

# ***Goondiwindi Regional Council*** Ordinary Meeting

## CONFIRMED MINUTES

Meeting held at the Goondiwindi Regional Council Customer Service Office  
82 Marshall Street, Goondiwindi Queensland 4390

Wednesday, 23 February 2011

Goondiwindi Regional Council  
**MINUTES OF ORDINARY MEETING**  
23 February, 2011

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<b>1.</b>	<b>OPENING OF MEETING .....</b>	<b>1</b>
<b>2.</b>	<b>APOLOGIES .....</b>	<b>1</b>
<b>3.</b>	<b>CONDOLENCES / CONGRATULATIONS.....</b>	<b>1</b>
<b>4.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....</b>	<b>1</b>
<b>5.</b>	<b>BUSINESS ARISING FROM PREVIOUS MEETINGS.....</b>	<b>1</b>
<b>6.</b>	<b>DEPUTATIONS.....</b>	<b>1</b>
<b>7.</b>	<b>REPORTS – DEPARTMENT OF FINANCE AND CORPORATE.....</b>	<b>2</b>
7.1.	FC-004/11 – Finance Report, PE 31 January 2011 .....	2
7.2.	FC-005/11 – Correspondence, February 2011 .....	2
7.3.	FC-006/11 – Procurement Policy .....	2
7.4.	General Business – Department of Finance & Corporate.....	2
<b>8.</b>	<b>REPORTS – DEPARTMENT OF BUILDING AND ENVIRONMENTAL HEALTH .....</b>	<b>3</b>
8.1.	BEH-002/11 – Department of Environment and Resource Management – Waste Levy Proposal .....	3
8.2.	BEH-003/11 – Tender 10/49 – Management and Operation of the Goondiwindi Waste Facility .....	4
8.3.	BEH-004/11 (Late Report) – Variation of Contract 10/39, Waste Collection and Disposal.....	5
8.4.	General Business – Department of Building and Environmental Health .....	5
<b>9.</b>	<b>REPORTS – DEPARTMENT OF ENGINEERING AND PLANNING.....</b>	<b>6</b>
	<i>ENGINEERING – WATER AND SEWERAGE.....</i>	<i>6</i>
9.1.	EPO009/11 – Goondiwindi Water Supply Fluoride Concept Design .....	6
	<i>PLANNING – RECONFIGURING A LOT (ROL) .....</i>	<i>6</i>
9.2.	EPO006/11- Extension of Currency Period – Parkridge Estate, Goondiwindi.....	6
9.3.	EPO007/11- Extension of Currency Period – “Riga”, Goondiwindi.....	7
	<i>PLANNING – MATERIAL CHANGE OF USE (MCU) .....</i>	<i>7</i>
9.4.	EPO008/11 – Request to Change an Existing Approval.....	7
	<i>PLANNING – OTHER .....</i>	<i>7</i>
9.5.	EPO010/11 – Water Charges Dispute .....	8
9.6.	EPO011/11 – Water Meter Testing Policy Review .....	8
9.7.	EPO012/11 – Building Over or Near Sewer Mains Policy Review .....	8
	<i>ENGINEERING – ASSETS .....</i>	<i>9</i>
9.8.	EPO013/11 – Urban Levee Bank Policy .....	9
	<i>ENGINEERING – WORKS.....</i>	<i>9</i>
	<i>ENGINEERING – OTHER.....</i>	<i>9</i>
9.9.	General Business – Department of Engineering and Planning Services.....	9
<b>10.</b>	<b>REPORTS - DEPUTY CHIEF EXECUTIVE OFFICER.....</b>	<b>9</b>
10.1.	DCE-005/11 – Review of Reserves Managed by Council (Report deferred from Ordinary Meeting, 19 January 2011).....	9
10.2.	DCE-006/11 – Budget Considerations – Disabled Access Projects .....	10
10.3.	DCE-007/11 – Community Grants and Donations Policy and Guidelines Review .....	10

Goondiwindi Regional Council  
**MINUTES OF ORDINARY MEETING**  
23 February, 2011

---

10.4.	DCE-008/10 – Local Law Review .....	11
10.5.	General Business – Deputy Chief Executive Officer.....	12
<b>11.</b>	<b>REPORTS – EXECUTIVE OFFICE .....</b>	<b>13</b>
11.1.	EX-004/11 – Councillors Remuneration (Report deferred from Ordinary Meeting, 19 January 2011) .....	13
11.2.	EX-005/11 – Operational Plan, Quarterly Review.....	15
11.3.	EX-006/11 – Constitutional Recognition .....	15
11.4.	EX-007/11 – Inquiry into the National Broadband Network .....	15
11.5.	General Business – Executive Office .....	16
<b>12.</b>	<b>REPORTS - COUNCILLORS .....</b>	<b>16</b>
<b>13.</b>	<b>RECEPTION OF NOTICE OF MOTION FOR NEXT MEETING .....</b>	<b>16</b>
<b>14.</b>	<b>GENERAL BUSINESS .....</b>	<b>16</b>
<b>15.</b>	<b>CONFIRMATION OF DATES AND TIMES FOR FUTURE MEETINGS.....</b>	<b>16</b>
<b>16.</b>	<b>CLOSURE OF MEETING .....</b>	<b>16</b>

Goondiwindi Regional Council  
**MINUTES OF ORDINARY MEETING**  
23 February, 2011

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***Present:*** Mayor Cr GS (Graeme) Scheu  
Cr WP (Rick) Kearney  
Cr RJ (Rob) Reardon  
Cr RJ (Rick) McDougall  
Cr PJ (Phil) Percival  
Cr DG (David) McMahon  
Cr PM (Mac) Kneipp

***Attendance:*** Mr Peter Stewart (Chief Executive Officer)  
Mr Carl Manton (Deputy Chief Executive Officer)  
Mr Dave Burges (Director of Engineering & Planning)  
Mr Jason Quinnell (Director of Finance & Corporate)  
Mrs Teresa Pfingst (Minutes Secretary)

***Apologies*** Nil

**1. OPENING OF MEETING**

The Mayor, Cr GS Scheu, declared the meeting open at 9:35am.

Reverend Zoe Everingham of the Anglican Church, Goondiwindi, delivered the Opening Prayer.

**2. APOLOGIES**

Nil

**3. CONDOLENCES / CONGRATULATIONS**

**3.1.1. Condolences**

Nil

**3.1.2. Congratulations**

The Mayor conveyed his congratulations to Mr Richard Peitsch who was awarded an OAM for his efforts and contributions within the community.

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**RESOLUTION OM-0021/11**

*Moved: Cr WP Kearney*

*Seconded: Cr PJ Percival*

*That the minutes of the Ordinary Meeting of Council held on Wednesday, 19 January 2011, be confirmed.*

*Carried.*

**RESOLUTION OM-0022/11**

*Moved: Cr RJ McDougall*

*Seconded: Cr WP Kearney*

*That the minutes of the Special Meeting of Council held on Wednesday, 9 February 2011, be confirmed.*

*Carried.*

**5. BUSINESS ARISING FROM PREVIOUS MEETINGS**

Nil.

**6. DEPUTATIONS**

Nil.

## **7. REPORTS – DEPARTMENT OF FINANCE AND CORPORATE**

Council's Director of Finance and Corporate, Mr Jason Quinnell, presented the following reports to Council.

### **7.1. FC-004/11 – Finance Report, PE 31 January 2011**

#### **RESOLUTION OM-0023/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr PM Kneipp*

*That the Finance Report, number FC-004/11, for the period ending 31 January 2011 be received.*

*Carried.*

### **7.2. FC-005/11 – Correspondence, February 2011**

This report sets out details of correspondence received, for consideration by Council.

#### **RESOLUTION OM-0024/11**

*Moved: Cr PM Kneipp*

*Seconded: Cr WP Kearney*

*That Council advises the correspondent, that the 15% discount for the rating period 01 July 2010 to 31 December 2010, on the rate assessment listed below, is not permitted.*

<i>Correspondent</i>	<i>Assessment Number</i>
G & A Jackson	20429-10000-000

*Carried.*

### **7.3. FC-006/11 – Procurement Policy**

Council is required to prepare a Procurement Policy for adoption. The policy and associated guidelines apply to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) by Council as defined in the *Local Government Act 2009*.

#### **RESOLUTION OM-0025/11**

*Moved: Cr PJ Percival*

*Seconded: Cr RJ Reardon*

*That Council adopts the updated Procurement Policy as tabled and identified as Policy Number GRC0004.*

*Carried.*

*\* Reference - Minutes Attachment 1*

### **7.4. General Business – Department of Finance & Corporate**

Nil.

## **8. REPORTS – DEPARTMENT OF BUILDING AND ENVIRONMENTAL HEALTH**

Council's Director of Building and Environmental Health, Mr Mohammed Saleem, presented the following reports to Council.

### **8.1. BEH-002/11 – Department of Environment and Resource Management – Waste Levy Proposal**

The purpose of this report is to provide Council with an overview of its responsibilities should the Department of Environment and Resource Management (DERM) introduce legislation for the proposed industry waste levy.

#### **RESOLUTION OM-0026/11**

*Moved: Cr WP Kearney*

*Seconded: Cr RJ Reardon*

- i.) That Council resolves to immediately lobby the Queensland Government to exclude Goondiwindi Regional Council from the Department of Environment and Resource Management's Levy Collection Area.*
- ii.) That the Director of Building and Environmental Health prepares a further report to Council on future funding strategies for the operation of the Goondiwindi Waste Facility.*

*Carried.*

## **CLOSURE OF THE MEETING TO THE PUBLIC**

#### **RESOLUTION OM-0027/11**

*Moved: Cr WP Kearney*

*Seconded: Cr DG McMahon*

*That at this time, 10:19am, Council closes the meeting to the public, pursuant to Section 72(1)(e) of the Local Government (Operations) Regulation 2010, to discuss Tender 10/49 Management and Operation of the Goondiwindi Waste Facility.*

*Carried.*

## **RE-OPENING OF THE MEETING TO THE PUBLIC**

#### **RESOLUTION OM-0028/11**

*Moved: Cr WP Kearney*

*Seconded: Cr PM Kneipp*

*That at this time, 11:01am, Council re-opens the meeting to the public.*

*Carried.*

**8.2. BEH-003/11 – Tender 10/49 – Management and Operation of the Goondiwindi Waste Facility**

Council Tender RFT 10/49, was advertised in the Courier Mail, Goondiwindi Argus, McIntyre Gazette and on Council's website inviting submissions for "Management and Operation of the Goondiwindi Waste Facility".

At the close of tenders on Friday, 11 February 2011, a total of six (6) tenders were received.

RFT 10/49 was a two (2) part tender with Schedule A being for maintenance of the landfill and Schedule B for operations.

**RESOLUTION OM-0029/11**

*Moved: Cr WP Kearney*

*Seconded: Cr PM Kneipp*

*That Council accept Rice Project Management Services (RPMS) non conforming Tender, Option 2 for RFT 10/49, Waste Management and Operation of the Goondiwindi Waste Facility for the amount of \$400,769 (excluding GST) per annum and an upfront payment of \$67,000 on the following terms and conditions:-*

- i.) for the management and operation of the Goondiwindi Waste Facility for a period of six (6) years and nine (9) months commencing 7.00am on 1 April 2011, until 5.00pm on 31 December 2017.*
- ii.) Council give consideration to extending the term of this Agreement for a further 3 years, at its discretion, not more than six (6) months and no less than one (1) month from the end of the term mentioned in clause (i).*
- iii.) On execution of this Agreement and receipt of a proper Tax Invoice from RPMS, in the amount of \$67,000 being for the manufacture and fitting of specialised waste compaction wheels to a Caterpillar 825 Compactor as per their tender submission.*
- iv.) RPMS to provide a written undertaking to Council, that the primary compactor used at the Goondiwindi Waste Facility during the term of the Agreement, will be fitted with specialised waste compaction wheels as specified in clause (iii).*

*That Council accept RPMS pricing for variation of RFT 10/49, Waste Management and Operation of the Goondiwindi Waste Facility, for future provision of an additional full time employee to operate a gatehouse facility at a cost of \$75,000 per annum for the purposes of DERM Waste Levy collection.*

*Carried.*

**CLOSURE OF THE MEETING TO THE PUBLIC**

**RESOLUTION OM-0030/11**

*Moved: Cr WP Kearney*

*Seconded: Cr RJ Reardon*

*That at this time, 11:03am, Council closes the meeting to the public pursuant to Section 72(1)(e) of the Local Government (Operations) Regulation 2010, to discuss a variation of Contract 10/39 Waste Collection and Disposal.*

*Carried.*



## **RE-OPENING OF THE MEETING TO THE PUBLIC**

### **RESOLUTION OM-0031/11**

*Moved: Cr WP Kearney*

*Seconded: Cr DG McMahon*

*That at this time, 11:24am, Council re-opens the meeting to the public.*

*Carried.*

### **8.3. BEH-004/11 (Late Report) – Variation of Contract 10/39, Waste Collection and Disposal**

On 18 August 2010, Council resolved to accept E&E Waste Services' tender for Contract 10/39 Waste Collection and Disposal.

A variation to the contract has since been requested by the contractor and the report BEH-004/11 sets out the details for Council's consideration.

### **RESOLUTION OM-0032/11**

*Moved: Cr DG McMahon*

*Seconded: Cr PJ Percival*

*That Council hereby resolves to reduce the required total Bank Guarantee or Cash Deposit of \$500,000 for Contract 10/39 Waste Collection and Disposal, based on the following terms and conditions:-*

- i.) E&E Waste Services Pty Ltd supply a security for both Contract A (Wheelie Bins) and Contract B (Bulk Bins) to a total of \$300,000 made up of:-
  - a) \$250,000 Bank Guarantee; and*
  - b) \$ 50,000 cash deposit.**
- ii.) The collection fee per wheelie bin in Contract A be reduced from \$1.29 to \$1.26 per bin.*
- iii.) The service fee for bulk bins in Contract B will continue to apply as follows:-
  - a) per 1.5m<sup>3</sup> bin @ \$30.00 per bin;*
  - b) per 3.0m<sup>3</sup> bin @ \$36.50 per bin;*
  - c) per 5.0m<sup>3</sup> bin @ \$48.00 per bin; and*
  - d) per 8.0m<sup>3</sup> bin @ \$78.00 per bin.**

*Carried.*

### **8.4. General Business – Department of Building and Environmental Health**

Nil.

## **9. REPORTS – DEPARTMENT OF ENGINEERING AND PLANNING**

Council's Director of Engineering and Planning, Mr Dave Burges, presented the following reports to Council.

### **ENGINEERING – WATER AND SEWERAGE**

#### **9.1. EPO009/11 – Goondiwindi Water Supply Fluoride Concept Design**

On 5 December 2007, the Queensland Government made the decision to introduce fluoride to the state's water supplies for communities over 1,000 people. As a result of this decision, Council is required to fluoridate the Goondiwindi town water supply.

##### **RESOLUTION OM-0033/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr WP Kearney*

*That Council adopts the Goondiwindi Water Supply Fluoride Concept Design Report prepared by MJM Environmental and proceeds with the upgrade of the George Street Goondiwindi, Water Treatment Plant for fluoridation.*

*Carried.*

*Councillor McDougall recorded a vote against*

### **PLANNING – RECONFIGURING A LOT (ROL)**

#### **9.2. EPO006/11- Extension of Currency Period – Parkridge Estate, Goondiwindi**

This report sets out details of a request received by Council to extend an applicant's development application currency period under section 383 of the *Sustainable Planning Act 2009*.

##### **RESOLUTION OM-0034/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr PJ Percival*

*That Council approves an extension to the currency period for the development approval issued to Town and Country Industries Pty Ltd for Parkridge Estate on land described as Lot 279 on SP164149 and Lot 200 on SP200612 Parish Goondiwindi, for a further four (4) years.*

*Carried.*

**9.3. EPO007/11- Extension of Currency Period – “Riga”, Goondiwindi**

This report sets out details of a request to Council to extend an applicant's development approval currency period under section 383 of the *Sustainable Planning Act 2009*.

**RESOLUTION OM-0035/11**

*Moved: Cr WP Kearney*

*Seconded: Cr RJ McDougall*

*That Council approves an extension to the currency period for the development approval issued to T & N Wallis for the subdivision at “Riga”, land described as Lot 15 on RP81144 and Lot 171 on MH217 Parish Goondiwindi, for a further four (4) years.*

*Carried.*

**PLANNING – MATERIAL CHANGE OF USE (MCU)**

**9.4. EPO008/11 – Request to Change an Existing Approval**

This report sets out details of an application received by Council to *Request to Change an Existing Approval* for a Material Change of Use application for “Industrial activities” – “Storage facility” (storage and maintenance of farm machinery and equipment) and “Industry” (motor vehicle workshop – electrical repairs) on Lot 218 on MH683 Parish of Goondiwindi. The requested change was to delete condition 9 which requires the contribution of \$5,000 towards a road upgrade.

**RESOLUTION OM-0036/11**

*Moved: Cr Kearney*

*Seconded: Cr Reardon*

*That Council resolves to agree to the request to Change an Existing Approval and cancel Condition 9 – “A road contribution of \$5,000 shall be paid for the necessary upgrade of Phipps Street” from the Decision Notice issued 25 November 2009 for a Material Change of Use application for “Industrial Activities” on Lot 218 on MH683.*

*Carried.*

**PLANNING – OTHER**

Nil

**9.5. EPO010/11 – Water Charges Dispute**

This report sets out details of a water charges dispute for Council's consideration.

**RESOLUTION OM-0037/11**

*Moved: Cr PM Kneipp*

*Seconded: Cr RJ McDougall*

*That Council does not offer any reimbursement of charges in this case as there is no evidence to suggest that Council's water meter is reading inaccurately or has caused any damage to the property service for land described as Lot 1 on RP113261; and*

*That Council refers the applicant to the Water Meter Testing Policy.*

*Carried.*

**9.6. EPO011/11 – Water Meter Testing Policy Review**

To provide consistency and transparency in response to queries from ratepayers in relation to water consumption and the accuracy of water meters, a Water Meter Testing Policy was adopted by Council on 20 January 2010.

The Policy has been in effect for a twelve (12) month period and is now due for review.

**RESOLUTION OM-0038/11**

*Moved: Cr PM Kneipp*

*Seconded: Cr RJ Reardon*

*That Council reviews and adopts the Water Meter Policy for a further two (2) year period.*

*Carried.*

\* Reference – Minutes Attachment 2

**9.7. EPO012/11 – Building Over or Near Sewer Mains Policy Review**

To provide consistency and transparency in response to queries from ratepayers in relation to building over or near sewerage mains, a Building Over or Near Sewer Mains Policy was adopted by Council on 24 February 2010.

The Policy has been in effect for a twelve (12) month period and is now due for review.

**RESOLUTION OM-0039/11**

*Moved: Cr PJ Percival*

*Seconded: Cr RJ McDougall*

*That Council reviews & adopts the Building Over or Near Sewer Mains Policy, for a further two (2) year period.*

*Carried.*

\* Reference – Minutes Attachment 3

**ENGINEERING – ASSETS**

**9.8. EPO013/11 – Urban Levee Bank Policy**

This report was presented to Council as there is a need to consider the adoption of a policy in relation to urban levee banks within the township of Goondiwindi. In particular, the lack of access to the levee bank in some locations for inspection and maintenance was a significant problem during the recent floods.

**RESOLUTION OM-0040/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr WP Kearney*

*That Council reviews and adopts the Urban Levee Bank Policy.*

*Carried.*

\* Reference – Minutes Attachment 4

**ENGINEERING – WORKS**

Nil.

**ENGINEERING – OTHER**

Nil.

**9.9. General Business – Department of Engineering and Planning Services**

**9.9.1. Town Planning Information Session – 15 February 2011**

The Mayor extended his congratulations to the Town Planning team on hosting a successful Town Planning Information evening for various industry sectors which attracted more than 40 attendees.

**10. REPORTS - DEPUTY CHIEF EXECUTIVE OFFICER**

Council's Deputy Chief Executive Officer, Mr Carl Manton, presented the following reports to Council.

**10.1. DCE-005/11 – Review of Reserves Managed by Council (Report deferred from Ordinary Meeting, 19 January 2011)**

Council staff are in the process of undertaking a review of reserves managed by Goondiwindi Regional Council, to develop a management plan for future direction. A position policy is currently being established with regard to the number of reserves required and the land use purpose needed to facilitate community needs.

**RESOLUTION OM-0041/11**

*Moved: Cr PJ Percival*

*Seconded: Cr RJ McDougall*

*That Council advises the Department of Environment and Resource Management of the attached list of reserves which it is considering revoking its trusteeship on as there appears to be no community purpose for such reserves.*

*Carried.*

\* Reference – Minutes Attachment 5

**10.2. DCE-006/11 – Budget Considerations – Disabled Access Projects**

Some items included for budget consideration by Council are eligible for subsidy through the Accessible Communities Program. Applications under this program must be submitted by 25 February 2011. This report is provided for Council's information and consideration.

**RESOLUTION OM-0042/11**

*Moved: Cr PJ Percival*

*Seconded: Cr WP Kearney*

*That Council lodges applications for subsidy under the Accessible Communities Program for the following:-*

- i.) the construction of a unisex disabled toilet in the Texas Memorial Hall.*
- ii.) the installation of automatic entry doors to the Inglewood Library.*

*Carried.*

**10.3. DCE-007/11 – Community Grants and Donations Policy and Guidelines Review**

In 2008 Council developed a policy and guidelines for its Community Grants and Donations Program. These were reviewed and amended in July 2009, and a review has again been undertaken in readiness to consider applications lodged for funding assistance in 2011/2012. This report is provided for Council's information and consideration.

**RESOLUTION OM-0043/11**

*Moved: Cr DG McMahon*

*Seconded: Cr RJ McDougall*

*That Council adopts the Community Grants Policy and Guidelines and the Donations Policy and Guidelines as presented and that all applications received for consideration under Council's Community Grants and Donations Program for 2011/2012 and subsequent years be considered in accordance with same.*

*Carried.*

\* Reference – Minutes Attachment 6

#### **10.4. DCE-008/10 – Local Law Review**

Council is in the process of reviewing its Local Laws and is required to complete the review by 31 December 2011. At the ordinary meeting of Council held on 16 December 2010 a resolution was passed adopting a process for making each model local law, "other" local law and subordinate local law for the Goondiwindi Regional Council. Pursuant to this process, Council is now required to resolve to propose to adopt each proposed law.

##### **RESOLUTION OM-0044/11**

*Moved: Cr RJ McDougall*

*Seconded: Cr WP Kearney*

*That Council resolves to:-*

- i.) propose to adopt each model local law listed in schedule 1; and
- ii.) propose to make each proposed local law listed in schedule 2; and
- iii.) propose to make each proposed subordinate local law listed in schedule 3.

##### **SCHEDULE 1**

1. Model Local Law No. 2 (Animal Management) 2011;
2. Model Local Law No. 3 (Community and Environmental Management) 2011;
3. Model Local Law No. 5 (Parking) 2011;

##### **SCHEDULE 2**

1. Local Law (Repealing) Local Law (No. 1) 2011;
2. Local Law No. 1 (Administration) 2011;
3. Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011;
4. Local Law No. 6 (Aerodromes) 2011.

##### **SCHEDULE 3**

1. Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011;
2. Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011;
3. Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011;
4. Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011;
5. Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011;
6. Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011;
7. Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011;
8. Subordinate Local Law No. 1.10 (Operation of Public Swimming Pools) 2011;
9. Subordinate Local Law No. 1.11 (Operation of Shared Facility Accommodation) 2011;
10. Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011;
11. Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011;
12. Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011;

13. Subordinate Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2011;
14. Subordinate Local Law No. 1.16 (Gates and Grids) 2011;
15. Subordinate Local Law No. 1.17 (Parking Contrary to an Indication of an Official Traffic Sign Regulating Parking by Time or Payment of a Fee) 2011;
16. Subordinate Local Law No. 1.18 (Parking in a Loading Zone by Displaying a Commercial Vehicle Identification Label) 2011;
17. Subordinate Local Law No. 3 (Community and Environmental Management) 2011;
18. Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011;
19. Subordinate Local Law No. 5 (Parking) 2011.

Carried.

#### **10.5. General Business – Deputy Chief Executive Officer**

##### **10.5.1. Coolmunda Dam Operations, Easter Period 2011**

It was noted that a report will be tabled at the March Ordinary Meeting of Council regarding operations at Coolmunda Dam during the Easter Period 2011.

##### **10.5.2. Tourism Master Plans**

It was noted that a deputation will be sought with the new Minister for Tourism, Hon Jan Jarratt MP, over the coming months to discuss potential funding opportunities.



## **11. REPORTS – EXECUTIVE OFFICE**

Council's Chief Executive Officer, Mr Peter Stewart, presented the following reports to Council.

### **11.1. EX-004/11 – Councillors Remuneration (Report deferred from Ordinary Meeting, 19 January 2011)**

Chapter 5, Part 1 of the *Local Government (Operations) Regulation* ("the Regulation") provides the method by which local governments may authorise the payment of remuneration to Councillors.

In accordance with Section 41 of the Regulation, the *Local Government Remuneration Tribunal* ("the Tribunal") is required to make a determination by 1 December each year concerning the remuneration to be paid to Councillors in the following year. The *Local Government Remuneration Tribunal Report 2010* details the Tribunal's determination for 2010, which takes effect from 1 January 2011.

The resolution authorising the payment of remuneration to Councillors must be made within 90 days after the remuneration schedule is published in the Gazette. The report was published in the Gazette on 10 December 2010, and accordingly, a resolution confirming Councillors remuneration levels must be passed by 9 March 2011.

#### **Motion 1**

*Moved: Cr GS Scheu*

*Seconded: Cr DG McMahon*

*That pursuant to Section 42(5) of the Local Government (Operations) Regulation 2010, to remunerate Councillors for attending to Council Business (not including the reimbursement of expenses) and in accordance with Council's travel and attendance policy as part of their role as Councillor, the following remuneration for Councillors shall apply from 01 January 2011:*

*i.) Mayor*

*An all encompassing base salary of 63.75% of the Reference Rate of \$133,800 (a rate determined by the Local Government Remuneration Tribunal ("the Tribunal") which is the annual base salary payable to Members of the Queensland Legislative Assembly on and from 1 January 2010 plus 2.5% rounded to the nearest \$10.00) plus the applicable amalgamation loading as determined by the Tribunal.*

*ii.) Deputy Mayor*

*An all encompassing base salary of 37.5% of the Reference Rate of \$133,800 (a rate determined by the Tribunal which is the annual base salary payable to Members of the Queensland Legislative Assembly on and from 1 January 2010 plus 2.5% rounded to the nearest \$10.00) plus the applicable amalgamation loading as determined by the Tribunal.*

*iii.) Other Councillors*

*An all encompassing base salary of 31.25% of the Reference Rate of \$133,800 (a rate determined by the Tribunal which is the annual base salary payable to Members of the Queensland Legislative Assembly on and from 1 January 2010 plus 2.5% rounded to the nearest \$10.00) plus the applicable amalgamation loading as determined by the Tribunal*

Prior to the motion being put to a vote, the matter was further discussed and considered, resulting in a motion to amend Motion 1 being moved and carried as follows:-

**RESOLUTION OM-0045/11**

Moved: Cr PM Kneipp

Seconded: Cr RJ McDougall

*That Council resolves to amend Motion 1 to change clause ii) of that Motion to reflect the following variation:-*

ii) Deputy Mayor

*An all encompassing base salary of 42.5% of the Reference Rate of \$133,800 (a rate determined by the Tribunal which is the annual base salary payable to Members of the Queensland Legislative Assembly on and from 1 January 2010 plus 2.5% rounded to the nearest \$10.00) plus the applicable amalgamation loading as determined by the Tribunal.*

Carried.

**RESOLUTION OM-0046/11**

Moved: Cr PM Kneipp

Seconded: Cr RJ McDougall

*That pursuant to Section 42(5) of the Local Government (Operations )Regulation 2010, to remunerate Councillors for attending to Council Business (not including the reimbursement of expenses) and in accordance with Council's travel and attendance policy as part of their role as Councillor, the following remuneration for Councillors shall apply from 01 January 2011:*

i.) Mayor

*An all encompassing base salary of 63.75% of the Reference Rate of \$133,800 (a rate determined by the Local Government Remuneration Tribunal ("the Tribunal") which is the annual base salary payable to Members of the Queensland Legislative Assembly on and from 1 January 2010 plus 2.5% rounded to the nearest \$10.00) plus the applicable amalgamation loading as determined by the Tribunal.*

ii.) Deputy Mayor

*An all encompassing base salary of 42.5% of the Reference Rate of \$133,800 (a rate determined by the Tribunal which is the annual base salary payable to Members of the Queensland Legislative Assembly on and from 1 January 2010 plus 2.5% rounded to the nearest \$10.00) plus the applicable amalgamation loading as determined by the Tribunal.*

iii.) Other Councillors

*An all encompassing base salary of 31.25% of the Reference Rate of \$133,800 (a rate determined by the Tribunal which is the annual base salary payable to Members of the Queensland Legislative Assembly on and from 1 January 2010 plus 2.5% rounded to the nearest \$10.00) plus the applicable amalgamation loading as determined by the Tribunal.*

Carried.

#### **11.2. EX-005/11 – Operational Plan, Quarterly Review**

Section 112 of the *Local Government (Finance Plans and Reporting) Regulation 2010* provides that the Chief Executive Officer must present a written report on the assessment of its progress towards implementing Council's operational plan.

This second quarterly report provides a summary of the progress each directorate is making with respect to the implementation of Council's Operation Plan for the 2010-2011 financial year.

##### **RESOLUTION OM-0047/11**

*Moved: Cr RJ Reardon*

*Seconded: Cr WP Kearney*

*That in accordance with Section 112 of the Local Government (Finance Plans and Reporting) Regulation 2010, Council receives the quarterly Operational Plan Assessment.*

*Carried.*

#### **11.3. EX-006/11 – Constitutional Recognition**

The Australian Local Government Association (ALGA) has written to all Councils requesting that they pass a resolution in the first few months of 2011 endorsing the position that a referendum be held by 2013 to change the Australian Constitution to allow direct funding of Local Government bodies by the Federal Government and also to include Local Government in any new Preamble to the Constitution if one is proposed.

##### **RESOLUTION OM-0048/11**

*Moved: Cr PJ Percival*

*Seconded: Cr WP Kearney*

*That Council resolves to declare its support for financial recognition of Local Government in the Australian Constitution so that the Federal Government has the power to fund Local Government directly and also for inclusion of Local Government in any new Preamble to the Constitution if one is proposed, and call on all political parties to support a referendum by 2013 to change the Constitution to achieve this recognition.*

*Carried.*

#### **11.4. EX-007/11 – Inquiry into the National Broadband Network**

Council has been invited by the House of Representatives Standing Committee on Infrastructure and Communications to make a submission on the capacity of the National Broadband Network (NBN) to contribute to a range of economic and community outcomes.

It is proposed that a submission outlining the potential positive contributions of the proposed NBN rollout be made by Council to the Inquiry.

##### **RESOLUTION OM-0049/11**

*Moved: Cr DG McMahon*

*Seconded: Cr RJ Reardon*

*That Council resolves to make submission in relation to the Inquiry into the National Broadband Network (T3/92) to the House of Representatives Standing Committee on Infrastructure and Communications.*

*Carried.*

**11.5. General Business – Executive Office**

**11.5.1. Change of Council Meeting Date - April 2011**

The meeting date for Council's Ordinary Meeting is currently scheduled for Wednesday, 27 April 2011. The Easter / Anzac Day / Goondiwindi Show statutory holidays fall within the same week as the scheduled Council Meeting. In light of conflicting responsibilities of Councillors during this period it is proposed that the April Ordinary meeting be brought forward to Wednesday, 20 April 2011.

**RESOLUTION OM-0050/11**

*Moved: Cr WP Kearney*

*Seconded: Cr PM Kneipp*

*That Council resolves to bring forward the Ordinary Meeting of Council scheduled for 27 April 2011 to Wednesday, 20 April 2011 and that it be advertised accordingly.*

*Carried.*

**12. REPORTS - COUNCILLORS**

Nil.

**13. RECEPTION OF NOTICE OF MOTION FOR NEXT MEETING**

Nil.

**14. GENERAL BUSINESS**

Nil.

**15. CONFIRMATION OF DATES AND TIMES FOR FUTURE MEETINGS**

It was noted that the next Ordinary Meeting of Council will be held on the following date:-

- a) Wednesday, 23 March 2011, commencing at 9:30am at the Goondiwindi Customer Service Centre Boardroom, 82 Marshall Street Goondiwindi.

**16. CLOSURE OF MEETING**

There being no further business, the Mayor thanked everyone for their attendance and declared the meeting closed at 12:55pm.

**Confirmed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Procurement Policy

## *Including:-*

- Procurement and Asset Disposal Manuals;
- Financial Delegations.



Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0004	14 April 2008	Reviewed September 2008
2		14 July 2009	Reviewed January 2010
3		25 January 2010	Reviewed March 2010
4		15 March 2010	Reviewed January 2011
5	GRC 0004 (OM FC006/11)	23 February 2011	

## TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>4</b>
1.1. Policy Statement.....	4
1.2. Background .....	4
1.3. Principles .....	5
1.4. Responsibilities.....	6
<b>2. PURCHASING REQUIREMENTS.....</b>	<b>7</b>
2.1. Financial Delegation .....	7
2.2. Procurement Delegation – Signing Officers.....	7
2.3. Local Preference .....	7
2.4. Quality Assurance .....	8
2.5. Keeping Record of Verbal and Written Quotes.....	8
2.6. Requirements to be met for Purchases to a Value of \$15,000 (GST Inclusive), unless Purchased under a Preferred Supplier Arrangement / Local Buy.....	8
2.7. Requirements to be met for Purchases Above a Value of \$15,000 (GST Inclusive).....	8
2.8. Publishing Details of Contracts Worth \$100,000 or more .....	9
2.9. Other Exemptions to Requirements to Seek Tenders or Quotations.....	9
<b>3. VARIOUS OTHER REGULATIONS, PROCEDURES AND GUIDELINES .....</b>	<b>10</b>
3.1. The Use of Purchase Orders .....	10
3.2. Limited Exemptions to Use Purchase Orders .....	10
3.3. Sundry Procedures.....	10
3.4. Purchase Orders are Not to be Used for Private Purposes .....	11
3.5. Procedures for Payment of Purchases .....	11
3.6. Splitting of Orders.....	11
3.7. Repeat Orders .....	11
3.8. Goods Requisitioned from Stores.....	11
3.9. Ethical Behaviour.....	11
3.10. Goods and Services Tax (GST) .....	12
3.11. Policy Review.....	12

4.	<b>CORPORATE PURCHASE CARDS (INCL. FUEL CARDS)</b>	13
4.1.	Policy Objectives – Corporate Purchase Cards	13
4.2.	Policy Conditions – Corporate Purchase Cards	13
5.	<b>DISPOSAL OF LAND / GOODS (NON-CURRENT ASSETS)</b>	14
5.1.	Disposal of Land and Goods with the Approval of the CEO or his delegate	14
5.2.	Exceptions to the Disposal of Land and Goods with the Approval of the CEO or his Delegate	14
6.	<b>DEFINITIONS</b>	15
6.1.	Approved Contractor List	15
6.2.	Register of Pre-Qualified Suppliers	15
6.3.	Preferred Supplier Arrangement	15
6.4.	LGA Arrangement (Local Buy)	16
7.	<b>APPENDIX 1</b>	17
7.1.	Tender / Expression of Interest Process	17
7.2.	Tenders Closure Date and Time	18
7.3.	Release of Information	18
7.4.	Tender Storage Period	18
8.	<b>APPENDIX 2</b>	19
8.1.	Financial Delegations	19
8.2.	Credit Card Transaction and Monthly Limits	19
8.3.	Procurement Delegations	19
8.4.	Online – Request Order Module – Authorised Requisitioning Officers	19
8.5.	Flowcharts for Purchasing	19

## 1. INTRODUCTION

### 1.1. Policy Statement

Goondiwindi Regional Council is committed to ensuring that it is transparent and accountable in the procurement of all goods and services. This policy establishes a framework to ensure that all of Council's procurement activities take into consideration the following factors:-

- i.) are carried out in a professional manner, promoting probity and accountability;
- ii.) are conducted in a fair and transparent manner through open and effective competition;
- iii.) support local business;
- iv.) comply with the Council's legal and statutory obligations;
- v.) minimise operational costs;
- vi.) deliver best quality and value for money;
- vii.) support and advance Council's environmental, economic and social responsibilities;
- viii.) maintain public confidence in the Council;
- ix.) effectively manage risk; and
- x.) assist in achieving Council's goals, as set out in the Corporate Plan.

### 1.2. Background

This document sets out the Council's policy for purchasing throughout the organisation and provides information on the roles and responsibilities of key officers and areas involved in the purchasing function within Council to ensure compliance with the *Local Government Act 2009*.

These policies and guidelines apply to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) by Council as defined in the *Local Government Act 2009*.

All purchases of goods and services must be carried out in compliance with the *Local Government Act 2009* as amended, and the *Local Government (Finance, Plans and Reporting) Regulation 2010* as amended.



## 1.3. Principles

All Council procurement must be conducted in strict compliance with Section 106(3) of the *Local Government Act 2009*, including the procurement principles as follows:-

### ***Value for money.***

- a) The Council will harness its purchasing power to achieve the best value for money.
- b) The concept of value for money is not restricted to price alone.
- c) The value for money assessment will include consideration of:-
  - contribution to the advancement of the Council's priorities;
  - fitness for purpose, quality, services and support;
  - whole-of-life costs including costs of acquiring, using, maintaining and disposal; internal administration costs;
  - technical compliance issues; risk exposure; and
  - the value of any associated environmental benefits.

### ***Open and effective competition.***

- a) The Council will as far as is reasonably possible conduct purchasing of goods and services through a process of open and effective competition.
- b) The Council will give fair and equitable consideration to all prospective suppliers.
- c) Suppliers wishing to conduct business with the Council will be given every reasonable opportunity to do so subject to them satisfying the Council's requirements and relevant evaluation criteria. This may include but not be limited to demonstrated technical ability, environmental impact, company profile, professional references, quality assurance and total acquisition cost.

### ***The development of competitive local business and industry.***

- a) The Council encourages the development of competitive local businesses within the regional area. It will endeavour to promote and support local industry and efficient competition in the region in all its procurement activities.
- b) The Council acknowledges and fully supports the Queensland Government's Local Industry Policy.
- c) It is committed to giving local industry a fair and reasonable opportunity to tender for project work.
- d) When considering quotations and tenders for projects, Council's evaluation methods should be tailored to suit the specific project and should include appropriate provisions for the consideration of preferred suppliers.

- e) In addition to price, performance, quality, suitability and other evaluation criteria, the following areas may also be considered in evaluating offers:
- creation of local employment opportunities;
  - readily available servicing support;
  - more convenient communications for contract management;
  - economic growth within the local area; and
  - benefit to the Council of associated local commercial transaction.

### ***Environmental protection.***

The Council promotes environmental protection through its procurement activities. In undertaking any procurement activities, the Council will:-

- a) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria, when considering value for money also include the environmental cost;
- b) foster the development of products and processes of low environmental and climatic impact;
- c) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- d) encourage environmentally responsible activities.

### ***Ethical behaviour and fair dealing.***

- a) Council staff involved in purchasing must behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.
- b) In addition, procurement must be conducted in a way that ensures that expenditure is only for Council purposes and is adequately documented to provide support for and transparency of recommendations and decisions.

## **1.4. Responsibilities**

- a) ***Legislative Reference:-***
  - *Local Government Act 2009*
  - *Local Government (Finance, Plans and Reporting) Regulation 2010*
- b) Council officers responsible for purchasing goods and services are to comply with these instructions. It is the responsibility of Council employees involved in the procurement process to understand the policies and procedures as well as their meaning and intent.

## 2. PURCHASING REQUIREMENTS

### 2.1. Financial Delegation

- a) The Council delegates the Chief Executive Officer (CEO) the authority to incur financial expenditure on behalf of Council under the following provisions:
  - where expenditure has been provided for in Council's budget; or
  - in the opinion of the CEO such expenditure is required because of genuine emergency or hardship.
- b) The CEO may grant financial delegation to a Council Officer to incur expenditure on behalf of the Council if:
  - such delegation is recorded in the Register of Delegations; and
  - the expenditure is provided for in Council's budget; or
  - in the case of genuine emergency or hardship the power to incur expenditure in these circumstances has also been delegated.
- c) The accountable officer (CEO) must approve financial delegations in writing by recording them in the Register of Delegations.
- d) Any officer incurring expenditure may only do so in accordance with any constraints imposed by the Council or the CEO in respect to a financial delegation.
- e) Officers are only to make contracts for the acquisition of goods and services where the total of the contract is considered to be within the officers' financial delegation limits and within the officers own directorate.
- f) Any purchases involving a trade in of goods which forms part of the purchase cost should be treated as separate transactions, being a purchase and being a separate sale, and should be approved according to their own financial dimensions.

### 2.2. Procurement Delegation – Signing Officers

Purchase orders shall only be signed by officers with procurement delegation after an officer with the appropriate financial delegation or Council has authorised the expense by way of preparing an order.

### 2.3. Local Preference

- a) Council strongly supports those suppliers who reside within the regional area and is prepared to give due consideration where supply is offered, quality is commensurate with other suppliers and price is realistic after delivery is accounted for. Refer to Procurement Principles in Section 1.3 of this document.
- b) Council officers are further encouraged to purchase goods and services within their local communities having due regard for the principles outlined in Section 1.3.
- c) Where goods are available locally but purchased outside of the regional area, adequate documentation must be provided detailing the reason why the goods were not purchased locally.

Footnote: This section should be read in conjunction with Council's Purchase of Light Vehicles Policy, policy number GRC0026 - attached per Appendix 2.

## 2.4. Quality Assurance

At all delegation levels quality requirements must be considered for goods and services and acceptable standards must be included in the specifications supplied to suppliers (or possible suppliers). Similar diligence must be applied when supplied goods or services are evaluated after delivery/supply and before signing off for payment.

## 2.5. Keeping Record of Verbal and Written Quotes

Proper records which can be audited must be kept of verbal and written quotes. Verbal quotes must be noted in appropriate diaries or registers, while written quotes must be attached to requisitions and/or the office copy of orders.

## 2.6. Requirements to be met for Purchases to a Value of \$15,000 (GST Inclusive), unless Purchased under a Preferred Supplier Arrangement / Local Buy

- a) **Purchases up to \$55.00 (GST Inclusive)** - purchases up to \$55.00 may be made out of petty cash except as defined otherwise by the Chief Executive Officer.
- b) **Purchase of goods and services up to \$1,100 (GST Inclusive)** - at least one verbal offer.
- c) **Purchase of goods and services between \$1,100 and \$5,500 (GST Inclusive)** - at least two verbal offers.
- d) **Purchase of goods and services between \$5,500 and \$15,000 (GST inclusive)**- at least two written quotes.

## 2.7. Requirements to be met for Purchases Above a Value of \$15,000 (GST Inclusive)

- a) **Purchase of goods and services between \$15,000 and \$150,000 (GST inclusive).**  
In accordance with Section 174 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, Council must invite written quotations before making a contract for goods or services involving a cost between \$15,000 and \$150,000.

The invitation must be given to at least three (3) persons or suppliers that Council considers can meet its requirements at competitive prices.

Council may decide not to accept any quotes it receives however, if Council does accept a quote, it must accept the quote most advantageous to it having regard to the sound contracting principles.

b) **Purchase of goods and services above \$150,000 (GST Inclusive)**

In accordance with Section 175 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, all purchases above \$150,000 must occur by way of written tender.

Council approval is also required for purchases above \$150,000.

The Chief Executive Officer arranges for a schedule and evaluation of the tenders received to be prepared and for such an evaluation to be transmitted to Councillors.

The successful supplier will be chosen by Council resolution and the purchase documentation is to be signed by the Chief Executive Officer.

If there is a problematic time constraint in that the time from the closure of a tender to the next Council meeting will be for a particular contract, Council may at a prior meeting delegate authorisation to the Mayor, Deputy Mayor and the Chief Executive Officer to select the successful contract.

## **2.8. Publishing Details of Contracts Worth \$100,000 or more**

- a) In accordance with Section 186 of the Finance, Plans and Reporting Regulation 2010, Council must, as soon as practicable after entering a contract (eg a purchase order) worth \$100,000 or more:-
- publish relevant details of the contract on Councils website; and
  - display relevant details of the contract in a conspicuous place in Councils public offices.
- b) Relevant details of a contract include the following:-
- the person with whom Council has entered into the contract;
  - the value of the contract;
  - the purpose of the contract.

## **2.9. Other Exemptions to Requirements to Seek Tenders or Quotations**

- a) A local government may enter into a contract without inviting written quotations or tenders if the local government resolves: -
- that it is satisfied that there is only 1 supplier reasonably available; or
  - 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
  - that a genuine emergency exists; or
  - to obtain second-hand goods; or
  - to purchase goods at an auction; or
  - the contract is made with, or under an arrangement with, a government body; or
  - to purchase goods via an approved contractor list, a pre-qualified supplier list, under a preferred supplier arrangement or an LGA Arrangement (local buy) - *refer Sections 6 and 7 of this policy for further guidelines.*

## 3. VARIOUS OTHER REGULATIONS, PROCEDURES AND GUIDELINES

### 3.1. The Use of Purchase Orders

- a) Purchase Orders are to be used for every purchase of goods and/or services for Goondiwindi Regional Council with the exception of credit card purchases. Purchase Orders must be presented to suppliers prior to goods and/or services being obtained.
- b) In circumstances where the definite amount of the purchase is not known, e.g. maintenance and repair work to be carried out, uncertain volume work and time related work, a best estimate of cost must be indicated.
- c) The placing of verbal purchase orders is to be avoided wherever possible, however when it occurs, a Requisition and Purchase Order must still be raised as per normal requirements as soon as possible.

### 3.2. Limited Exemptions to Use Purchase Orders

Due to the nature of certain transactions, it will not be necessary to prepare Purchase Orders for them. Such transactions include petty cash transactions, transactions of a recurrent nature (i.e. telephone, internet, water and electricity charges, fuel cards, vehicle registrations, etc) as well as routine contracts (copier, etc).

### 3.3. Sundry Procedures

- a) In circumstances where there is a variation between the purchase order and invoice value, the following criteria apply:-
  - i.) **orders up to the value of \$5,000** – any variance up to 10% or \$1,000 whichever is the greater, can be signed off by the authorising officer.
  - ii.) **orders with a value between \$5,001 and \$49,999** – any variance up to 10% requires sign off by the requisitioning officer together with a brief summary of the reason for the variance.
    - \* *As an alternative to completing a new purchase order, differences between purchase order and supplier invoice values can be signed off by a **requisitioning officer** with the appropriate financial delegation, after having satisfied himself/herself regarding the reason for the difference, ensuring that the sound contracting principles had been met, and that the purchase is within budget constraints.*
  - iii.) **Orders with a value of \$50,000 and above** – any variance up to 10% requires sign off by the Director together with a brief summary of the reason for the variance.
    - \* *As an alternative to completing a new purchase order, differences between purchase order and supplier invoice values should be signed off by a **director** with the appropriate financial delegation, after having satisfied himself/herself regarding the reason for the difference, ensuring that the sound contracting principles had been met, and that the purchase is within budget constraints.*

- b) Purchase orders will be issued in numerical sequence and shall be signed for by those officers authorised to issue purchase orders on behalf of Council.
- c) Purchase orders are accountable and legally binding documents and therefore shall be issued only by accountable officers, as specified in the procurement delegation.

### **3.4. Purchase Orders are Not to be Used for Private Purposes**

Council purchase orders must not be used for the supply of goods and services for private use by a member of Council or staff.

### **3.5. Procedures for Payment of Purchases**

All documentation (purchase orders, supplier invoices, etc. – all properly signed where applicable) is to be handed to the Goondiwindi Corporate Services Office – Finance Officer without any unnecessary delays.

### **3.6. Splitting of Orders**

Council officers are prohibited from splitting orders for the purposes of acquiring goods or services above their delegated financial and procurement levels, or to avoid the necessity to obtain quotes or calls for tender.

### **3.7. Repeat Orders**

Council officers must identify and assess the total likely requirements of the Council over a given period. Where repeat orders are required from a single supplier and are estimated to exceed \$10,000 consideration must be given to establishing an appropriate purchasing arrangement.

### **3.8. Goods Requisitioned from Stores**

All goods to be received from stores must be properly requested from the stores, and must be signed for. The specific procedures and documentation for this purpose will be determined by management, and may vary from time to time.

### **3.9. Ethical Behaviour**

- a) Officers undertaking a purchase responsibility must act ethically and must be seen by all parties involved in a purchasing transaction to be acting ethically.
- b) Officers with procurement responsibilities are to behave with impartiality, fairness, independence, openness, and professionalism in their discussions and negotiations with suppliers and their representatives.
- c) 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.



### 3.10. Goods and Services Tax (GST)

Goondiwindi Regional Council is a business registered for GST and all purchases shall be conducted in compliance with the statutory requirements of the *A New Tax System (Goods & Services Tax) Act 1999* and Related Acts. All amounts within this policy are inclusive of GST.

### 3.11. Policy Review

It is the responsibility of the Manager Finance to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed by Council annually.



## 4. CORPORATE PURCHASE CARDS (INCL. FUEL CARDS)

### 4.1. Policy Objectives – Corporate Purchase Cards

The objective of this policy is to ensure the effective and efficient facilitation of one-off and/or recurrent, minor purchases via the use of Council's Corporate Purchase Cards.

### 4.2. Policy Conditions – Corporate Purchase Cards

- a) The Corporate Purchase Card is recognised as a valuable cost reduction tool for efficient and effective operation of Council's procurement activities. Within Council, purchasing cards are issued on the basis that:
  - The Corporate Purchase Card will only be used for official Council business conducted in the course of the card holders business activity;
  - In the absence of pre-established arrangements, Corporate Purchase Cards are a preferred form of procurement reducing use of orders for low-value purchases;
  - Corporate Purchase Card use is limited by monthly limits and by individual transaction value on goods and/or services. (refer to Schedule 2);
  - The operation of the Corporate Purchase Card and the transaction limits be reviewed every year in order to identify the ongoing value in their use at Council;
  - Issuing Corporate Purchase Cards are subject to the written approval from Departmental Directors;
  - Each card holder is aware of and understands their obligations regarding use of Council's Corporate Purchase Cards, (refer to purchase card guidelines and conditions of use);
  - Each card holder is aware of and understands the consequences of misusing Corporate Purchase Cards.
- b) Council Corporate Purchase Cards **must not be used to draw cash advances.**
- c) Council Corporate Purchase cards **are not to be used to:**
  - pay for any personal and staff related expenses for private or unofficial uses or fuel purchased for private vehicles;
  - pay for goods/services which are not available or complete at the time of the transaction (i.e. no back orders);
  - purchase items which would otherwise be available for issue from the Council's stores except where such purchases are necessary in cases of emergency or after hours.
  - purchase safety equipment unless delegate authority has been obtained.
- d) The issue and use of Council's Corporate Purchase Cards is also subject to the "Goondiwindi Regional Council Corporate Purchase Card Guidelines and Conditions of Use".

## 5. DISPOSAL OF LAND / GOODS (NON-CURRENT ASSETS)

### 5.1. Disposal of Land and Goods with the Approval of the CEO or his delegate

Section 173 of the *Local Government (Finance Plans & Reporting) Finance Standards 2010* provides that valuable non-current assets other than land with an apparent value that is equal to or above the amount set by Council must be disposed of after auction or by inviting tenders in the way mentioned in section 484(2) of the Act.

- a) In accordance with Section 173(6) of the *Local Government (Finance Plans & Reporting) Finance Standards 2010*, Council hereby resolves to delegate to the Chief Executive Officer the authority to dispose of land or goods to an apparent value of not more than:
- land \$1;
  - plant and equipment \$5,000; and
  - another type of asset \$10,000.

### 5.2. Exceptions to the Disposal of Land and Goods with the Approval of the CEO or Delegate

Under Section 185 of the *Local Government (Finance Plans & Reporting) Finance Standards 2010*, Council may dispose of a valuable non-current asset, other than by tender or auction, if:

- a) For the disposal of any assets not dealt with above a tender or auction procedure is required. A tender must meet the same requirements as stated with regards to the purchasing process.

All such disposals must additionally be approved by way of a Council resolution.

- b) A local government is exempted from complying with the tender or auction process if the assets:-
- were previously offered for sale by tender or auction but was not sold; and
  - are sold for more than the highest tender or auction bid that was received; or
  - disposal is to a government body or a community organisation; or
  - if for assets other than land, by way of trade-in for the supply of goods or services to the local government the disposal is, or is to be, part of the contract for the supply; or

For the disposal of land:-

- the land will not be rateable land after the disposal; or
- the land is disposed of to a person whose restored enjoyment of the land is consistent with Aboriginal tradition or Island custom; or
- the Minister exempts the local government from complying with the above.

## 6. DEFINITIONS

### 6.1. Approved Contractor List

- a) An **'approved contractor list'** is a list of persons Council considers to be appropriately qualified to provide services for medium or large sized contracts.
- b) A local government may establish an approved contractor list by:-
  - inviting expressions of interest from suitably qualified persons, by an advertisement in a newspaper that circulates generally in the local government area; and
  - allowing expressions of interest to be given to the local government for at least 21 days after the invitation is advertised; and
  - choosing persons for the approved contractor list on the basis of the sound contracting principles.

### 6.2. Register of Pre-Qualified Suppliers

- a) A **"pre-qualified supplier"** is a supplier who has been assessed by Council as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.
- b) Council may establish a register of pre-qualified suppliers of particular goods or services only if:-
  - the preparation and evaluation of invitations every time that the goods or services are needed would be costly; or
  - the capability or financial capacity of the supplier of the goods or services is critical; or
  - the supply of the goods or services involves significant security considerations; or
  - a precondition of an offer to contract for the goods or services is compliant with particular standards or conditions set by the local government; or
  - the ability of local business to supply the goods or services needs to be discovered or developed.

### 6.3. Preferred Supplier Arrangement

- a) Council may establish a preferred supplier arrangement if –
  - the supply of goods or services is needed in large volumes or frequently; and
  - Council is able to obtain better value for money by accumulating the demand for the goods or services; and
  - the goods or services needed can be described in terms that would be well understood in the relevant industry.
- b) Council must invite persons to tender for a preferred supplier arrangement.

- c) The invitation to tender for a preferred supplier arrangement must:-
  - be made by an advertisement in a newspaper that circulates generally in the local government area; and
  - allow tenders to be given to Council for at least 21 days after the advertisement is published; and
  - describe the terms of the preferred supplier arrangement.
- d) When selecting a person to be the preferred supplier under a preferred supplier arrangement, Council must have regard to the sound contracting principles.
- e) Council must ensure the terms of the preferred supplier arrangement allow the contract to be cancelled for the poor performance of the preferred supplier.
- f) A preferred supplier arrangement may be entered into for a term of more than 2 years only if the local government is satisfied it will get better value for doing so.

#### 6.4. LGA Arrangement (Local Buy)

- a) An “**LGA Arrangement**” is an arrangement that has been entered into by:-
  - the Local Government Association of Queensland (LGAQ Ltd.); or
  - a company (the **associated company**) registered under the Corporations Act if LGAQ Ltd. is its only shareholder; and
- b) If LGAQ Ltd. or the associated company were a local government, would be, either:-
  - a contract with an independent supplier from a register of pre-qualified suppliers established under section 181(3) by LGAQ Ltd. or the associated company; or
  - a preferred supplier arrangement entered into with an independent supplier under section 182.
- c) An **independent supplier** is an entity other than a subsidiary (a **relevant subsidiary**) of LGAQ Ltd. or the associated company under the Corporations Act.
- d) Despite subsection 3.4.1 (b), an **LGA Arrangement** may include a contract with a relevant subsidiary from a register of pre-qualified suppliers or a preferred supplier arrangement with a relevant subsidiary if the arrangement is approved by the minister.
- e) For deciding whether to approve an LGA arrangement under subsection 3.4.3 the Minister:-
  - must have regard to the sound contracting principles; and
  - may ask LGAQ Ltd or the associated company to give the Minister information or documents relevant to the arrangement.

## 7. APPENDIX 1

*Council may enter into a contract without first inviting written tenders if the contract is made with a person who is on an approved contractor list, a pre-qualified supplier, under a preferred supplier arrangement or an LGA arrangement (local buy).*

### 7.1. Tender / Expression of Interest Process

- a) A local government must invite written tenders for: -
  - contracts worth \$150,000 or more; or
  - a valuable non-current asset contract.
- b) The local government must either: -
  - invite written tenders; or
  - invite expressions of interest before considering whether to invite written tenders.
- c) However a local government may only invite expressions of interest if it: -
  - decides, by resolution, that it would be in the public interest to invite expressions of interest before inviting written tenders; and
  - keeps a record of its reasons for making the resolution.
- d) Invitation for tenders must:-
  - be made by an advertisement in a newspaper that circulates generally in the local government area; and
  - allow written tenders to be given to the local government for at least 21 days after the advertisement is published.
- e) Invitation for expressions of interest must: -
  - be made by an advertisement in a newspaper that circulates generally in the local government area; and
  - allow written expressions of interest to be given to the local government for at least 21 days after the advertisement is published.
- f) If the local government invites expressions of interest, the local government may:-
  - prepare a shortlist from the persons who respond to the invitation for expressions of interest; and
  - invite written tenders for those persons.

If: -

- an invitation to tender states that the local government might later invite all tenderers to change their tenders to take account of a change in the tender specifications; and
- the local government does change the tender specifications;
- the local government may invite all the persons who submitted a tender to change their tender to take account of the change, before making a decision on the tenders.

- g) A local government may decide not to accept any tenders it receives.
- h) However, if the local government does decide to accept a tender, the local government must accept the tender most advantageous to it, having regard to the sound contracting principles.

## **7.2. Tenders Closure Date and Time**

- a) Council is to provide a strongly constructed tender box in a designated area of Council premises for the purpose of holding all tender documents submitted by potential suppliers.
- b) The tender box is to be securely locked and keys held by the CEO or his delegate.
- c) All tender documents received before the advertised tender closure times are to be lodged in the tender box unopened. Tender documents received after the advertised closing date and time will be rendered invalid, unless the tender documents made provision for conditions under which late lodgements may be considered.
- d) All tenders will not be opened in public and all tenderers, whether successful or not, will be advised of the outcome.

## **7.3. Release of Information**

- a) Officers must not release information, including names of tenderers to other tenderers, prior to the awarding of contracts.
- b) Communications should be minimized with suppliers prior to the award of a tender except during the course of work.
- c) All quotation and tender documents should include advice regarding protocols for contact with staff and Councillors during contracting processes. This notification would advise that contact with any Councillor during the contracting process will automatically void the tenderer/quoter from the contracting process.

## **7.4. Tender Storage Period**

All tender documents shall be held for the duration of the tender period and documents (excluding brochures) shall be held for the period specified in the Queensland State Archives – General Retention and Disposal Schedule for Administrative Records.

## 8. APPENDIX 2

### 8.1. Financial Delegations

- As per Schedule 1

### 8.2. Credit Card Transaction and Monthly Limits

- As per Schedule 2

### 8.3. Procurement Delegations

- As per Schedule 3

### 8.4. Online – Request Order Module – Authorised Requisitioning Officers

- As per Schedule 4

### 8.5. Flowcharts for Purchasing

- As per Schedule 5

### 8.6. Purchase of Light Vehicle Policy

# Procurement Policy

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## Procurement Policy

### Schedule 2 – Credit Card Transaction and Monthly Limits

Only the Council Officers listed in the aforementioned schedule are authorised to utilise Council Corporate Purchase Cards in line with the approved Guidelines and Conditions of Use.

+ Transaction limit for this delegation is to \$2,500

POSITION	CURRENT INCUMBENT	TRANSACTION LIMITS	MONTHLY LIMIT
	Peter Stewart	To maximum \$500	To maximum \$2,000
	Krista Roberts	To maximum \$1,000	To maximum \$2,000
	Jenny Easley	To maximum \$2,000	To maximum \$5,000
	Debbie Elliot	To maximum \$5,000	To maximum \$10,000
	David Burges		
	Kerry McKenzie		
	Trevor Seth		
	Nathan Stephenson		
	Steve Scott		
	Coordinator Fleet Services		
	Works Supervisors		
	Works Supervisors		
	Brad Pingsst, Mark Everingham,		
	Barry Billisborough, Ken Biggs, Gary Smith,		
	Reece Thompson		
	Michael Shaw, Mark Hoey		
	Senior Water & Sewerage Officers		
	Tony Cover, Kev Lowrey, Tyson Raymond		
	Ron Burrows, Roy Hilton		
	Jade Morris, Troy Callaghan, James Sharpe		
	Water & Sewerage Assistants/Trainee Officers		
	Gangers / Crew Leaders / Leading Hand		
	Rural Services Supervisor		
	Rural Services Officers		
	Cobby Hobbs		
	Bob Faulkner		
	Director Building & Environmental Health		
	Peter McCashney		
	Manager Environmental Services		
	Animal Management & Compliance Co-ordinator		
	Carl Mantion		
	John Woods		
	Neil Kratzke		
	Ian Badham		
	Branch Manager Ingleswood		
	Co-ordinator WPHS		
	Senior Administration Officer		
	Jenny Raymond		
	Jim Raymond		
	Mark Cleary		
	Gary Shorter		
	Goondwindi Memorial Pool Lessee		
	Director Finance & Corporate		
	Bradley Pyle		
	Manager Finance		
	Senior Accountant		
	Matt Lane		
	Matt Dawson		
	ICT Manager		
	Executive Assistant, Finance & Corporate		
	Greg Warden, Daniel Fairbanks, Drew Campbell		

# Procurement Policy

## Schedule 3 – Procurement Delegations (Signing Officers)

POSITION	CURRENT INCUMBENT
Manager Finance	Bradley Pyle
Senior Accountant	Matt Lane
Finance Officers	Anna Rabbitt, Graeme Pfitzner, Damien Banks, Katie Welsh
Stores / Purchasing Officers	Greg Warden, Daniel Fairbanks, Drew Campbell

# Procurement Policy

## SCHEDULE 4: Online Request Order Module – Authorised Requisitioning Officers

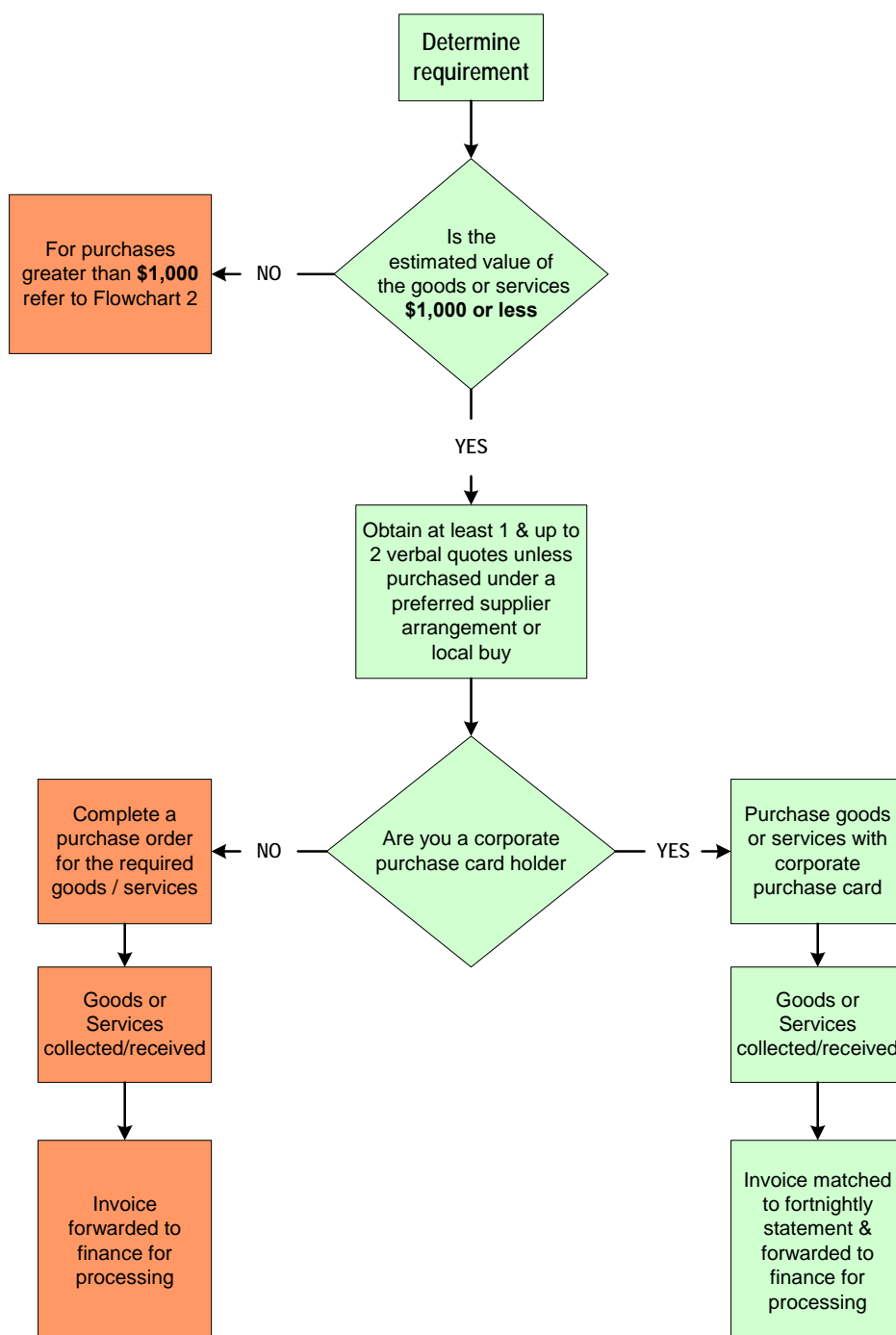
Executive Office	Engineering & Planning Services		Administration, Community Services & Economic Development	Building & Environmental Health Services	Finance & Corporate Services
<ul style="list-style-type: none"> <li>▪ Peter Stewart</li> <li>▪ Debbie Elliott</li> <li>▪ Krista Roberts</li> <li>▪ Jenny Elsley</li> <li>▪ Nina Burges</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dave Burges</li> <li>▪ Kerry McKenzie</li> <li>▪ Geoff Briese</li> <li>▪ Dion Jones</li> <li>▪ Trevor Seth</li> <li>▪ Rod Slack-Smith</li> <li>▪ Stephen Dukes</li> <li>▪ Peter Buchanan</li> <li>▪ Peter Crisp</li> <li>▪ David Killen</li> <li>▪ Ronnie McMahon</li> <li>▪ Nathan Stephenson</li> <li>▪ Ashley Casten</li> <li>▪ Russell Mortimer</li> <li>▪ Steve Scott</li> <li>▪ Drew Campbell</li> <li>▪ Brad Pflugst</li> </ul>	<ul style="list-style-type: none"> <li>▪ Trevor Brydon</li> <li>▪ Barry Strong</li> <li>▪ Mick Shaw</li> <li>▪ Mark Hoey</li> <li>▪ Tony Cover</li> <li>▪ Tyson Raymond</li> <li>▪ Ron Burrows</li> <li>▪ Mark Everingham</li> <li>▪ Barry Billsborough</li> <li>▪ Reece Thompson</li> <li>▪ Kev Lowrey</li> <li>▪ Roger Mortimer</li> <li>▪ Clem Smith</li> <li>▪ Cobby Hobbs</li> <li>▪ Rob Lucas</li> <li>▪ Gary Smith</li> <li>▪ Ken Biggs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carl Manton</li> <li>▪ John Woods</li> <li>▪ Neil Kratzke</li> <li>▪ Ian Badham</li> <li>▪ Dave Hayward</li> <li>▪ Andrew Singh</li> <li>▪ Jenny Raymond</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mohammed Saleem</li> <li>▪ Peter McCashney</li> <li>▪ Leteesha Spicer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jason Quinell</li> <li>▪ Bradley Pyle</li> <li>▪ Matt Lane</li> <li>▪ Matt Dawson</li> <li>▪ Wendy Garthe (Uniforms Only)</li> <li>▪ Greg Warden</li> <li>▪ Teresa Pflugst</li> <li>▪ Rosalie Miller (QBuild Only)</li> <li>▪ Daniel Fairbanks</li> </ul>

## Schedule 5 - Flowcharts for Purchasing

The following flowcharts outline various processes, procedures, principals and practices described in this policy. The flowcharts should be used for guidance only and are not intended to cover every detail to be considered in the procurement cycle. Officers exercising responsibilities within the procurement cycle should be familiar with the full content of the Purchasing Policy and if there are any concerns refer to their respective supervisor for guidance.

### FLOWCHART - 1

Purchases under \$1,000

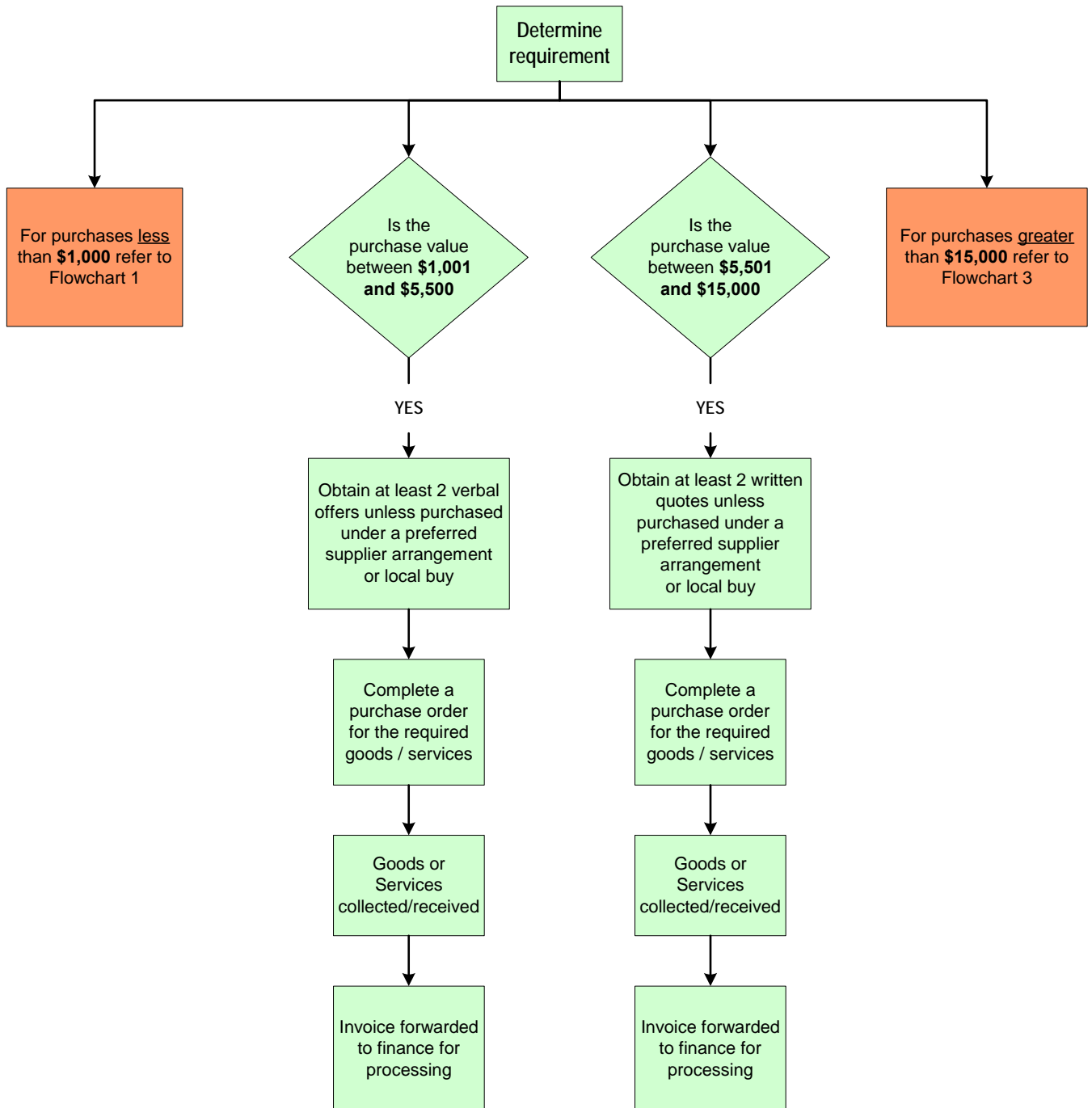


# Procurement Policy

## Schedule 5 - Flowcharts for Purchasing

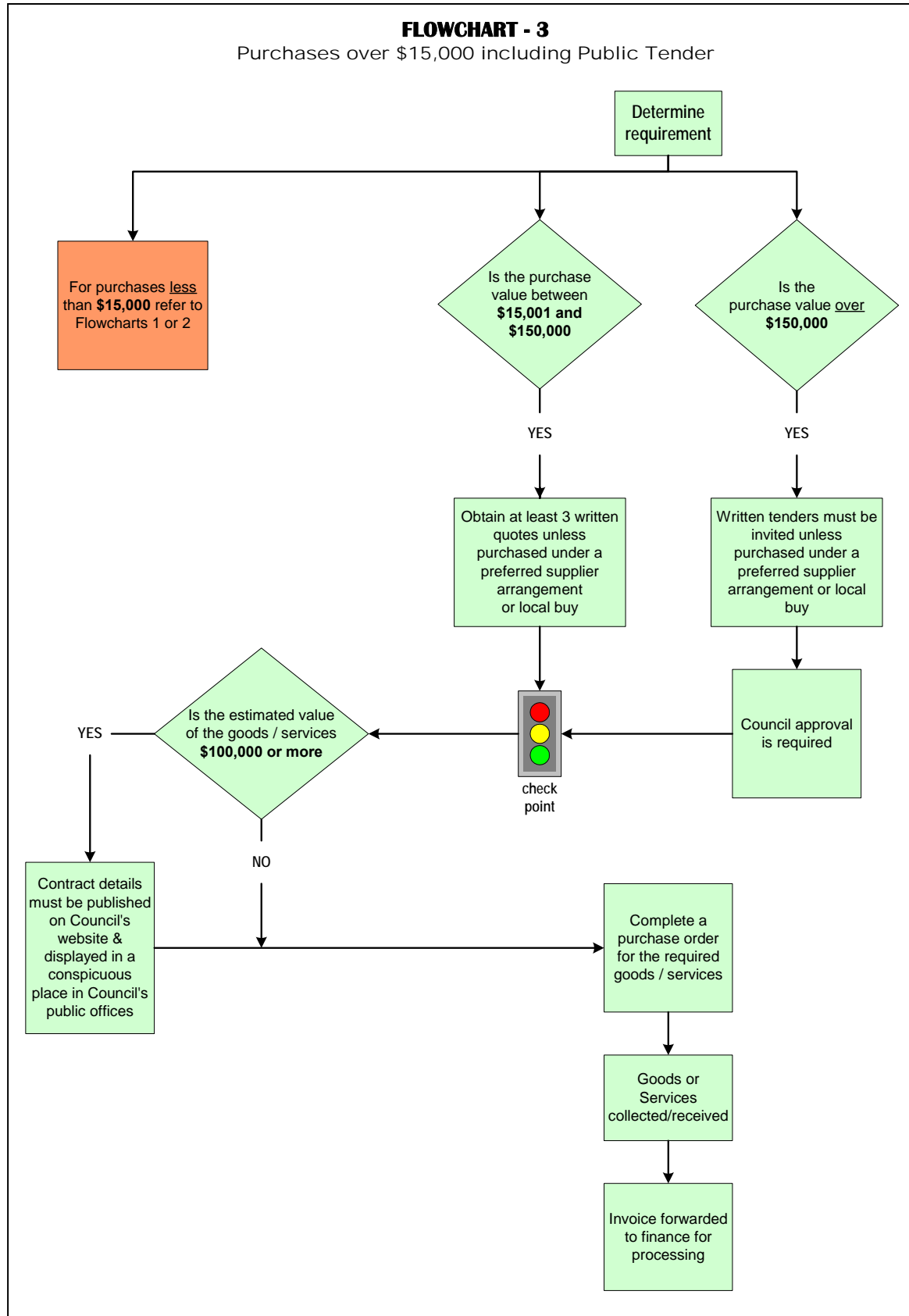
### FLOWCHART - 2

Purchases between \$1,001 and \$15,000



# Procurement Policy

## Schedule 5 - Flowcharts for Purchasing



# GOONDIWINDI REGIONAL COUNCIL

## Purchasing of Light Vehicle Policy

**Adopted Date:** 9 September 2009

**Policy Number:** GRC 0026

**Policy Type:** Strategic

**Responsible Officer:** Director of Technical Services

**Department:** Technical Services

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0026	9 September 2009	Review September 2010
2			
3			
4			

### 1. BACKGROUND

Council has a large and varied light vehicle fleet. It is important that the procurement processes associated with this activity are streamlined, provide an optimum fleet type and adequately recognise local preference.

### 2. POLICY STATEMENT

- Council will, as much as is practicable and suitable, standardise the light vehicle fleet.
- Vehicles will be replaced in accordance with the attached "Light Vehicle Specification Summary", notwithstanding some vehicles may require particular options and attachments to suit the task being carried out.
- Council will encourage open and effective competition and value for money whilst recognising the importance of supporting the capabilities of local business and industry.
- Local business and industry are those businesses that are established within the Goondiwindi Regional Council area of jurisdiction.
- Council will provide a local preference to the amount of \$750 or 5% of the net change-over cost of any vehicle, whichever is the lesser.
- Quotations or tenders will be called in accordance with Council's Purchasing Policy. Quotations or tenders will be assessed by staff and processed on the proviso that the vehicle is being changed over in accordance with the approved "Light Vehicle Specification Summary".
- The purchase of any additional vehicle or one that varies from the approved summary shall be reported to Council for decision.

### 3. POLICY PURPOSE

The purpose of this policy is to ensure the makeup of Council's light vehicle fleet is appropriate and that the procurement processes are efficient and transparent.

### 4. POLICY OBJECTIVES

The objectives of this policy are to:-

- Provide a more open, streamlined and consistent procurement process for light vehicles.
- Allow Council to focus on strategic issues and delegate operational matters with confidence.
- Provide clear direction for staff in assessing quotations or tenders.

### 5. SCOPE



# **GOONDIWINDI REGIONAL COUNCIL**

## **Purchasing of Light Vehicle Policy**

This policy only applies to the light vehicle fleet detailed in the attached “Light vehicle Specification Summary”

The value of the local preference shall provide clarification to the Purchasing Policy for this function only.

### **6. REVIEW DATE**

September 2010

### **ATTACHMENTS**

Attachment A: Light Fleet Specification Summary

# GOONDIWINDI REGIONAL COUNCIL

## Purchasing of Light Vehicle Policy

### Attachment A: Light Fleet Specification Summary

Plant Number	D.O.P.	Vehicle Type 2009	Configuration	Operator 2009	Area Used	Replacement	Standard Replacement	Fuel	Gearbox	Extras	Home
Highlighted Vehicles to be replaced in current year											
4014	18/03/2004	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	D SULLIVAN	Gdi Dog Catcher	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4015	19/03/2004	UTILITY-TOYOTA HILUX UTILITY	4X4 SINGLE	TED CALLAGHAN	Ing Water	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4016	2/04/2004	UTILITY-TOYOTA HILUX SL DIESEL	4X4 DUAL	TEXAS SES	TEXAS P&G	(Mitsubishi)	4WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar	EAST
4018	2/04/2004	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	D APTED	Builder	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4019	22/04/2004	UTILITY-TOYOTA HILUX DUAL CAB	4X4 DUAL	VARIOUS	RMPC	(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4020	22/04/2004	UTILITY-TOYOTA HILUX DUAL CAB	4X4 DUAL	B STRONG	Supervisor	(Mitsubishi)	4WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4021	26/05/2004	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	ING.PARKS	Parks & Gardens	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Tow-Bar-Tipper	EAST
4022	26/05/2004	UTILITY-TOYOTA DUAL CAB	2X4 DUAL	PETER SMITH	Grader	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4023	28/05/2004	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	MARK HOEY	Workshop	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4024	28/05/2004	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	TEXAS PLUMBING	Texas Parks & gard	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tipper	EAST
4025	19/08/2004	UTILITY-TOYOTA 78 LANDCRUISER	4X4 HEAVY	MICK SHAW	Workshop	(Nissan/Toyota)	4WD Heavy Duty Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4026	10/08/2004	UTILITY-TOYOTA HILUX DUAL CAB	2X4 DUAL	RON QUINNELL	Grader	(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4027	10/08/2004	UTILITY-TOYOTA HILUX DUAL CAB	2X4 DUAL	NORM COULTAS	Grader	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4028	3/08/2004	UTILITY-TOYOTA HILUX 4WD	4X4 DUAL	A COVER	Stock Routes	(Toyota)	4WD High Ride Utility	Diesel	Manual	Bull-Tow-Bar-Tray-High Ride	WEST
4029	17/11/2004	UTILITY-HOLDEN RODEO 2X4	2X4 DUAL	DION ZELLERS		(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4030	17/11/2004	UTILITY-TOYOTA HILUX	2X4 SINGLE	REEC THOMPSON	Supervisor	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4031	17/11/2004	UTILITY-TOYOTA HILUX	2X4 SINGLE	J MORRIS	Texas Water	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4032	17/11/2004	UTILITY-TOYOTA HILUX	2X4 SINGLE	K O'SHAUNASSY	Traffic Control	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4033	26/11/2004	UTILITY-TOYOTA HILUX	2X4 SINGLE	JAMES SHARPE	Parks & Gardens	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4034	30/11/2004	UTILITY-TOYOTA HILUX 4WD	4X4 SINGLE	GEOFF COX	Grader	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4035	2/03/2005	UTILITY-HOLDEN VZ CREWMAN	2X4 DUAL	Russell Mortimer	Tech Assistant	(Best Tender)	2WD 1 Tonne Utility	Petrol	Auto	Bull-Tow-Bar-Style	WEST
4036	12/04/2005	UTILITY-MITSUBISHI TRITON 4WD	4X4 SINGLE	BILL RIDDLE	Grader	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4037	15/08/2005	UTILITY-FORD BA RTV FALCON	2X4 SPACE	P. BUCHANAN	Tech Officer	(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Bar	WEST
4039	19/01/2006	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	TONY COVER	Gdi Water	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4040	19/01/2006	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	WORKSHOP	Workshop	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4041	31/01/2006	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	TREV DOHERTY	Parks & Gardens	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4042	15/02/2006	UTILITY-FORD RTV UTILITY	2X4 SPACE	TYSON RAYMOND	Gdi Plumbing	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4043	22/03/2006	UTILITY-HOLDEN RODEO UTILITY	2X4 SINGLE	MARK CLEARY	Airport	Use 4045	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4044	6/04/2006	UTILITY-MITSUBISHI TRITON 4WD	4X4 SINGLE	K L HOBBS	Stock Routes	(Toyota)	4WD High Ride Utility	Diesel	Manual	Bull-Tow-Bar-Tray-High Ride	EAST
4045	6/04/2006	UTILITY-MITSUBISHI TRITON 4WD	4X4 SINGLE	A GRANZOTTO	Barrier Fence	(Toyota)	4WD High Ride Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4046	7/08/2006	UTILITY-TOYOTA HILUX UTILITY	2X4 SINGLE	Gdi Parks Tipper	Parks & Gardens	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tipper	WEST
4047	3/11/2006	UTILITY-HOLDEN RODEO DUAL	4X4 DUAL	K BIGGS	Supervisor	(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4048	3/11/2006	UTILITY-HOLDEN RODEO 4WD	4X4 SINGLE	Drew Campbell	Tech Officer / P&G	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4049	23/11/2006	UTILITY-FORD BT RTV FALCON	2X4 SPACE	B. FAULKNER	Builder	(Best Tender)	4WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4050	20/1/2007	UTILITY-FORD BT RTV FALCON	2X4 SPACE	S SCOTT	Coordinator Fleet	(Best Tender)	2WD 1 Tonne Utility	Petrol	Auto	Bull-Tow-Bar-Style	WEST
4051	11/01/2007	UTILITY-HOLDEN RODEO 2WD	2X4 SINGLE	K LOWREY	Supervisor	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4052	13/03/2007	UTILITY-FORD BT RTV FALCON	2X4 SPACE	A.DREIER	Gdi W&S	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4053	14/03/2007	UTILITY-MITSUBISHI TRITON DUAL	2X4 DUAL	PAUL ALGIE	Gdi Construction	(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4054	15/05/2007	UTILITY-FORD BF RTV FALCON	2X4 SPACE	BRAD PFINGST	Supervisor Bitumen	(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Style	WEST
4055	17/08/2007	UTILITY-TOYOTA HILUX UTILITY	2X4 SPACE	B.BILLSBOROUGH	Supervisor Concrete	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4056	28/09/2007	UTILITY-FORD RANGER 4WD	4X4 SINGLE	PAUL COX	Grader	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4057	28/09/2007	UTILITY-FORD RANGER 4WD AUTO	4X4 SINGLE	J. STORK	Weed Control	(Best Tender)	4WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4058	9/10/2007	UTILITY-TOYOTA HILUX EXTRA CAB	4X4 EXTRA	R LUCAS	Supervisor Gravel	(Best Tender)	4WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4059	9/10/2007	UTILITY-TOYOTA HILUX 4WD	4X4 SINGLE	ROB COX	Gdi Dingo Fence	(Toyota)	4WD High Ride Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4060	15/11/2007	UTILITY-FORD RANGER 4WD	4X4 SINGLE	Shane Huddy	Gravel Maint	(Best Tender)	4WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4061	8/01/2008	UTILITY-TOYOTA 70 LANDCRUISER	4X4 HEAVY	C SMITH	Stock Routes	(Toyota/Nissan)	4WD Heavy Duty Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4062	6/05/2008	UTILITY-FORD RANGER EXTRA	4X4 SPACE	CRAIG MORRIS	Supervisor Construct	(Best Tender)	4WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4063	3/06/2008	UTILITY-FORD RANGER EXTRA	4X4 SPACE	G HAEUSLER	Roads Slashing	(Mitsubishi)	4WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4064	5/11/2008	UTILITY-FORD RANGER 4WD	4X4 SPACE	TREVOR BRYDON	Supervisor	(Best Tender)	4WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4065	31/10/2008	UTILITY-FORD RANGER 2WD	2X4 SPACE	GARY SMITH	Supervisor P&G	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4066	31/10/2008	UTILITY-FORD RANGER TIPPER	2X4 SINGLE	RON HILTON	Parks & Gardens	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4067	31/10/2008	UTILITY-FORD RANGER 4WD	4X4 SINGLE	GEOFF CROSS	Gdi RMPC	(Best Tender)	4WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4068	31/10/2008	UTILITY-FORD RANGER 2WD	2X4 SINGLE	RUSS BARTELLS	Grader	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4069	31/10/2008	UTILITY-FORD RANGER 2WD	2X4 SPACE	RON BURROWS	Gdi Water	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4070	31/10/2008	UTILITY-FORD RANGER 2WD	2X4 SPACE	ROY HILTON	Gdi Water	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4071	31/10/2008	UTILITY-FORD RANGER 2WD	2X4 SPACE	M EVERINGHAM	Supervisor Water	(Best Tender)	2WD Space Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4072	6/01/2009	UTILITY-FORD RANGER 2WD	2X4 Single	SCROOGE	Ing Stores	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	EAST
4503	13/10/2004	WAGON-TOYOTA LAND PRADO	4x4 WAGON	IAN BADIHAM	Ing Branch Manager	(Toyota)	Sedan (Camry Size)	Petrol	Auto	Bull-Bar	EAST

# GOONDIWINDI REGIONAL COUNCIL

## Purchasing of Light Vehicle Policy

Piant Number	D.O.P.	Vehicle Type 2009	Configuration	Operator 2009	Area Used	Replacement	Standard Replacement	Fuel	Gearbox	Extras	Home
4507	3/05/2005	WAGON-NISSAN PATROL WAGON	4x4 WAGON	Peter Stewart	C.E.O.	(Nissan)	Wagon	Petrol	Auto	Bull-Tow-Bar	WEST
4508	4/09/2006	WAGON-FORD FALCON SEDAN	SEDAN	STEPHEN DUKES	Tech Officer	(Best Tender)	2WD Single Cab Utility	Diesel	Manual	Bull-Bar	WEST
4509	4/09/2006	SEDAN-FORD FALCON BE SEDAN	SEDAN	JOHN WOODS	Manager Community	(Toyota)	Sedan (Camry Size)	Petrol	Auto	Tow-Bar	WEST
4510	5/09/2006	WAGON-FORD TERRITORY	WAGON	CARL MANTON	Deputy CEO	(Ford)	Sedan (Territory Size)	Petrol	Auto	Tow-Bar	WEST
4511	31/10/2006	SEDAN-FORD BT SEDAN	SEDAN	A CASTEN	Coordinator RMPC	(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Bar	WEST
4512	31/10/2006	SEDAN-FORD BT SEDAN	SEDAN	G.BREISE	Manager Works	(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	WEST
4513	31/10/2006	SEDAN-FORD BT SEDAN	SEDAN	Rod Slack-Smith	Manager Assets	(Toyota)	Sedan (Camry Size)	Petrol	Auto	Bull-Tow-Bar	WEST
4514	11/12/2006	WAGON-HOLDEN COMMODORE	WAGON	Leo O' Keele	Gdi Constuction	(Mitsubishi)	2WD Dual Cab Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
4515	5/04/2007	SEDAN-TOYOTA AURION	SEDAN	Mo Saleem	Director	(Toyota)	Sedan (Camry Size)	Petrol	Auto	Bull-Tow-Bar	WEST
4516	8/10/2007	WAGON-FORD TERRITORY AWD	SEDAN	Dave Burges	Director	(Ford)	Sedan (Territory Size)	Petrol	Auto	Bull-Tow-Bar	WEST
4517	16/10/2007	SEDAN-FORD FALCON SEDAN	SEDAN	Andrew Singh	WHSO	(Toyota)	Sedan (Camry Size)	Petrol	Auto	Bull-Tow-Bar	EAST
4518	7/12/2007	SEDAN-TOYOTA CAMRY SEDAN	SEDAN	David Hayward	Comm Dev	(Toyota)	Sedan (Camry Size)	Petrol	Auto	Bull-Tow-Bar	EAST
4519	3/11/2008	SEDAN-TOYOTA CAMRY SEDAN	SEDAN	Graham Scheu	Mayor	(Toyota)	Sedan (Camry Size)	Petrol	Auto	Bull-Tow-Bar	WEST
4520	17/04/2009	WAGON-TOYOTA Rav 4 Wagon	WAGON	Greg Warden	Stores Manager	(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	WEST
4521	24/04/2009	WAGON-TOYOTA Rav 4 Wagon	WAGON	Peter Crisp	IngEngineer	(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	EAST
3004	30/08/1996	TRUCK- SERVICE TRUCK	TRUCK	Gdi Workshop	Gdi Workshop	(Nissan/Toyota)	4WD Heavy Duty Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
3006	24/03/1999	TRUCK- STOCK FLOAT	TRUCK	Rodger Mortimer	Supervisor S/R	(NissanToyota)	4WD Heavy Duty Utility	Diesel	Manual	Bull-Tow-Bar-Tray	WEST
Lease1	1/11/2008	WAGON- TOYOTA KLUGER	WAGON	Jason Quinell	Director	(Ford)	Sedan (Territory Size)	Petrol	Auto	Bull-Tow-Bar	WEST
Lease2		WAGON- FORD TERRITORY	WAGON	Dion Jones	Engineer	(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	WEST
Lease3	25/11/2008	WAGON- MITSUBISHI OUTLANDER	WAGON	Peter McClashney	Environmental	(Toyota)	Wagon Rav 4	Petrol	Auto	Bull-Tow-Bar	WEST
Lease4		SEDAN- COMMODORE SV6	SEDAN	Bradley Pyle	Finance Manager		Private Lease				WEST
Lease5		WAGON- TOYOTA KLUGER	WAGON	Ing Land Care	Ing Land Care		Their Option				EAST
Hire		SEDAN- COMMODORE	SEDAN	Trevor Seth	Manager W&S	(Toyota)	Sedan (Camry Size)	Petrol	Auto	Bull-Tow-Bar	WEST

# GOONDIWINDI REGIONAL COUNCIL

## WATER METER TESTING

**Adopted Date:** 20 January 2010  
**Policy Number:** GRC 0031  
**Policy Type:** Administrative  
**Responsible Officer:** Director of Technical Services  
**Department:** Technical Services

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0031	20 January 2010	Review January 2011
2			
3			
4			

### 1. BACKGROUND

Council meters water consumption and invoices based on these readings. The consumption readings and charges are occasionally queried by the property owner so a process is required to address these concerns.

### 2. POLICY STATEMENT

- The responsibility for water consumption rests with the property owner.
- Council is responsible for the provision of an accurate water meter to measure consumption.
- Council will test measure a water meter for a fee.
- All fees will be refunded if the water meter is not accurately measuring consumption.
- Adequate steps will be taken to rectify the problem if a water meter is not accurately measuring consumption.
- Council is responsible for all infrastructure up to and including the water meter unless documented otherwise.
- The property owner is responsible for all infrastructure on the property side of the water meter, including the payment for water loss through leaks.

### 3. PURPOSE

The purpose of this policy is to regulate the use of water meters to ensure water usage is measured accurately for charging purposes.

### 4. POLICY OBJECTIVE

The objectives of this policy are to:-

- Ensure there is equity for both the property owner and Council.
- Provide an open, transparent and consistent approach to the enquiries about water meter accuracy and validity of readings.

# **GOONDIWINDI REGIONAL COUNCIL**

## **WATER METER TESTING**

### **5. OPERATIONAL**

#### **5.1. Testing of Water Meters**

- 5.1.1. A landowner may request that Council test a water meter;
- 5.1.2. A request made under subsection 5.1.1. must be made on the approved form and be accompanied by the prescribed fee; and
- 5.1.3. Council may at any time test a water meter in accordance with the prescribed standard.

#### **5.2. Water Meters Not Registering Accurately**

- 5.2.1. Where a request is made pursuant to section 5.1, Council must determine whether the meter is registering accurately in accordance with the prescribed standard.
- 5.2.2. Where Council determines that a water meter is not registering accurately, Council must refund the prescribed fee and:-
  - Carry out any necessary actions to ensure the water meter is registering accurately in accordance with the prescribed standard before reinstalling the meter; or
  - Install a replacement water meter which is registering accurately.

#### **5.3. Replacement of Water Meters**

- 5.3.1. Should any person refuse to allow or delay in allowing any water meter in their premises to be repaired and/or tested, Council may replace the water meter on that premises with another water meter which is registering accurately.

#### **5.4. Charge When Water Meter is Not Registering Accurately**

- 5.4.1. If any water meter in use ceases to register or is determined by Council to be not registering accurately, Council may:-
  - (a) Estimate the period during which such water meter was not in working order;
  - (b) Calculate the deemed water consumption, using all reasonable information available to Council; and
  - (c) Refund the prescribed fee.
- 5.4.2. The process for calculating the actual charge for water consumption is to calculate the average water consumption from the previous three (3) water meter consumption readings taken for the property meter. This then becomes the calculated water consumption payment required.
- 5.4.3. For the purpose of section 5.1 of this Policy, the "prescribed standard" for determining the accuracy of a water meter is as follows:-
  - (a) The authorised person must notify the occupier of the property that the water will be disconnected during the test;
  - (b) The authorised person must then take a reading of the water meter being tested;
  - (c) The authorised person must then connect a test meter known to meet the manufacturer's standard to the property meter and record the meter reading;
  - (d) The authorised person must then run one hundred (100) litres of water as registered in the test meter through the tap which test meter is connected to;
  - (e) The property meter should then be read again and if the reading from the property meter is within +/- 2% of 100 litres, the property meter is taken to be registering accurately.

## **GOONDIWINDI REGIONAL COUNCIL WATER METER TESTING**

### **6. RELATIONSHIP WITH LEGISTRATION**

- *Water Act 2000*
- *Water Supply (Safety and Reliability) Act 2008*
- *Local Government Act 1993*
- *Local Government Act 2009 (when enacted)*

### **7. REVIEW DATE**

January 2011

### **ATTACHMENTS**

Nil

# GOONDIWINDI REGIONAL COUNCIL

## BUILDING OVER OR NEAR SEWER MAINS POLICY

**Adopted Date:** 24 February 2010

**Policy Number:** GRC 0032

**Policy Type:** Administrative

**Responsible Officer:** Director Engineering & Planning Services

**Department:** Engineering & Planning Services

Version	Decision Number or CEO Approval	Decision Date	History
1	GRC 0032	24 February 2010	Review February 2011
2			
3			
4			

### 1. BACKGROUND

Council receives periodic enquiries for the building of dwellings and commercial buildings near or over Council's sewerage infrastructure.

Traditionally, sewers in Queensland have not been subject to easements therefore requirements for building over or near sewers need to be documented.

Due to the changes in technology for the refurbishment of sewer mains, this can now be completed by relining the main with an inner skin which will replace the existing mains internal structure.

### 2. POLICY STATEMENT

- The provision relied upon for the implementation of this policy is section 823 of the *Water Act 2000* which makes it an offence to interfere with a service provider's infrastructure without their written consent. For the purposes of the *Water Act 2000*, Goondiwindi Regional Council is a service provider of sewerage services.
- Council will allow the building of dwellings and commercial buildings near or over Council's sewerage infrastructure under some circumstances and subject to conditions.

### 3. PURPOSE

The purpose of this policy is to set out the required guidelines for the approval of building over or near Council's sewer main infrastructure.

### 4. POLICY OBJECTIVE

The objectives of this policy are to:-

- To ensure access is maintained to the sewerage system at all times;
- To ensure the structural integrity of the sewerage infrastructure is maintained at all times;



## **GOONDIWINDI REGIONAL COUNCIL**

### **BUILDING OVER OR NEAR SEWER MAINS POLICY**

- To ensure the structure does not suffer damage as a result of being built over or adjacent to Council's sewerage infrastructure;
- To ensure that there is a documented approach to the approval of building applications that wish to build over or near council's sewer mains; and
- To provide an open, transparent and consistent approach to the enquiries about building over or near to council sewer mains.

#### **5. OPERATIONAL**

- (a) The property owner is to meet the full cost of the required work;
- (b) The construction of manholes and any associated work on live sewers shall be performed by the Council or an approved person, at the property owners cost.
- (c) The design for pier and beam construction shall be certified by a Registered Professional Engineer Queensland for structural sufficiency.
- (d) The supervision of construction of concrete surroundings or a pier and beam substructure shall be supervised and certified by a registered professional. Any damage shall be fixed at the applicants cost.
- (e) Where applicable, the relocation of sewers shall be the preferred option offered to property owners.
- (f) No approval will be given for proposed building work over common house drains, sewerage connections or house connection lines servicing a separate allotment. In these instances the common house drain, sewerage connection or house connection may be relocated with approval from Council.
- (g) Building work shall be deemed to be adjacent to a sewer where it is located within the horizontal distance determined by projecting a plane of 45 degrees from the invert of the sewer to the surface of the land or 600mm, whichever is the greater.
- (h) Manholes and clear spaces required under this policy shall be accessible at all times in a manner satisfactory to the Manager Water & Sewerage.
- (i) A clear external space with a minimum horizontal area of nine (9) square metres and minimum dimension of 2.4 metres shall be maintained above sewer manholes.
- (j) The relevant sewer lines shall be inspected by Council by CCTV prior to and upon completion of the works at the applicants cost. Any remedial works necessitated will be undertaken by the applicant, or Council if associated with live sewers, at the applicants cost.
- (k) A bond, as determined by the Director of Engineering & Planning, shall be paid prior to the commencement of work. A minimum bond of \$2,500 shall apply. The bond shall be held until the date of completion and certification of the works.
- (l) Excavation or earthworks on building sites shall not reduce the cover over an existing sewer to less than 750mm.
- (m) Where a structure is proposed to be within 1.5m of an existing sewer main, the Council will, upon receipt of the relevant building application, and at the applicants expense, locate the actual position and depth of the sewer main.
- (n) No building work is to commence until the Council has physically located the sewer main and notified the applicant in writing.
- (o) Garden sheds and similar ancillary structures shall be exempt from the requirements of this policy.



**GOONDIWINDI REGIONAL COUNCIL**  
**BUILDING OVER OR NEAR SEWER MAINS POLICY**

**6. RELATIONSHIP WITH LEGISLATION**

- *Water Act 2000*
- *Water Supply (Safety & Reliability) Act 2008*
- *Local Government Act 1993*
- *Local Government Act 2009 (when enacted)*

**7. REVIEW DATE**

February 2011

**ATTACHMENTS**

Nil

# **GOONDIWINDI REGIONAL COUNCIL**

## **Urban Levee Bank Policy**

**Adopted Date:**

**Policy Number:**

**Policy Type:** Strategic

**Responsible Officer:** Director of Engineering & Planning

**Department:** Engineering & Planning

<b>Version</b>	<b>Decision Number or CEO Approval</b>	<b>Decision Date</b>	<b>Status / History</b>
1			
2			
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### **1. DEFINITIONS**

#### **1.1. Levee Bank**

An embankment or structure by which:-

- (a) water is prevented or reduced from flowing into or from land; or
- (b) the flooding of land is prevented or reduced.

#### **1.2. Crest**

The top of a levee.

#### **1.3. Easement**

An easement is a legal right (encumbrance) over the title of the parcel of land which allows the use and/or control of that part of the land by a third party for the provision of utilities such as sewerage or power, or for one entity to gain access across the land to another parcel. An easement over the land is a registered title with the Titles Office of the Department of Environment and Resource Management.

### **2. BACKGROUND**

Levees are major assets to the communities they protect. They also provide a sense of security. Levees can remain unused for long periods, but are then required to perform to a pre-determined level, often at short notice.

To maintain a minimum level of protection from flooding, it is necessary to provide a basic level of maintenance so that the level, cross section and general standard of the levee is preserved over time.

In order to achieve the desired level of maintenance, levees should be treated as any other valuable asset.

### **3. POLICY STATEMENT**

#### **1. Easements**

- Levee bank easements are to be created over all of Council's levees.
- The minimum extent of the levee is to be the levee structure plus a minimum of 1.5 metres either side of the levee structure.
- Easement rights in favour of Council are for the construction and maintenance of the levee and will not include public access via private property.

#### **2. Works to be Approved**

- Any works to be undertaken by or for the property owner within the levee easement must be approved by Council prior to commencement.
- Unapproved works will be removed and the levee access made good at the property owners expense.
- If Council requires the removal or alteration of any approved works, Council will undertake the works and reinstate the property at its cost.

#### **3. Access**

- Access to the levee for maintenance will be via the crest of the levee or within the easement either side of the levee.
- In times of flood or in the case of emergency works, access to the levee may be by right of entry through the affected property.

#### **4. Fencing**

- Longitudinal fencing along a levee easement boundary is permitted.
- Where property boundaries or roads cross levees, appropriately constructed cross fences are permitted. Any cross fences must incorporate a gate, boom or other opening on the levee crest which will allow access for maintenance and emergencies.
- The minimum width of any gate or opening must be 3.0 metres and the gate or opening must be provided in a position that facilitates access by machinery.

#### **5. Vegetation**

- No trees are to be planted within the levee easement.
- Root invasive trees will be discouraged from being planted within 20 metres of the levee bank easement.
- Existing trees will be inspected by Council and removed if deemed necessary.
- Council may install root barriers or exercise other tree root management options along the easement boundary if the root system of an existing tree is of concern.
- Any other vegetation such as shrubs, gardens etc must not obstruct free access along the levee bank crest.

#### **6. Inspections**

- Inspections will be undertaken on a six monthly basis by a Council appointed person or employee.
- Inspections will be undertaken before, during and after major flood events.

#### **7. Pipeline Crossings**

- Open Cut Trench Pipelines
  - Where the trench is excavated through the levee bank to provide the required cover below natural surface, the bank section of the excavation should be battered and stepped to provide better bonding with the replacement bank.
  - Cut-off wall trenches shall be excavated in the sides and bed of the trench to a minimum depth of

450 millimetres into undisturbed ground.

→ Pipes shall be laid and supported on cradles as required to enable the cut-off wall and end structures to be poured. If concrete pipes are used the pipes shall be scabbled where they pass through the walls. For PVC or Poly pipes, a puddle flange or other water stop arrangement shall be fixed and poured into the cut-off wall. For steel pipes a welded flange shall be poured into the cut-off wall.

→ The cut-off wall shall extend 450 millimetres above the stripped surface and shall be reinforced with centrally placed mesh and hooped bars around the pipe.

→ The trench and replacement bank shall be reconstructed with selected clay material, placed in layers not exceeding 150 millimetres, and compacted to 95% MDD.

→ ***Drawing provided as Attachment A***

▪ Drilled Pipelines

→ Directionally drilled pipelines under a levee should avoid drilling through the levee or the underlying key of the levee. Appropriate measures will also be required to prevent water penetration through the annular space left around the pipe.

→ Trenching shall not be undertaken within a distance of twice the height of the levee or 3 metres of either toe, whichever is the greater.

→ The pipe shall have 1.2 metres cover below natural surface, at the start of the drilling. If the levee is keyed into the foundation material, the top of the pipe shall be at least 1 metre below the bed level of the key.

→ The diameter of the drilled hole shall be the minimum that will allow the service pipe to be pulled through.

→ Should an annular space be left around the pipe, the space shall be filled by pressure grouting using a 9:1 sand cement grout mix.

→ For levees of up to 1 metre in height, the ends of the pipe outside of the drill hole shall be supported 150 millimetres above the bed of the trench. The first 2 metres of trench, on either side of the levee, shall be filled to within 150 millimetres of natural surface with a compacted 10:1 sand cement mixture.

→ Final backfilling of the plug is to be completed using topsoil.

→ For levees greater than 1 metre in height, a 300 millimetre thick concrete cut-off wall shall be constructed at the ends of the drill hole to within 150 millimetres of natural surface.

→ Pipes shall be laid and supported on cradles as required to enable the cut-off wall and end structures to be poured. If concrete pipes are used the pipes shall be scabbled where they pass through the walls. For PVC or Poly pipes, a puddle flange or other water stop arrangement shall be fixed and poured into the cut-off wall. For steel pipes a welded flange shall be poured into the cut-off wall.

→ The cut-off wall shall be reinforced with centrally placed mesh and hooped bars around the pipe.

→ ***Drawings provided as Attachment B & C***

▪ Special Requirements for Power Cables

→ Cables must be enclosed in a heavy duty rigid PVC conduit to AS2053. The conduit must have a minimum of 1 metre cover within 10 metres of each toe of the levee.

→ In a trenched situation, concrete slabs are to be laid 150 millimetres above the conduit.

→ Plastic warning tape must be laid 300 millimetres over the conduit along the entire length of the underground cable.

→ Warning signs are to be erected on either side of the levee indicating the presence of a cable.

▪ Aerial Crossings

→ Clearance above the crest of the levee must be a minimum of 5 metres.

→ Supporting poles must be set back 10 metres outside either toe of the levee.

→ Warning signs are to be displayed at each aerial crossing advising of the danger as well as the contact authority for further information.

#### **8. Funding Arrangements**

- All upgrading, improvement and levee repair works will be funded by Council including any necessary restoration works.
- Remedial works necessary to achieve compliance with the policy in terms of access will be funded by the relevant property owner.

#### **4. POLICY PURPOSE**

The purpose of this policy is to ensure that levee banks constructed for flood prevention purposes in the urban areas of towns are adequately maintained and remain accessible.

#### **5. POLICY OBJECTIVES**

The objectives of this policy are to:-

- Provide Council and property owners with clear guidelines on their rights, obligations and restrictions on the use of land which levee banks and easements are situated.
- Ensure access to levee banks for maintenance and emergency works.
- Ensure the levees remain structurally adequate.

#### **6. SCOPE**

This policy applies to levee banks constructed for the protection of urban land in and around townships within the Goondiwindi Regional Council area.

A map of the affected levee banks is included as Attachments D & E.

#### **7. REVIEW DATE**

April 2012

#### **ATTACHMENTS**

Attachment A: Concrete & Steel Pipe Crossing – Open Cut Trench

Attachment B: Pipe Crossing – Directional Drilling

Attachment C: PVC & Poly Pipe Crossing – Open Cut Trench

Attachment D: Plans of Levee Banks - Goondiwindi

Attachment E: Plans of Levee Banks - Yelarbon

List Reserves - proposed transfer of trusteeship to DERM  
*(Refer to this list when accessing maps from disk).*

<b>RESERVE #</b>	<b>NAME (if any)</b>	<b>STREET ADDRESS</b>	<b>LOCALITY</b>	<b>PURPOSE</b>
<b>0</b>		Warroo-Limevale Rd	Warroo	Travelling Stock Requirements
<b>16</b>	Daymar Reserve	Daymar-Thallon Rd	Daymar	Camping
<b>28</b>	Merriott Reserve	Merriott Rd	South Talwood	Camping & Water
<b>**31</b>		Texas-Yelarbon Rd	Smithlea	Camping & Water
<b>35</b>	Undabri Reserve	Goodar Rd	Goodar	Water
<b>35</b>	Iminbah Reserve	Retreat Rd	Moonie	Camping & Water
<b>36</b>		Barwon Hwy	Bungunya	Camping & Water
<b>37</b>		Cunningham Hwy	Brush Creek	Gravel
<b>63</b>		Beebo-Seventeen Mile Rd	Beebo	Water
<b>64</b>	Rainmore Reserve	Wyaga Rd	Wondalli	Camping
<b>68</b>		Texas-Yelarbon Rd	Smithlea	Recreation
<b>68</b>	Balandry	Gore Highway	Wyaga	Camping & Water
<b>70</b>	Talwood Pound	Barwon Hwy		Local Government
<b>80</b>	Munda Reserve	Cunningham Hwy	Wondalli	Water
<b>91</b>	Bensons	Gilling Rd	Yelarbon	Water
<b>**93</b>	Currajong Station	1374 Stanthorpe-Inglewood Rd	Terrica	Camping
<b>102</b>	Yuralla	16 Georges Lane	Kurumbul	Township
<b>112</b>		Beebo-Seventeen Mile Rd	Beebo	Water
<b>127</b>	Glenelg	1800 Luna Road	Terrica	Camping & Water
<b>128</b>	Allendale	706 Columba Rd	Gore	Camping & Water

<b>RESERVE #</b>	<b>NAME (if any)</b>	<b>STREET ADDRESS</b>	<b>LOCALITY</b>	<b>PURPOSE</b>
<b>129</b>		Inglewood Millmerran Rd	Inglewood	Water
<b>134</b>		1023 Luna Road	Terrica	Water
<b>137</b>		239 Gledsons Road	Inglewood	Water
<b>141</b>		Mccorkells Rd	Inglewood	Pound
<b>154</b>		Cunningham Hwy	Omanama	Camping & Water
<b>155</b>	Dane's Reserve	Danes Lane	Yelarbon	Camping
<b>173</b>		Warroo-Limevale Rd	Limevale	Local Government
<b>188</b>		Tobacco Rd	Inglewood	Departmental & Official
<b>194</b>		42 Middleton St	Texas	Departmental & Official
<b>203</b>	Cressaire	Cunningham Hwy	Goondiwindi	Camping & Water
<b>205</b>		Stanthorpe-Inglewood Rd	Warroo	Camping
<b>207</b>		Hollybank Rd	Warroo	Camping & Water
<b>267</b>	Glenelg	1800 Luna Road	Terrica	Camping
<b>299</b>	Glenelg	1800 Luna Rd	Terrica	Camping, Water & Stock Trucking

## COMMUNITY GRANTS POLICY

Adopted Date:	28 May 2008
Policy Number:	GRC 0006
Policy Type:	Strategic
Responsible Officer:	Deputy Chief Executive Office

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0006	28 May 2008	Review June 2009
2	Reviewed & Amended	12 August 2009	Review June 2010
3	Reviewed & Amended	23 February 2011	Review June 2013
4			

### 1. BACKGROUND

Council provides limited financial assistance to support community organisations that make a positive contribution to the quality of life in the Goondiwindi Regional Council.

Organisations seeking funding of \$451 or more are required to provide Council with detailed information regarding the proposed use of the funds and how this use would benefit the Community. In addition the provision of such funds would require the organisation to detail to Council the outcomes of the project on its completion.

Council has introduced the Community Grants Program to provide a platform on which it can determine and review:

- Funding to be provided to organisations for community projects;
- Its long term commitments to certain organisations;
- Accountability and performance requirements for grants provided.

Council will make decisions regarding funding of applications made under the Community Grants Program at its annual budget meeting or an ordinary meeting of Council within three months of the adoption of the budget. Applications will not be considered at any other time during the year unless Council decides to call for a second funding round.

### 2. POLICY STATEMENT

- Funding will be provided on a 'project' or 'program' basis.
- Applications will be assessed on merit against eligibility and selection criteria. Such applications will be assessed in an open and equitable manner.
- Only one application will be accepted from each group/organisation per funding round.
- Only one (1) initial funding round will be called in July each year for the current financial year, with a subsequent round to be called in January or February each year subject to funds availability.
- The level of assistance available is limited by Council's budget decision. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.



### **3. PURPOSE**

The Community grants are aimed at supporting and assisting community organisations with the development of activities and or services that will be of benefit to the Goondiwindi Regional Council Community.

### **4. POLICY OBJECTIVE**

The objectives of these grants are to:

- Support community initiatives.
- Encourage the ongoing social, cultural, recreational, sporting and environmental development of Goondiwindi Regional Council.
- To protect and enhance our natural environment.
- To achieve a physically active and healthy community.
- Promote the use, development and creation of community assets.

### **5. REVIEW DATE**

June 2013

## **Guidelines and Procedures**

### **1. ELIGIBILITY**

To be eligible applicants must:

- 1.1 Be free of debt with Council or up to date with an agreed repayment schedule.
- 1.2 Be able to demonstrate effective management skills and be financially accountable.
- 1.3 Ensure that all proposed projects or events generally occur within the financial year in which funded.
- 1.4 Operate within the regional boundaries or demonstrate that services are provided to a significant percentage of members, clients or residents from the Goondiwindi Regional Council.
- 1.5 Be operating on a non-profit basis or providing a project/service for non-commercial gain.
- 1.6 The application must be received by the published closing date.
- 1.7 The application must be submitted in the prescribed application form.
- 1.8 Where the application exceeds \$5,000 evidence must be provided that external funding has been sought and a determination made with respect to that application.
- 1.9 Application must be for funding of \$451 or more. If the amount sought from Council is less than \$451 the application will be assessed under Council's Community Donation Policy.
- 1.10 Applicants may be requested to provide a copy of the latest audited financial statements.

### **2. INELIGIBLE APPLICATIONS**

The following applications will **not** be considered:

- 2.1 Proposals for events and activities held outside of the Goondiwindi Regional Council area, unless the applicant can demonstrate a direct community benefit.
- 2.2 Where funds from previous Community Grants Program applications has not been fully acquitted.
- 2.3 Applications for project work, which has already taken place.

2.4 Applications from individuals.

### **3. SELECTION CRITERIA**

Applicants that meet the eligibility requirements will be assessed on their merits and consideration will be given to the following criteria:

- 3.1 Benefit to the environment.
- 3.2 Benefit to the Goondiwindi Regional Council Community.
- 3.3 Scope of the benefit; i.e. what sectors of the Community will benefit or what portion of the Community will benefit.
- 3.4 The ability of the organisation to raise funds by other means.
- 3.5 Community participation/cooperative approach.
- 3.6 Achievable aims and objectives.
- 3.7 Prior Community Grants awarded and the outcomes of these.

### **4. MONETARY DONATIONS**

- 4.1 Monetary donations will only be given towards specific projects or events.

### **5. RATE REIMBURSEMENT**

- 5.1 Reimbursement of rates will be available for all types of rate and utility charges other than those listed below;
  - Additional garbage services

### **6. FEE RELIEF**

- 6.1 Approval may be sought for the reimbursement of one-off application fees, eg: building application fees, hall hire fees, etc. However, the fees must be paid to Council prior to payment of the donation.
- 6.2 If reimbursement of the fees is not sought within three (3) months no approval will be granted.
- 6.3 Annual licence fees will not be reimbursed.

### **7. IN-KIND ASSISTANCE**

- 7.1 Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant.
- 7.2 All works in-kind will be subject to the availability of plant and plant operators.
- 7.3 The donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages and include travel time and stand down time.
- 7.4 The Director of Technical Services may authorise the use of Council plant by non-profit community organisations where the plant is operated by a Council employee free of charge, however it is still necessary for an application for a grant to be submitted for determination.
- 7.5 It is expected that the proposed works will be completed within the funding allocation. Organisations may be required to reimburse Council for any costs in excess of the approved funding amount.

### **8. ADMINISTRATION**

- 8.1.1 Council will assess applications for Community Grant Program Funding annually at either its annual budget meeting or an ordinary meeting of Council within three months of the adoption of the budget. Additional funding rounds may be held if Council deems that it has the funds to do so.

8.2 Council will determine which, if any, organisations will receive assistance in accordance with the criteria set out above.

## **9. CONDITIONS OF GRANT**

All Community Grants awarded by the Goondiwindi Regional Council are subject to the following conditions:

- 9.1 The grant money cannot be used for any other purpose than that for which the grant is awarded.
- 9.2 Funds that cannot be used for the specified purpose must be returned to Council.
- 9.3 The grant recipient will obtain the appropriate permits/approvals, insurance covers etc relating to the project for which the grant is awarded.
- 9.4 The recipient will properly acquit the grant within 3 months of completion of the project.

# COMMUNITY DONATIONS POLICY

**Adopted Date:** 28 May 2008

**Policy Number:** GRC 0005

**Policy Type:** Strategic

**Responsible Officer:** Deputy Chief Executive Office

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0005	28 May 2008	Review June 2009
2	Reviewed & Amended	12 August 2009	Review June 2010
3	Reviewed & Amended	23 February 2011	Review June 2013
4			

## 1. BACKGROUND

Council provides limited financial assistance to support community organisations that make a positive contribution to the quality of life in the Goondiwindi Regional Council.

Council has introduced the Community Donations Policy to provide a platform on which decisions regarding whether or not to give donations to a particular community group are to be based.

The Council will allocate funds in each annual budget and may advertise for submissions for donations each financial year. Donations may take the form of monetary donations, in-kind donations, reimbursement of net general rates, or reimbursement of Council fees.

Donations will only be given up to and including \$450. This amount is to be reviewed annually. If an organisation is seeking funds of \$451 or more they will be required to make an application under Council's Community Grants Program.

## 2. POLICY STATEMENT

- Applications will be assessed on merit against eligibility and selection criteria. Such applications will be assessed in an open and equitable manner.
- All applications will be considered by the Director Administration, Community and Economic Development, with those for in-kind plant use, initially being provided to the Director Technical Services and Planning for a recommendation.
- Applications may be made at any time throughout the year, however completed application forms must be lodged a minimum of 21 days prior to the event or request for in-kind assistance.
- The level of assistance available to the community is limited by Council's budgetary allocation. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.
- Donations for \$451 or more will **not** be given.

## 3. PURPOSE

Community donations are aimed at supporting and assisting community organisations with the development of activities and or services that will be of benefit to the Goondiwindi Regional Council Community.

#### **4. POLICY OBJECTIVE**

The objectives of these donations are to:

- Support community initiatives.
- Encourage the ongoing social, cultural, recreational, sporting and environmental development of Goondiwindi Regional Council.
- To protect and enhance our natural environment.
- To achieve a physically active and healthy community.

#### **REVIEW DATE**

June 2013

# **COMMUNITY DONATIONS POLICY GUIDELINES**

## **1. ELIGIBILITY**

To be eligible applicants must:

- 1.11 Be free of debt with Council or up to date with an agreed repayment schedule.
- 1.12 Be community based and provide services and activities of benefit to Goondiwindi Regional Council residents.
- 1.13 Ensure that all proposed projects or events generally occur within the financial year in which funded.
- 1.14 Be operating on a non-profit basis or providing a project/service for non-commercial gain.

## **2. INELIGIBLE APPLICATIONS**

The following applications will **not** be considered:

- 2.5 Proposals for events and activities held outside of the shire, unless the applicant can demonstrate a direct community benefit.
- 2.6 Requests for funding of \$451 or more. If the amount sought from Council is \$451 or more an application for funding under Council's Community Grants Program is required to be submitted.

## **3. SELECTION CRITERIA**

Applicants that meet the eligibility requirements will be assessed on their merits and consideration will be given to the following criteria:

- 3.1 Benefit to the environment.
- 3.2 Benefit to the Goondiwindi Regional Council Community.
- 3.3 The ability of the organisation to raise funds by other means.
- 3.4 Community participation/cooperative approach.
- 3.5 Achievable aims and objectives.

## **4. MONETARY DONATIONS**

- 4.2 Monetary donations will only be given towards specific projects or events.

## **5. RATE REIMBURSEMENT**

- 5.2 Reimbursement of rates will be available for all types of rate and utility charges other than those listed below;
  - Additional garbage services

## **6. FEE RELIEF**

- 6.4 Approval may be sought for the reimbursement of one-off application fees, eg: building application fees, hall hire fees, etc. However, the fees must be paid to Council prior to payment of the donation.
- 6.5 If reimbursement of the fees is not sought within three (3) months no approval will be granted.
- 6.6 Annual licence fees will not be reimbursed.

## **7. IN-KIND ASSISTANCE**

- 7.1 Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant.
- 7.2 All works in-kind will be subject to the availability of plant and plant operators.
- 7.3 The donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages and include travel time and stand down time.
- 7.4 The Director of Technical Services and Planning may authorise the use of Council plant by non-profit community organisations where the plant is operated by a Council employee free of charge, however it is still necessary for an application for donation to be submitted for determination.
- 7.5 It is expected that the proposed works will be completed within the funding allocation. Organisations may be required to reimburse Council for any costs in excess of the approved funding amount.
- 7.6 Council will copy up to 50 sheets for community groups free of charge – no application form is required. Requests for large bundles of photocopying should be made in writing.

The Administration Manager will decide whether to allow the copying based upon the following criteria:

- 1. the number of copies to be done
- 2. the timeframe for the copies to be done
- 3. the likely demand upon the copier by Council work
- 4. such other factors as may be relevant

## **8. ADMINISTRATION**

- 8.1 The level of financial assistance allocated to the donations budget will be determined each year within Council's annual budget process.
- 8.2 Requests for donations of any kind (other than photocopying) will be approved by Council as required. Council will determine which, if any, organisations will receive assistance in accordance with the criteria set out above.

## **9. REPORTING**

- 9.1 All Claims for donations are to be reported at an ordinary meeting of Council.

## **10. CONDITIONS OF DONATION**

All Community Donations awarded by the Goondiwindi Regional Council are subject to the following conditions:

- 10.1 The donation money should not be used for any other purpose than that for which the donation is awarded.
- 10.2 All organisations requesting assistance will be required to make a submission each year. This requirement may be waived in the instance of rate reimbursement.