



MINUTES

of the

General Meeting of the Council

held in the

Council Chambers, 118 Victoria Street, St George

on

Friday 17th July 2015

Commencing at 9:00am

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MEETING BUSINESS BY CORPORATE FUNCTION

ATT1

ATTENDANCE

Cr DS Stewart (Mayor), Crs RW Marsh (Deputy Mayor), RD Avery, FM Gaske, J Kellock, RI Paul and RIS Winks

Mr Peter O'May (Chief Executive Officer), Mr Andrew McKenzie (Director Corporate & Financial Services), Mr Kevin Searle (Director Infrastructure Services), Ms Angela Jones (Director Community & Environmental Sustainability) Ms Stacy Castles (Administration Officer) and Mrs Kathy Elliott (Executive Assistant)

CLP1

COUNCIL PRAYER

The Mayor declared the Meeting open at 9:00am and led the Council in the Opening Prayer.

DRAFT 2015/16 BUDGET

Cr Marsh moved and Cr Kellock seconded:

That debate on the adoption of the 2015/16 Budget be suspended to allow further modelling to be completed in relation to the introduction of levies.

CARRIED

SPECIAL MEETING OF COUNCIL

Cr Paul moved and Cr Marsh seconded:

That a Special Meeting of Council be held on Friday 24th July, 2015, commencing at 9:00am for the purpose of adopting the 2015/16 Budget.

CARRIED

LOA1

LEAVE OF ABSENCE

Nil

COM1

CONFIRMATION OF MINUTES

Cr Marsh moved and Cr Avery seconded

That the Minutes of the Council Meeting held on 19th June, 2015, be confirmed.

CARRIED

BAM1

BUSINESS ARISING FROM MINUTES

Nil

PUBLIC PARTICIPATION

Nil

DEPUTATIONS

Nil

COUNCILLOR REPORTS

Councillors delivered their verbal reports on activities within their portfolios during the preceding month.

Cr Gaske moved and Cr Avery seconded that the Councillors' verbal reports be received.

CARRIED

BUILDING OUR REGIONS - REMOTE COMMUNITIES INFRASTRUCTURE FUND

Cr Marsh moved and Cr Avery seconded:

That an application be made under the Building our Regions – Remote Communities Infrastructure Fund to develop an effluent reuse scheme at the St George Sewage Treatment Plant.

CARRIED

WALKING WOUNDED

Cr Marsh moved and Cr Gaske seconded:

That Council donate \$200.00 to the Walking Wounded Charity Organisation.

CARRIED

The Meeting adjourned for Morning Tea at 11:07am, and resumed, the time being 11:28am.

(CFS) CORPORATE FINANCIAL SERVICES

CFS1 FINANCE MANAGEMENT REPORT 30 JUNE 2015

(07.07.15) Finance Management Report for the period ending 30 June 2015.

Cr Marsh moved and Cr Avery seconded:

That the monthly Financial Management Report for the period ending 30 June 2015, as tabled, be received and noted.

CARRIED

CFS2 GREEN ARMY UTILISATION

(03.07.15) Investigation into utilising the “Green Army” project to combat youth unemployment and lack of training opportunities in rural areas.

Cr Marsh moved and Cr Kellock seconded

That this matter be held over for further investigation.

CARRIED

CFS3 ADOPTION OF PURCHASING POLICY

(06.07.15) Council's proposed 2015/16 Purchasing Policy is attached for Council's consideration and adoption. The Policy has been amended in line with Council's consideration of submissions received during the public consultation phase of the Policy's review.

Cr Avery moved and Cr Kellock seconded:
That Council adopt the attached Purchasing Policy.
CARRIED

CFS4

BOLLON TENNIS CLUB INC

(03.07.15) The Bollon Tennis Club have applied for a donation of \$800.00 through Council's Community Donations, Sponsorship and Grants program to contribute towards their annual open tennis tournament to be held on the 19^h September 2015 in Bollon.

Cr Gaske moved and Cr Winks seconded:

That Council provides funds to the amount of \$500.00 to Bollon Tennis Club to contribute towards their Annual 2015 Open Tennis Tournament.

CARRIED

CFS5

COMMUNITY RATES SUPPORT PROGRAM 2015/2016

(06.07.15) Community Rates Support Program 2015/2016

Cr Avery moved and Cr Kellock seconded:

That in accordance with Section 122 of the *Local Government Regulation 2012*, Council grant the rate rebates as per the guidelines of the Community Rates Support Program.

Assessment number	Organisation	Address
00021-00000-000	Roman Catholic Diocese of Toowoomba	75 Main St, Bollon
00033-00000-000	QCWA Bollon	17-19 Main St, Bollon
00087-00000-000	Corp of the Synod of Diocese of Brisbane	25-27 Belmore St, Bollon
00240-00000-000	Corp of the Synod of Diocese of Brisbane	49-55 Moore St, Dirranbandi
00270-00000-000	Dirranbandi Progress Assoc Inc	28-34 Cowildi St, Dirranbandi
00331-00000-000	Roman Catholic Diocese of Toowoomba	44-48 Kirby St, Dirranbandi
00367-00000-000	Qld Country Women's Assn	22-24 Kirby St, Dirranbandi
00651-00002-000	St George Bowls Club	141 Victoria St, St George
00703-00001-000	Roman Catholic Diocese of Toowoomba	22-30 Balonne St, St George
00750-00000-000	St George Heritage Centre	231-233 Victoria St, St George
00766-00000-000	Corp of the Synod of Diocese of Brisbane	133-135 Victoria St, St George
00766-00001-000	Corp of the Synod of Diocese of Brisbane	Roe St, St George
00971-00000-000	The Scout Association of Aust	1-3 Church St, St George
01068-00000-000	Balonne Masonic Lodge	34-36 Scott St, St George
01090-00000-000	St George Christian Assembly	32 Henry St, St George
01151-00000-000	The Presbyterian Church of Qld	56-60 Grey St, St George
01228-00000-000	The Uniting Church in Aust Property Trust	10-12 Barlee St, St George
01609-00000-000	Corp of the Synod of Diocese of Brisbane	21 Garah St, Thallon

CARRIED

CFS6

STUDENT ACCOMMODATION - GOONDIR HEALTH SERVICES

(16.07.15) Following discussions between Council and Goondir Health over the Dental Clinic student / allied health accommodation units, further information has been sought from Council to enable the project to proceed.

Cr Marsh moved and Cr Avery seconded:

That Council:

1. That an exception to dispose of a non-current asset (interest in land) to Goondir Health Services other than by auction or tender for land at 77-89 Scott Street, St George applies under s236(1)(a) (the land has previously been offered for sale at auction and did not sell),
2. advise Goondir Health Services that Council is willing to enter into a long term lease of a Council owned lot at 77-89 Scott Street, St George for an initial term of 10 years for an annual rental of \$1; and
3. authorise the Mayor and Chief Executive Officer to conclude lease negotiations with Goondir Health Services toward the purpose of developing dental student and allied health accommodation ancillary to Goondir's health services.

CARRIED

CFS98

MONTHLY REPORT

(06.07.15) The Director of Corporate and Financial Services Report for the Month of July is presented for Council's consideration.

Cr Winks moved and Cr Gaske seconded:

That Council receive this report.

Cr Gaske declared a Material Personal Interest in discussions involving the flood mitigation levee and easement documents in accordance with Section 172 of the *Local Government Act 2009*, as she is the owner of a property that has a section of the block wall flood mitigation levee on its boundary which is subject to an easement and retired from the Meeting at 11:55am.

CARRIED

Cr Gaske returned to the meeting at 12:06pm.

Mr Kevin Searle (Director Infrastructure Services) entered the Meeting at 12:06pm.

CFS99

GENERAL - CORPORATE FINANCIAL SERVICES

(IFS) INFRASTRUCTURE SERVICES

IFS1

DONATION OF TRAILER TO LOCAL ARMY CADET UNIT

(07.07.15) It is recommended that Council agree to a request from the local Army Cadet Unit for an old Council trailer that is listed for disposal to transport their new inflatable obstacle course, and that Council consider a \$1,000 grant towards trailer modifications.

Cr Avery moved and Cr Paul seconded:

That:

1. Council donate the trailer listed in the proposed 2015/16 Council budget, ORO-586, to the local Army Cadet Unit; and
2. Council utilise the \$1,000 (excl GST) held in trust, to the local Army Cadet Unit as a contribution towards the costs of modifying the trailer to carry the inflatable obstacle course.

CARRIED

IFS2

BSC 14/15 - Q35 - SUPPLY AND DELIVERY OF ONE NEW ZERO TURN MOWER

(07.07.15) From the Works Officer reporting on quotations received for BSC 14/15 – Q35 – Supply and Delivery of One New Zero Turn Mower.

Cr Gaske moved and Cr Kellock seconded:

That Council accepts the quotation from Myla Motors for the supply and delivery of one new Ferris 1551z 72" zero-turn mower for \$36,330 (with registration and third party insurance to be invoiced at cost) and the trade-in of the existing zero-turn mower (C-92863) for \$6,000 as per the quotation documents (incl GST).

CARRIED

IFS98

SAFETY ADVISOR'S MONTHLY REPORT

(03.07.15) From the Safety Advisor reporting on the Workplace Health and Safety Committee Meeting.

Cr Marsh moved and Cr Avery seconded

That the report be received.

CARRIED

IFS98

INFRASTRUCTURE SERVICES MONTHLY REPORT

(07.07.15) From the Director of Infrastructure Services reporting for the month of June.

Cr Paul moved and Cr Avery seconded

That the report be received

CARRIED

IFS99

GENERAL - INFRASTRUCTURE SERVICES

Mr Kevin Searle departed the Meeting at 12:33pm.

(GEN) GENERAL

GEN1

PROPOSED CHRISTMAS/NEW YEAR HOLIDAY ARRANGEMENTS 2015-16

(05.07.15) To make arrangements and provide suitable notice for staff leave and operations over the Christmas period; consideration on the shutdown of Council's operations over the Christmas / New Year period is required.

Cr Avery moved and Cr Paul seconded:

That the following staff leave arrangements for the 2015/2016 Christmas/New Year period, be approved:-

- o Close down of all of Council's Depots and outside workforce operations with the exception of those staff remaining on duty or on call to attend to urgent and essential daily works during the period from the close of business on Friday 18th December 2015 to Monday 4th January 2016.
- o Council's Administration Office be closed for the period from the close of business on Thursday 24th December 2015 to Monday 4th January 2016.

CARRIED

GEN2

MONTHLY REPORT

(07.07.15) Report of the Communications Officer for the Month of June 2015.

Cr Winks moved and Cr Paul seconded:

That Council receive this report.

CARRIED

GEN3 **MONTHLY REPORT INVESTMENT ATTRACTIONS OFFICER MAY 2015**

(08.07.15) Monthly Report Investment Attractions Officer June 2015.

Cr Paul moved and Cr Kellock seconded:

That Council receives this report.

CARRIED

(RLP) RURAL SERVICES

RLP98 **MONTHLY REPORT FOR JUNE 2015**

(03.07.15) Rural Services June 2015 Monthly Report

Cr Kellock moved and Cr Avery seconded:

That Council receive this report.

CARRIED

RLP99 **GENERAL - RURAL SERVICES**

(CES) COMMUNITY & ENVIRONMENT SUSTAINABILITY

CES2 **ENDORSEMENT OF ARTS AND CULTURE POLICY**

(08.07.15) The draft Balonne Shire Arts and Culture Policy 2015 – 2018 is presented for adoption.

Cr Gaske moved and Cr Avery seconded:

That:

1. The Balonne Shire Arts and Culture Policy 2015 – 2018 be adopted
2. That a Balonne Shire Arts and Cultural Strategy 2015 – 2018 be developed

CARRIED

Ms Angela Jones (Director Community & Environmental Sustainability) entered the Meeting at 12:56pm.

CES3 **DEVELOPMENT APPLICATION RECONFIGURATION OF A LOT (1 INTO 2 LOTS) LOCATED AT 13 WILLOWTHAL ROAD, ST GEORGE QLD 4487 - LOT 3 SP169186**

(08.07.15) This report presents a Development Application for the Reconfiguration of a Lot (1 into 2 lots) located at 13 Willowthal Road, St George QLD 4487 - Lot 3 SP169186.

Cr Marsh declared a perceived Conflict of Interest in accordance with Section 173 of the *Local Government Act 2009*, in the following item on the agenda as he is a relative of the applicant and retired from the Meeting at 1:02pm.

Cr Paul moved and Cr Avery seconded:

That:

1. This report be received and;
2. The development application for reconfiguring a lot (1 into 2 lots) situated at Willowthal Road, St George QLD 4487 and described as Lot 3 SP169186 be approved subject to the following conditions.

Planning

1. Compliance with the facts and circumstances set out in the application and adherence to all Council local laws and policies and generally in accordance with the approved plan as amended by development conditions.
2. All outstanding rates and charges shall be paid prior to the submission to Council of the Plan of Survey.
3. All conditions of this approval are to be complied with prior to the endorsement or approval of the relevant Plan of Subdivision, unless otherwise stated.
4. Maintain the approved development being reconfiguring a lot (1 into 2 lots) in accordance with the approved plans/documents in the table below:

Plan/Document number	Plan/Document name	Date
215012-1	Plan of Proposed Subdivision of Lot 3 on SP169186 AS AMENDED BY CONDITIONS	30/4/2015

5. Existing buildings/structures located on the site are to be relocated in accordance with the approved plan: 215012-1 prepared by SMK Consultants and dated 30 April 2015. Lot 2 is to contain only structures associated with the residential dwelling with all industrial activities to be located wholly within the boundaries of Lot 1.

Engineering

6. Stormwater collected on the site resulting from development must be adequately managed on-site and drained to a legal point of discharge.
7. Where deemed necessary by Council, the relocation of services within the subject land shall be undertaken by the developer at no cost to Council.
8. The existing crossover providing access to the site from Rhea Road is to be closed. Private vehicle access is to be provided to each lot in accordance with the approved plan and to the standard identified in the Balonne Shire Planning Scheme 2006 'Schedule 2 - Standards for Roads, Car parking, Access and manoeuvring.
9. Grant an easement for access purposes over lot 2 in favour of lot 1 as indicated on the approved plan: 215012-1 prepared by SMK Consultants and dated 30 April 2015.
10. Provide reticulated river water supply separately to each allotment up to but excluding a water meter in accordance with the requirements of Council's Planning Scheme. All work shall be constructed in accordance with Council's Planning Scheme standards. The proposed development must also maintain at least one water tank on-site with a storage

capacity of at least 20, 000 litres, for firefighting purposes.

11. Provide a separate on-site sewerage system disposal system for each allotment in accordance with the requirements of Council's Planning Scheme. All work shall be constructed in accordance with Council's Planning Scheme standards.
12. Underground telephone and electricity services shall be provided to all allotments. Electricity may be provided overhead where overhead power is already provided to the original allotments.
13. Obtain and submit to Council certificates from a provider agency stating that electricity supply network connections can be made to each proposed allotment and that adequate electricity supplies are available or can be made available.
14. Obtain and submit to Council certificates from a provider agency stating provision of a telephone supply to each proposed allotment.
15. Submit to Council a certificate signed by a licensed surveyor stating that after completion of all works associated with the development survey marks, including permanent survey marks, were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

Stormwater and Drainage

16. Stormwater must not be allowed to pond on the property being developed during the development process and after development has been completed unless the type and size of ponding has been agreed in writing by the Council or as a specific development approval condition.
17. Any increases in volume, concentration or velocity of stormwater from the property being developed must be channelled to lawful points of discharge or to other storage or dispersal arrangements which must all be agreed in writing by the Council.
18. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after development has been completed.
19. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

Erosion Control

20. If there is a possibility of erosion or silt or other materials being washed off the property being developed during the development process, the developer must document and implement a management plan that prevents this from occurring.

Avoiding Nuisance

21. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties or roadways.

No Cost to Council

22. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs.

CARRIED

CES4

VIDEO 2000 CLOSURE

(14.07.15) Mr Don Gould has sent a letter to Council suggesting that with the closure of Video 2000 Council should consider acquiring the remainder of the stock for the library.

Cr Winks moved and Cr Kellock seconded:

That Council writes to Mr Gould thanking him for his offer but declining the option to purchase the Video 2000 remaining stock because Council now obtains all of its loan stock through the rural library service by agreement with the State Library of Queensland.

CARRIED

CES98

MONTHLY REPORT

(07.07.15) The Director of Community & Environmental Sustainability Report for the Month of June is presented for Council's consideration.

Cr Gaske moved and Cr Kellock seconded:

That Council receive this report.

CARRIED

Cr Marsh returned to the Meeting at 1:15pm.

CES99

GENERAL - COMMUNITY & ENVIRONMENT SUSTAINABILITY

LOCAL LAWS - DOG PROBLEM

Council to discuss at a later Meeting

Cr Kellock moved and Cr Winks seconded

That Council undertake to amend the Local Laws to allow a maximum of two dogs only be allowed per residence, with the exception of verified working dogs, and any unregistered and non-microchipped animal that is impounded be held for a period not exceeding 24 hours, and then be euthanized.

CARRIED

Ms Angela Jones (Director Community & Environmental Sustainability) retired from the Meeting at 1:34pm.

There being no further business, the Meeting closed, the time being 1:34pm.

Confirmed at a General Meeting of the Council held on 21st August 2015.

.....
MAYOR

Balonne Shire Council

Purchasing Policy (2015/16)



Date Approved: 19th July 2015
Authority: Council

Council Policy
FINANCE & ADMINISTRATION

1. LEGISLATIVE AUTHORITY

Local Government Act 2009 Chapter 4, Part 3, Section 104 Financial Management Systems
Local Government Regulation 2012 Chapter 5, Part 6 Spending.
Local Government Regulation 2012 Chapter 6, Part 3 Default contracting procedures.

2. BACKGROUND

This document sets out Council's policy for purchasing throughout the organisation and regulates the disposal of assets. It also provides information on the roles and responsibilities of key officers involved in the purchasing function to ensure compliance with the *Financial Management Systems* as laid down in Section 104 of the *Local Government Act 2009*.

3. POLICY STATEMENT

All purchases of goods and services must be carried out in compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Council officers responsible for purchasing goods and services are to comply with these instructions. It is the responsibility of each Council employee involved in the procurement process to understand the policies and procedures as well as their meaning and intent. Should an employee have any questions these are to be raised with their respective supervisor or department head.

Council will have regard to the sound contracting principles as defined in the *Local Government Act 2009* when entering into any contract.

The *sound contracting principles* are—

- value for money; and
- open and effective competition; and
- the development of competitive local business and industry; and
- environmental protection; and
- ethical behavior and fair dealing.

4. SCOPE

This policy and procedures apply to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) by Council.

5. KEY OBJECTIVES

The key objectives of the Purchasing Policy are to:

- Advance shire interests;
- Achieve value for money; and
- Ensure probity and accountability for outcomes.

6. CEO FINANCIAL AND PROCUREMENT AUTHORITY

Balonne Shire Council

Purchasing Policy (2015/16)

Date Approved: 19th July 2015
Authority: Council



Council Policy
FINANCE & ADMINISTRATION

In accordance with Section 257 of the *Local Government Act 2009* Council delegates the Chief Executive Officer (CEO) the authority to incur financial expenditure in accordance with this policy on behalf of Council and to negotiate and conclude contracts to the value of \$200,000 under the following provisions:

- (a) There has been provision for the expenditure in the current approved budget; or
- (b) The contract has been entered into because of genuine emergency or hardship.

The delegation to negotiate and conclude contracts excludes plant and vehicles purchases over \$15,000.

7. CEO MAY DELEGATE FINANCIAL AND PROCUREMENT AUTHORITY

In accordance with Section 259 of the *Local Government Act 2009* the CEO may delegate authority to incur financial expenditure and negotiate and conclude contracts to officers to whom the CEO deems appropriate.

The CEO must approve financial delegations in writing by recording them in the Register of Delegations. Any officer incurring expenditure may only do so in accordance with the constraints imposed by the Council or the CEO in respect to a financial delegation. The CEO may review the level of the financial and procurement limit as deemed appropriate for a relevant officer.

8. PURCHASING ARRANGEMENTS UNDER THE LGA

There are a number of arrangements available to Council under the *Local Government Regulation 2012* for the purchasing of goods and services. These are approved contractor lists, suppliers from a register of pre-qualified suppliers, preferred supplier arrangements and LGA arrangements. Council may establish such arrangements as deemed necessary to meet its business objectives. As there are significant benefits to be achieved through the Local Buy arrangements, where considered appropriate Council will endeavour to utilise this arrangement to make purchases as such an arrangement is exempt from any further requirement to seek tenders or quotes.

9. CLASS A – LARGE-SIZED CONTRACTUAL ARRANGEMENT > \$200,000 - WHEN TENDERS ARE REQUIRED

In accordance with Section 226 of the *Local Government Regulation 2012* Council will invite tenders before making a contract for carrying out works or the supply of goods or services involving costs of more than \$200,000 subject to Clause 8. The purchase of goods and services must be provided in the annual budget. Class A decisions shall be made by a resolution of Council.

10. CLASS B - MEDIUM-SIZED CONTRACTUAL ARRANGEMENTS >\$15,000 < \$200,000 - WHEN WRITTEN QUOTATIONS ARE REQUIRED

In accordance with Section 225 of the *Local Government Regulation 2012* Council will invite at least three written quotations before making a contract for carrying out works or the supply of goods or services involving costs of between \$15,000 and \$200,000 subject to Clause 8. The purchase of goods and services must be provided in the annual budget. Council approval is not required except in the case of the purchase of mobile plant items.

Balonne Shire Council

Purchasing Policy (2015/16)



Date Approved: 19th July 2015
Authority: Council

Council Policy
FINANCE & ADMINISTRATION

11. CLASS C - POLICY FOR ACQUISITION OF GOODS AND SERVICES < \$15,000

The following procedure will apply to the purchase of goods and services with a value less than \$15,000 subject to Clause 8. The purchase of goods and services must be provided in the annual budget.

- < \$1,000 - Guided by sound contracting principles
- \$1,000 < \$5,000 - At least two verbal quotations must be sought and documented;
- \$5,000 < \$15,000 - Two written quotations must be sought from suppliers who could be reasonably expected to offer the goods or services on a competitive basis. Detailed specifications may be required if considered advantageous

Class C decisions are made in accordance with delegated authorities.

12. ENCOURAGEMENT OF THE DEVELOPMENT OF COMPETITIVE LOCAL BUSINESS AND INDUSTRY

In accordance with Section 104 of the *Local Government Act 2009* Council will actively seek offers from local suppliers. A local supplier is defined as a supplier conducting business from a fixed base of operations (i.e. bricks and mortar) within the Balonne Shire local government area. Assuming all other selection criteria are equal Council is prepared to pay a 5% price premium in order to procure goods or services up to a value of \$200,000 from a local supplier. Council will not consider the 5% price premium for contracts exceeding \$200,000 in value.

13. EXEMPTION FROM REQUIREMENT TO TENDER OR QUOTE

In accordance with Sections 229-235 of the *Local Government Regulation 2012* Council can enter a contract to a value above \$200,000 without a tender or a contract above \$15,000 and less than \$200,000 without seeking quotations if:

- (a) Council resolves that it is satisfied that there is only one supplier reasonably available; or
- (b) Council resolves that the services being sought are of such a specialised or confidential nature that it would be impractical or disadvantageous to seek quotations or tenders; or
- (c) A genuine emergency exists; or
- (d) The contract is for 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 a person on an approved contractor list; or
- (g) The contract is made with a supplier from a register of prequalified suppliers; or
- (h) The contract is made with a supplier from a register of preferred supplier; or
- (i) The contract is made under a LGA Arrangement i.e. Local Buy; or
- (j) The contract is made under an arrangement with a government body.

14. EVALUATION OF OFFERS

In accordance with Section 104 of the *Local Government Act 2009* Council will accept the offer most advantageous to it. In deciding which offer is most advantageous Council will have regard for the *sound contracting principles*.

Balonne Shire Council

Purchasing Policy (2015/16)



Date Approved: 19th July 2015
Authority: Council

Council Policy
FINANCE & ADMINISTRATION

All offers will be evaluated on appropriate selection criteria. Typical selection criteria may include, but are not limited to: -

- Price;
- Compliance with specifications;
- Suitability for purpose,
- Delivery,
- Stock holding,
- Product support and training,
- Availability of guarantees of goods and services
- Quality of goods and services;
- Quality assurance status and
- Supplier's past performance, experience, knowledge and ability to perform.

Tender documents shall include selection criteria and the evaluation will be completed by the responsible officer A report on the tender/quotation must be prepared and a recommendation made to Council for approval where required

15. GOODS AND SERVICES TAX (GST)

Council will compare pricing of tenders or quotations on the basis of net cost to Council after input tax credits are claimed.

16. DISPOSAL OF VALUABLE NON-CURRENT ASSETS

In accordance with Section 227 of the *Local Government Regulation 2012* Council will dispose valuable non-current assets by auction or inviting tenders.

A valuable non-current asset is—

- (a) land; or
- (b) another non-current asset that has an apparent value that is equal to or more than the following limits;
 - for plant or equipment—\$5,000;
 - for another type of non-current asset—\$10,000.

17. EXEMPTION FROM DISPOSAL BY AUCTION OR TENDER

In accordance with *Local Government Regulation 2012* goods with an apparent value of less than the above thresholds do not have to be auctioned or tendered and can be disposed of at the discretion of the CEO. In exercising this discretion the CEO will have consideration to the following principles:-

- (a) Open and effective competition;
- (b) The best return for Council;
- (c) Environmental protection; and
- (d) Ethical behaviour and fair dealing.

18. EXEMPTION TO DISPOSAL BY TENDER OF AUCTION

In accordance with Section 236 of the *Local Government Regulation 2012* Council may dispose of non-current assets other than by tender or auction if:

- (a) The disposal is to a government body; or
- (b) The disposal is to a community organisation that is a non-profit entity or exists for a public purpose; or
- (c) The non-current asset has been offered for sale by tender or auction but was not sold; and
- (d) Is sold for more than the highest tender or auction bid that was received; or
- (e) For non-current assets other than land, the disposal is by way of a trade-in for the supply of goods or services to Council.
- (f) The Minister exempts Council from complying with section 236 of the *Local Government Regulation 2012*.

19. ETHICAL BEHAVIOUR

Officers undertaking a purchasing responsibility must act ethically and must be seen by all parties involved in a purchasing transaction (internally within Council and externally in the market place) to be acting ethically. Officers with procurement responsibilities are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives. Council officers with procurement responsibilities are to advance the interests of Council in all transactions with suppliers' representatives and act in accordance with the policies and procedures contained herein. Officers must not release information, including names of tenderers to other tenderers, prior to the opening of a tender.

20. PUBLISHING DETAILS OF PARTICULAR CONTRACTS

In accordance with Section 237 Local Government Regulation 2012, Chapter 6 Contracting, Part 4 Publishing details of particular contracts; Council will as soon as practicable after entering a contract worth \$200,000 or more (exclusive of GST)—

- (a) publish the relevant details of the contract on Council's website; and
- (b) display the relevant details of the contract in a conspicuous place in Council's public office.

The relevant details must be published or displayed for a period of at least 12 months. The relevant details, of a contract, means the following—

- (a) the person with whom Council has entered into the contract;
- (b) the value of the contract;
- (c) the purpose of the contract. Example— the particular goods or services to be supplied under the contract

21. RELATED POLICIES AND PROCEDURES

- Accounting Manual

22.. SUPERSEDED POLICY

Balonne Shire Council Purchasing Policy (2015/16)



Date Approved: 19th July 2015
Authority: Council

Council Policy
FINANCE & ADMINISTRATION

This policy supersedes all or any other Purchasing Policy adopted by Council.

23 DATE REVIEWED

July 2015