Barcaldine Regional Council area have rates owing on them for three (3) years or more and a resolution is now required to issue a 'Notice of Intention to Sell' for each block.

Resolution: 2017/09/230 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council resolves to sell the blocks of land as follows for arrears of rates, pursuant to the Local Government Act 2009 (Section 96) and Local Government Regulation 2012 (Section 140), for all land that has rates or charges owing for three (3) years or more:-

Assessment No.	Property Description	Amount owing
10005-10000-000	Lot 2 RP 606734	7559.39
10153-00000-000	Lot 101 A18414	5633.88
10361-00000-000	Lot 3 RP 607937	3823.84
10363-10000-000	Lot 2 RP 608912	7182.52
20228-00000-000	Lot 2 RP 616894	10030.8
20297-00000-000	Lot 2 RP 605628	7820.34
20458-00000-000	Lot 7 RP 895133	6336.92
20511-00000-000	Lot 12 RY 193	10362.09
20525-00000-000	Lot 18 RY 180	6895.2
20527-50000-000	Lot 16 RP 860107	10392.77
20708-30000-000	Lot 3 RP 620145	6511.15
30023-00000-000	Lot 1 RP 815709, Lots 2,3,4 &5 RP 607621, Lots 122 & 105 A 3011, Lot 1 RP 607621, Lot 2 RP 607266	58363.22
30138-00000-000	Lot 1 RP 608184	4926.68
30195-50000-000	Lot 3 RP 616695	7231.39
30204-00000-000	Lot 1 RP 604984	6701.55
30271-50000-000	Lot 108 J 3031	5317.14
30278-00000-000	Lot 204 J 3031	6930.07
30279-00000-000	Lot 205 J 3031	3193.95
30290-00000-000	Lots 1 & 2 RP 601400	10495.46
30291-00000-000	Lot 305 J 3031	10078.81
30350-00000-000	Lot 509 & 510 J 3031	8972.28
30360-00000-000	Lot 2 J 3031	4220.28
30362-00000-000	Lot 1 RP 601449	6973.17
30366-00000-000	Lot 16 J 3031	3545.66
30381-10000-000	Lot 9 J 3031	4979.99
30412-00000-000	Lot 9 J 3036	5508.01
30430-10100-000	PTA 95 SP 114674	3889.17

Carried
6/0

3.6.5 Expression of Interest – Purchase of Council Land in Aramac

Summary: Ben and Stacey Ferguson have submitted an expression of interest to purchase Lots 28, 29 and 30 on Plan A1847 – 10 Kerr Street, Aramac Qld 4726.

Resolution: 2017/09/231 **Moved Cr Dillon** **Seconded Cr Gray**
That Council does not consider calling publicly for the sale of 10 Kerr Street, Aramac until such time as it can consider the true cost of utility provision to those blocks.

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: 2017/09/232 **Moved Cr Bettiens** **Seconded Cr Plumb**
That the District Manager's – Barcaldine General Information Report be received.

Carried
6/0

Procedural Motion

Resolution: 2017/09/233 **Moved Cr Dillon** **Seconded Cr Gray**
That Council move into closed session pursuant to Section 72 of the Local Government Act 2009, for the consideration of a staff matter.

Carried
6/0

At this stage Cr. Rogers left the meeting.

Procedural Motion

Resolution: 2017/09/234 **Moved Cr Dillon** **Seconded Cr Plumb**
That the meeting move into open session.

Carried
5/0

Mayoral Minute

Resolution: 2017/09/235 **Moved Cr Chandler**
That Council:-

- 1. delegates to the Chief Executive Officer the power to vary clause 10.1.5 of the contract of employment of the Executive Manager (Alpha Area) by deleting the words "the notice period had been worked." and inserting in their place the words "the balance of the term of the contract had been worked"; and**
- 2. delegates to the Chief Executive Officer the power, pursuant to clause 10.1.5, to terminate the Executive Manager's (Alpha Area) contract of employment.**

Carried
5/0

3.8 RURAL SERVICES MATTERS – NIL

3.9 CONFIDENTIAL REPORTS - NIL

3.10 NOTIFIED MOTIONS - NIL

As there was no further business, the Mayor declared the meeting closed at 3.15pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

MAYOR: _____

DATED: 25 October 2017

Attachment A

BARCALDINE REGIONAL COUNCIL

POLICY

SYSTEM:	Professional Governance
POLICY TITLE:	Media Relations Policy
ADOPTED:	20 September 2017
POLICY NO:	CG006
PURPOSE:	This policy establishes the guidelines for how Council's elected members and employees interact with the media.

1. PRINCIPLES

- 1.1 Council acknowledges the important role that media interaction plays in community engagement.
- 1.2 Council respects the principle of freedom of the press and the right of media outlets to report on Council matters in a manner that they consider appropriate.
- 1.3 As a general rule, Council will not respond to "Letters to the Editor", unless a gross inaccuracy requires explicit correction.
- 1.4 Should a Councillor or employee breach this Policy they will be subject to a complaints based investigation. Any breach of this Policy, is also a breach of the Code of Conduct.

2. POLICY

The Mayor is the official spokesperson for the Council. No other Council personnel may assume this responsibility unless specifically authorised by the Mayor.

The Mayor will be responsible for communicating Council's Policy, Strategy, Service Levels and political responses to, or on behalf of, community advocacy issues.

The Chief Executive Officer will be responsible for communicating with the media on operational matters including events and programs.

The Chief Executive Officer is responsible for and must authorise paid advertisements, social media pages, community notices and promotional material prepared by Council.

This Policy is not intended in any way to limit a Councillor from communicating with or engaging with their constituents. Councillors are actively encouraged to do this, provided that the Code of Conduct requirements are complied with.

Councillors are not permitted to distribute in any way, any documentation pertaining to the Council and Council business, without first seeking approval from the Chief Executive Officer to determine if the document is available to the public.

Councillors may redistribute public information provided by Council in newsletters or social media posts.

3. PROCEDURE

3.1 Definitions

Communication – will include all forms of communication to both the media and public for example, but not limited to, interviews, press statements, emails, facsimiles, letters, phone calls social media posts etc.

Council Business – includes any matter that has been, or is being, considered by Council as having appeared in Council's business papers or can be reasonably expected to appear in Council's business papers.

3.2 Communicating with the Media on Council Business

Media statements may be undertaken in the following manner:

- a. By the Mayor
- b. By the CEO
- c. If the matter has a specialised or technical component, the Mayor or Chief Executive Officer may authorise a senior officer to provide information to the media
- d. All written media releases must be authorised by the Mayor and/or CEO.
- e. Should a Councillor wish to represent Council and communicate with the media on a particular issue of Council business, they must seek delegation from the Mayor.

All external media enquiries and requests for media comment on official Council position or policy should be directed to the Chief Executive Officer in the first instance. The Chief Executive Officer must ensure the Mayor is offered the first opportunity to respond. On those occasions where the Mayor is unavailable, the CEO will refer the request to the Deputy Mayor.

As a matter of courtesy, copies of final media releases will be distributed to Councillors by e-mail at the same time as the item is released to media outlets.

All communications to the media must have regard to the Law, preservation of privacy and be free from discrimination. All reasonable steps must be taken to ensure that the information is accurate, factual and not prejudicial to Council's legal standing.

3.3 Guidelines for Councillors

This policy does not purport to restrict Councillors from making statements, or from responding to media enquiries, in their capacity as a Councillor about their personal opinion regarding a Council matter. Should Councillors intend to make statements reflecting their personal opinion, such remarks should be clearly qualified accordingly.

This clause does not affect the underlying responsibility of Councillors under the Local Government Act 2009 and the Code of Conduct to publicly support the consensus decision-making process, regardless of their viewpoint on a particular matter.

It is the sole responsibility of the Councillor under the Code of Conduct to ensure that when communicating with the public or media, they make it clear that they are expressing a personal opinion and are not speaking on behalf of Council.

Any use by a Councillor of their official title (Councillor) is to accompany a disclaimer that the opinion or comments provided are those of the Councillor and not those of the Barcaldine Regional Council. A Councillor must consider whether using their official title (Councillor) may lead a recipient of the information to assume that the Councillor is commenting on behalf of Council.

3.4 Guidelines for Councillors

All communications from Council employees to the media must be authorised by the Chief Executive Officer.

Employees must not respond to any media enquiries. All enquiries must be referred to the Mayor or Chief Executive Officer.

Employees may issue general promotional material and information relating to the operating activities of Council, eg advertisements, community notices, events notices etc, only after obtaining approval from the District Manager, Chief Operating Officer or Chief Executive Officer.

Attachment B

BARCALDINE REGIONAL COUNCIL

POLICY

SYSTEM:	Human Resources
POLICY TITLE:	Motor Vehicle & Vessel Usage
ADOPTED:	17 December 2008
AMENDED:	18 February 2009 19 December 2012 20 September 2017
PURPOSE:	To ensure openness, accountability and efficiency in the use of Council vehicles by Barcaldine Regional Council councillors, employees and contractors.

1. Statement

This Policy is directed at improving efficiency, reliability and safety by supporting councillors, employees, volunteers and contractors in the carrying out their duties.

Due to the size and location of Barcaldine Regional Council, private use of vehicles may also be used to attract and retain quality employees.

2. Applicability

This Policy applies to all councillors and workers who drive a Council vehicle, including those employed in funded programs managed by the Council.

A worker is anyone who carries out work for Council such as:

- an employee
- a contractor or sub-contractor
- an employee of a contractor or sub-contractor
- an employee of a labour hire company
- an apprentice or trainee
- a student gaining work experience
- a volunteer.

3. General

Councillors and workers must have a current driver licence applicable to the class of vehicle being driven. Authorized drivers must advise their supervisor if their licence is cancelled or suspended or of any other limitation that restricts their driving.

Learner drivers and Provisional drivers must display the appropriate plates (P or L) on the vehicle when driving. Learner drivers must have specific approval from the Chief Executive Officer, Chief Operating Officer or District Manager prior to driving any Council vehicle.

All vehicles **MUST** be housed in the Council Depot or Administration Office car park each night unless approved by the Chief Executive Officer or Chief Operating Officer or as specifically allowed by this Policy.

Vehicles are to be stored in a safe and secure location when garaged at a councillor's or worker's home at night. The vehicle must be parked on the employee's property and not on the road reserve.

When requested by the Chief Executive Officer, workers shall maintain an accurate log book for the use of their vehicle.

A Council vehicle must be available for Council business use by Councillors and other workers during normal working hours when not required by the person to whom it is assigned. Council business use of vehicles has priority over private use of vehicles in all circumstances during normal office hours.

4. Maintenance

Vehicles are an asset of the Council for which value must be maintained.

Vehicles must be made available to the Workshop Supervisor for servicing in accordance with the manufacturer's specifications.

If any malfunction of a vehicle, however minor, has been observed, the driver must advise the Workshop Supervisor immediately.

Where a fuel card is issued for a particular vehicle, fuel may be purchased using the card or through the normal depot refueling system. The fuel card must be kept in the vehicle at all times. Where a fuel card is not issued for a vehicle, fueling will take place at the Council Depot.

The correct levels are to be maintained at all times in respect of fuel, coolant, oil, battery fluid, brake fluid, windscreen washer fluid and tyre pressure.

All vehicles will be marked with Council's logo and plant number that identifies the vehicle as Council property.

All vehicles are to be kept in a clean and tidy condition by the vehicle operator. The exterior of the vehicle must be washed on a regular basis.

5. Accident Procedure

If a vehicle is involved in an accident or incurs damage (however minor), then the employee's supervisor must be notified immediately and an incident report must be completed within 24 hours. The supervisor should advise the Technical Officer to prepare an incident report.

If an accident occurs during a period of private use and the officer is found at fault, the driver shall pay the amount of excess for that vehicle.

6. Safety

An officer driving a Council vehicle is required to observe all road rules at all times. Payment of any traffic fines or loss of demerit points received for the vehicle will be the responsibility of the driver.

At all times, the vehicle user must ensure that the vehicle is driven in a way that upholds Council's image in the community.

Under no circumstances should a councillor or worker drive a Council vehicle while under the influence of alcohol or illicit drugs. This includes over the counter medications which carry a "do not drive" warning on the label.

Smoking in all Council vehicles is strictly prohibited.

Carrying pets in Council vehicles is strictly prohibited.

Keys are not to be left in parked vehicles at any time and the vehicle is to be locked when left unattended.

Workers must wear prescribed glasses at all times when driving Council vehicles if required by their driver licence.

7. Categories of Vehicle Use

Category 1 – Unrestricted Private Use:

Applicable Officers:

Mayor, Deputy Mayor, Chief Executive Officer, Chief Operating Officer, Manager of Engineering Services

Usage:

1. Full private and business use throughout Queensland.
2. Private use includes the Officer's immediate family.
3. The Officer is required to pay for any fuel used for private travel outside of the Barcaldine Regional Council area.
4. When on extended leave of greater than 4 weeks, the vehicle is to be garaged at the Council Depot or Administration Office.

Category 2 – Restricted Private Use:

Applicable Officers:

District Manager, Senior Works Supervisor

Usage:

1. Full private and business use throughout the Barcaldine Regional Council area.
2. Private use includes the Officer's partner only.
3. Only immediate family members are to be carried as passengers.
4. When on annual leave or long service leave or extended sick leave, the vehicle is to be garaged at the Council Depot or Administration Office.

Category 3 – Standby Use:

Applicable Officers:

Officers on after-hours rosters including for cleaning, airport operations, water and sewerage operations, funerals etc.

Usage:

1. Business use and home to work usage by the most direct route.
2. The use only applies for the days or weekends that the officer is rostered on duty.
3. The use does not include the transportation of family members or members of the public.
4. The Chief Executive Officer, Chief Operating Officer or Manager of Engineering Services may approve other home to work usage in special circumstances.

Category 4 – Work Only Use:

Applicable Officers:

All other Officers

Usage:

1. No private use of the vehicle.
2. The vehicle is to be garaged at the Council Depot or Administration Office.

Category 5 – Visitor Use:

Applicable Officers:

Volunteers and visiting contractors authorized by the Chief Executive Officer

Usage:

1. Business use and home to work usage by the most direct route.
2. The use will be in accordance with the authorization by the Chief Executive Officer.

8. SES Vehicles and Vessels

Applicable Officers:

SES Coordinator and volunteers

Usage:

1. SES vehicles and vessels are to be used for SES operations and volunteer training in accordance with SES Guidelines.
2. There shall be no private use of SES vehicles and vessels.
3. SES vehicles and vessels are to be garaged at the SES Shed or Council Depot.

9. Exceptions

Any variation to the above conditions must be expressly approved by the Chief Executive Officer.

Attachment C

BARCALDINE REGIONAL COUNCIL

POLICY

SYSTEM:	Governance
POLICY TITLE:	Access to Council Corporate Facilities
ADOPTED:	15 October 2008
AMENDED:	20 September 2017
PURPOSE:	To control access to Barcaldine Regional Council Administration Offices, Council Chambers and Works Depots and to provide a safe and secure workplace Councillors and employees.

1. Background

Council offices, chambers and depots are designed for the use of Council employees and Councillors.

Unauthorised access exposes Council to potential risks such as injury to persons, lack of security of confidential information, lack of security of Council owned property; and damage to Council property.

Council has an obligation to provide Councillors and employees with a safe and secure workplace.

2. Protocols

Administration Offices

Access to non-public areas shall be restricted to employees and Councillors or persons authorised by the Chief Executive Officer, Chief Operating Officer or District Manager.

Office equipment shall not be used for non-Council purposes without the permission of the Chief Executive Officer, Chief Operating Officer or District Manager unless a private works agreement is completed.

Council Administration Offices shall only be used for official Council business.

Council Chambers

Council Chambers are integral to Council operations. The Council Chambers in Alpha, Aramac and Barcaldine shall only be used for the following:-

- Council Meetings;
- Deputations with the senior executive officers;
- Deputations with the Mayor and/or Councillors;
- Authorised employee meetings; and
- Official Council business.

Public access to the Chambers during Council meetings is permitted in accordance with the *Standing Orders Policy*.

Works Depots

Private vehicles and contractors' vehicles and equipment are not permitted in the Council Works Depot complex unless authorized by the Chief Executive Officer, Chief Operating Officer, Manager of Engineering Services or Senior Works Supervisor.

All persons (except Council employees) entering a Works Depot shall first report to the Depot Office.

Public and Community Meetings

All public and community meetings shall be held in town halls or town hall supper rooms or in other public facilities.

Attachment D

BARCALDINE REGIONAL COUNCIL

POLICY

SYSTEM:	Finance
POLICY TITLE:	Procurement Policy
ADOPTED:	15 August 2017
AMENDED:	20 September 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)

- (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
- **Availability** = contractor able to start when required and available for the full period
- **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
- **Operator Experience** = assessment of the operator's proven work experience and local knowledge of soils, terrain and conditions
- **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.
- **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 three categories - Category 1, Category 2 and Category 3 – as described below. Non-local businesses will be defined as Category 0;
- (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.

Attachment E

BARCALDINE REGIONAL COUNCIL

POLICY

SYSTEM:	Governance
POLICY TITLE:	Notifications to Queensland Registrar Policy
ADOPTED:	19 July 2017
AMENDED:	20 September 2017
POLICY NUMBER:	G018
PURPOSE:	To articulate Council's Risk Management Policy, Framework and organisational roles and responsibilities in relation to Queensland State Regulatory System for Community Housing

1. Policy Statement:

The provisions for notifications are a core element of quality and accountability and Barcaldine Regional Council is committed to ensuring that all compliance requirements in relation to notifications to the Queensland Registrar are met.

Local Governments registered under the Queensland State Regulatory System for Community Housing (QSRSCH) are required to have a notifications policy in place which sets out:

- The type of events/incidents that trigger a Notification to the Queensland Registrar and the timeframes involved
- How the local government will notify the Queensland Registrar of an event or incident occurring that damages or has the potential to damage the reputation of the community housing sector.

2. Principles

This policy is to improve understanding of how the Regulatory Code may be applied in practice to assist the Barcaldine Regional Council in working with the Registrar.

3. Scope

To understand events or incidents which may be considered a notifiable event. Notifications can be categorised as either:

1. A change in business operations that may impact on local governments compliance under the QSRSCH; or
2. Affect the reputation of the community housing sector

4. Responsibility

Chief Operating Officer
District Manager
Housing Officer

5. Definitions

Definition and examples of notifiable incidents/events include:

A notifiable incident is any serious event that compromises the quality of services, the good governance or viability of the Company and which would raise public concern about standards of probity. It is a corporate responsibility of Barcaldine Regional Council to report notifiable incidents. These could be changes in the business operations of the local government and/or how the local government will notify the Queensland Registrar of an event or incident occurring that damages, or has the potential to damage the reputation of the community housing sector. It is a matter of judgement for the Council as to what incidents should be notified to the Queensland Registrar. To assist in making that judgement some examples follow of a type that the Queensland Registrar considers as being a notifiable incident/event.

The listing tabulated below is not exhaustive. If you are unsure whether an incident or event should be notified, contact the primary analyst or the Queensland Registrar.

6. Procedure

Changes in the business operations of the local government

Type of Event	Timeframe within which the Queensland Registrar must be notified
A decision to appoint a voluntary administrator to the provider	As soon as practicable after the decision
A decision to wind-up the provider	As soon as practicable after the decision
The appointment of a receiver to the provider	As soon as practicable after the provider learns of the receiver's appointment
A decision to apply for cancellation of the provider's registration on the national register	As soon as practicable after the decision and at least 28 days before the day the application is made
A decision to contact a vote at a meeting on a matter that may affect the provider's eligibility to remain registered on the national register or the category of the provider's registration	As soon as practicable after the decision and at least 28 days before the day the meeting is held
A change in the provider's affairs that may have an adverse impact on its compliance with the Act or the corresponding law of another participating jurisdiction	Before the change or within three (3) days after the change
Any other event for which the register gives the provider notice	Within the time started in the notice
The resignation of the Mayor, Councillor/s or CEO	As soon as practicable after the event or within 72 hours of the event
Any matter that has adversely affected, or may adversely affect, the financial solvency or viability of the provider	As soon as practicable after the event or within 72 hours of the event
Any breach or potential breach of financial or property covenants	As soon as practicable after the event or within 72 hours of the event

Maintain the reputation of the community housing sector

Type of Event	Time within which Registrar must be notified
Serious or repeated instances of fraud, corruptions or criminal conduct of a similar kind in connection with the providers operations	As soon as practicable after the event or within 72 hours of the event
Any instances of serious or repeated breaches of the local governments code of conduct	As soon as practicable after the event or within 72 hours of the event
Substantiated fraudulent or other criminal behaviour by staff, management or volunteers	As soon as practicable after the event or within 72 hours of the event
A motion of no confidence in the Mayor, Councillor/s CEO or senior staff member/s	As soon as practicable after the event or within 72 hours of the event
The dismissal of the Mayor, Councillor/s or CEO. The investigation of the provider by external agencies (such as a funding body, law enforcement bodies or integrity agencies)	As soon as practicable after the event or within 72 hours of the event
Any adverse media coverage, or potential media coverage, about the provider	As soon as practicable after the event or within 72 hours of the event
Any incident within the community housing program, which results in the involvement of the Queensland Police Service or media exposure/involvement	As soon as practicable after the event or within 72 hours of the event
Any other matter that may bring disrepute to the community housing sector.	As soon as practicable after the event or within 72 hours of the event

The Queensland Registrar must be satisfied that:

- There are no significant and ongoing to repeated incidents or events occurring that damages, or may damage the reputation of the community housing sector
- Any incident or event that damages or may damage the reputation of the community housing sector is dealt with in a prompt and effective manner
- Notifications to the Queensland Registrar are made consistent with Queensland State Regulatory Code and the Guidelines for Local Government Notifications to the Queensland Registrar

Timeframe for Notification

Council will notify the Registrar of incidents/events at the earliest practical opportunity. In most cases, notification should occur by the working day after the Council becomes aware of an incident, and no later than three (3) working days afterwards. Notification should not be delayed until after the next scheduled meeting of Council.

Contact details for Notification

Contact the Queensland Registrar by:

Email: QLDHousingRegistrar@hpw.qld.gov.au
Telephone: 13 QGOV (13 74 68)
Fax: 07 3008 5960
Mailing: Queensland Registrar
Regulatory Services
Department of Housing and Public Works
GPO Box 690, Brisbane Qld 4001

Notification Procedure

The manager, Community and Development Services, or representative, will provide the following information either verbally or in writing to the Queensland Registrar within the timeframes specified above:

- The incident, including when it happened or is going to happen
- The persons involved
- The action taken, or planned to be taken, by the provider
- The contact details of the person responsible for managing the provider's response to the incident/event
- Whether the incident/event has been notified to any other regulators or external agencies, and the details of the notification provided

The Queensland Registrar may simply acknowledge and record details of the notified incident/event or it may take further action if appropriate. Further action may include requiring the local government to supply updates on the action it is taking and/or is planning to take in relation to the event.

Failure to Notify

Notifying the Queensland registrar of any event is a requirement under the Queensland State Regulatory Code. Local Governments are required to be proactive in reviewing and disclosing notifications of event/incidents to the Queensland Registrar and addressing any areas of non-compliance as they arise.

Failure to notify the Queensland Registrar of such events occurring within the timeframes specified, may trigger compliance action by the Queensland Registrar.

Associated Documents

- Qld Notifications
www.hpw.qld.gov.au/aboutus/BusinessAreas/RegulatoryServices/StateBasedRegistration
- Property Lease Documents