



SPECIAL MEETING AGENDA

Thursday 25 August 2022
commencing at 8.00am
Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Special Meeting of Council

23 August 2022

The Mayor and Council Members
Quilpie Shire Council
QUILPIE QLD 4480

Dear Members

Notice is also hereby given that the Special Meeting of the Quilpie Shire Council will be held at the Council Chambers, on **Thursday 25 August 2022**, commencing at **8.00am**.

The agenda for the special meeting is attached for your information

Yours faithfully

Justin Hancock
Chief Executive Officer





SPECIAL MEETING OF COUNCIL AGENDA

Thursday 25 August 2022
Quilpie Shire Council Boardroom
50 Broлга Street, Quilpie

ORDER OF PROCEEDINGS

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- 1 OPENING OF MEETING**
- 2 ATTENDANCE**
- 3 APOLOGIES**
- 4 DECLARATIONS OF INTEREST**

5 ENGINEERING SERVICES

5.1 RFQ 02 22-23 FLOOD RESTORATION WORKS PACKAGE A - KEEROONGOOLOO, REGLEIGH AND SPRINGFIELD ROADS.

IX: 227877

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.5 Optimal asset management practices

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award RFQ 02 22-23 Flood Restoration Works Package A for the Restoration of Essential Public Asset Work on Keeroongooloo, Regleigh and Springfield Roads.

RECOMMENDATION

1. That Council:
 - a. Subject to funding approval and finalisation, award RFQ 02 22-23 Flood Restoration Works Package A to APV Contracting Pty Ltd for an amount of \$750,271.91 excluding GST; and
 - b. Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

REPORT

The Quilpie Shire Council (QSC) is undertaking restoration of the sealed and unsealed road networks throughout the Shire that sustained damage following the Western Queensland Low Pressure Trough, 19 January – 4 February 2022. QSC have applied for funding through the Queensland Reconstruction Authority (QRA) to undertake repairs to essential public assets and have been successful in obtaining funding. The approved sites will be repaired to the pre-event standards in a like for like manner. Council has appointed Proterra group to deliver the Project Management Services for the emergent and restoration works for the Western Queensland Low Pressure Trough, 19 January – 4 February 2022.

WORK SCOPE

The works involve the Reconstruction of Essential Public Assets (REPA), the assets for these works are local roads, to the original condition before storm damage occurred. The roads involved in REPA works for this RFQ include:

- Keeroongooloo Road;
- Regleigh Road; and

- Springfield Road.

PROCUREMENT PROCESS

In accordance with Council's Procurement Policy and Part 3 of the Local Government Regulation 2012, Council invited nine (9) prequalified suppliers under Contract RFT T0 19-20 Panel of Prequalified Suppliers – Contractors for the service of gravel road maintenance and/or re-sheeting.

A pre-Request for Quotation meeting was held at the Quilpie Shire Depot on Thursday 30 June 2022 to inform all potential quotation providers of the requirements of the RFQ.

The following contractors attended the meeting:

- Proterra Group
- SL & SA Travers
- Bonsey Transport*
- Long Plains Contracting*
- BD & DA Hall
- APV Contracting

Companies that are shown with an asterisk (*) are not on Vendor Panel and were not invited to quote.

| Description | Details |
|--------------|------------------------------|
| Advertising | Vendor Panel Portal |
| Tender Open | Tuesday 2 August 2022 |
| Tender Close | 2:00pm Monday 15 August 2022 |

| Suppliers Invited | Responses |
|--|--------------------------------------|
| Adavale Plant Hire | Tender Not Opened |
| APV Contracting Pty Ltd | Response Received |
| Ardoch Pastoral CO | Tender Not Opened |
| BHL & DA Hall Transport | Tender Read 08/08/2022 – No Response |
| Red Earthmoving Pty Ltd | Tender Not Opened |
| SC & KG Bowen | Tender Read 02/08/2022 – No Response |
| SA & SL Travers | Tender Read 02/08/2022 – No Response |
| The Trustee for the Ralph Walker Trust | Tender Read 09/08/2022 – No Response |
| Tolbra Earthmovers and Haulage Pty Ltd | Tender Not Opened |

At the close of the request process on 15 August 2022, Council received one (1) conforming submission from the following supplier:

- APV Contracting Pty Ltd

The request was assessed in accordance with the evaluation criteria below:

| Criteria | Weighting |
|--------------------------------|-----------|
| Value for Money | 60% |
| Relevant Skills and Experience | 20% |
| Program of Works | 20% |

An assessment of the tender was undertaken by three (3) officers, the summary of the evaluation can be seen in the below table:

| Supplier | Value (\$) – Excl GST | Assessment 1 | Assessment 2 | Assessment 3 | Rank |
|-------------------------|--------------------------|-----------------|-----------------|-----------------|------|
| APV Contracting Pty Ltd | \$750,271.91 | 96% | 96% | 96% | 1 |

Council may decide not to accept any responses it receives. The response accepted must be the one deemed most advantageous to Council, it is noted that the lowest price response and/or the highest weighted response may not be the most advantageous.

In accordance with S104(3) of the Local Government Act 2009, Council must also give consideration to the following sound contracting principles:

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

OPTIONS

Option 1 – Recommended

1. That Council:
 - a. Subject to funding approval and finalisation, award RFQ 02 22-23 Flood Restoration Works Package A to APV Contracting Pty Ltd for an amount of \$750,271.91 excluding GST; and
 - b. Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy
2. That Council resolve not to award RFQ 02 22-23 Flood Restoration Works Package A.

CONSULTATION (Internal/External)

| | |
|-------------------------------|----------------|
| Chief Executive Officer | Justin Hancock |
| Director Engineering Services | Peter See |
| Works Coordinator | Brian Weeks |
| Proterra Group | Cameron Mocke |

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Act 2009
 Local Government Regulations 2012
 Council Purchasing Policy

FINANCIAL AND RESOURCE IMPLICATIONS

The project is fully funded by the Queensland Reconstruction Authority (QRA) through the Disaster Relief Funding Arrangement (DRFA). Materials have been supplied by Council through a previously awarded Contract.

RISK MANAGEMENT IMPLICATIONS

Low Risk. The works are clearly scoped out on approved works from the QRA. APV Contracting Pty Ltd regularly carry out works for Council and have regularly delivered works within scope and to the required specifications.

5.2 RFQ 03 22-23 FLOOD RESTORATION WORKS PACKAGE B- PINKENETTA AND GIBEROO ROADS

IX: 227892

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.5 Optimal asset management practices

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award RFQ 03 22-23 Flood Restoration Works Package B for the Restoration of Essential Public Asset Work on Pinkenetta and Giberoo Roads.

RECOMMENDATION

1. That Council:
 - (a) Subject to funding approval and finalisation, award RFQ 02 22-23 Flood Restoration Works Package B to APV Contracting Pty Ltd for an amount of \$345,807.47 excluding GST; and
 - (b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

REPORT

The Quilpie Shire Council (QSC) is undertaking restoration of the sealed and unsealed road networks throughout the Shire that sustained damage following the Western Queensland Low Pressure Trough, 19 January – 4 February 2022. QSC have applied for funding through the Queensland Reconstruction Authority (QRA) to undertake repairs to essential public assets and have been successful in obtaining funding. The approved sites will be repaired to the pre-event standards in a like for like manner. Council has appointed Proterra Group to deliver the Project Management Services for the emergent and restoration works for the Western Queensland Low Pressure Trough, 19 January – 4 February 2022.

WORK SCOPE

The works involve the Reconstruction of Essential Public Assets (REPA), the assets for these works are local roads, to the original condition before storm damage occurred. The roads involved in REPA works for this RFQ include:

- Pinkenetta Road and;
- Giberoo Road;

PROCUREMENT PROCESS

In accordance with Council's Procurement Policy and Part 3 of the Local Government Regulation 2012, Council invited nine (9) prequalified suppliers under Contract RFT T0 19-20 Panel of Prequalified Suppliers – Contractors for the service of gravel road maintenance and/or re-sheeting.

A pre-Request for Quotation meeting was held at the Quilpie Shire Depot on Thursday 30 June 2022 to inform all potential quotation providers of the requirements of the RFQ.

The following contractors attended the meeting:

- Proterra Group
- SL & SA Travers
- Bonsey Transport*
- Long Plains Contracting*
- BD & DA Hall
- APV Contracting

Companies that are shown with an asterisk (*) are not on Vendor Panel and were not invited to quote.

| Description | Details |
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| Advertising | Vendor Panel Portal |
| Tender Open | Tuesday 2 August 2022 |
| Tender Close | 2:00pm Monday 15 August 2022 |

| Suppliers Invited | Responses |
|--|--------------------------------------|
| Adavale Plant Hire | Tender not read |
| APV Contracting Pty Ltd | Response Received |
| Ardoch Pastoral CO | Tender not read |
| BHL & DA Hall Transport | Tender not read |
| Red Earthmoving Pty Ltd | Tender not read |
| SC & KG Bowen | Tender not read |
| SA & SL Travers | Tender Read 02/08/2022 – No Response |
| The Trustee for the Ralph Walker Trust | Tender not read |
| Tolbra Earthmovers and Haulage Pty Ltd | Tender not read |

At the close of the request process on 15 August 2022, Council received one (1) conforming submission from the following supplier:

- APV Contracting Pty Ltd

The request was assessed in accordance with the evaluation criteria below:

| Criteria | Weighting |
|--------------------------------|-----------|
| Value for Money | 60% |
| Relevant Skills and Experience | 20% |
| Program of Works | 20% |

An assessment of the tender was undertaken by three (3) officers, the summary of the evaluation can be seen in the below table:

| Supplier | Value (\$) – Excl GST | Assessment 1 | Assessment 2 | Assessment 3 | Rank |
|-------------------------|--------------------------|-----------------|-----------------|-----------------|------|
| APV Contracting Pty Ltd | \$345,388.22 | 96% | 96% | 96% | 1 |

Council may decide not to accept any responses it receives. The response accepted must be the one deemed most advantageous to Council, it is noted that the lowest price response and/or the highest weighted response may not be the most advantageous.

In accordance with S104 (3) of the Local Government Act 2009, Council must also give consideration to the following sound contracting principles:

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

OPTIONS

Option 1 – Recommended

1. That Council:
 - a. Subject to funding approval and finalisation, award RFQ 02 22-23 Flood Restoration Works Package B to APV Contracting Pty Ltd for an amount of \$345,807.47 excluding GST; and
 - b. Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy
2. That Council resolve not to award RFQ 02 22-23 Flood Restoration Works Package A.

CONSULTATION (Internal/External)

| | |
|-------------------------------|----------------|
| Chief Executive Officer | Justin Hancock |
| Director Engineering Services | Peter See |
| Works Coordinator | Brian Weeks |
| Proterra Group | Cameron Mocke |

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Act 2009
 Local Government Regulations 2012
 Council Purchasing Policy

FINANCIAL AND RESOURCE IMPLICATIONS

The project is fully funded by the Queensland Reconstruction Authority (QRA) through the Disaster Relief Funding Arrangement (DRFA). Materials have been supplied by Council through a previously awarded Contract.

RISK MANAGEMENT IMPLICATIONS

Low Risk. The works are clearly scoped out on approved works from the QRA. APV Contracting Pty Ltd regularly carry out works for Council and have regularly delivered works within scope and to the required specifications.

5.3 RFQ 05 22-23 VARIOUS BITUMEN SEALING WORKS

IX: 228011

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.5 Optimal asset management practices

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to Award RFQ 2223 Various Sealing works.

RECOMMENDATION

1. That Council
 - (a) Award RFQ 05 22-23 Various Bitumen Sealing works to Austek Asphalt Services Pty Ltd for an amount of \$551,330.95 excluding GST; and
 - (b) Delegate power to the Chief Executive Office, pursuant to Section 257 of the Local Government Act 2009 to negotiate, finalise and contract including without limitation any options and/or variations as per Council's procurement policy

REPORT

A Request for Quotation RFQ 05 22-23 Various Sealing works was called on 29 July 2022 through Vendor Panel. The RFQ includes sealing works on Old Charleville Road, Quilpie-Adavale Red Road, Adavale-Charleville Road, and the Adavale Link Road. All works are for betterment works associated with Flood Damage Repairs with the exception of the Quilpie-Adavale Red Road which is TIDS works for DTMR.

Four companies were invited to quote.

The RFQ closed at 5.00 p.m. on 19 August 2022.

Road Surfaces Group and Colas did not respond. The quotations received are as follows:

| | |
|---------------------------------|----------------------------|
| RPQ Pty Ltd | \$606,290.65 excluding GST |
| AUSTEK ASPHALT SERVICES TY LTD. | \$551,330.95 excluding GST |

RPQ Pty Ltd have advised in their quotation that they will only charge one establishment cost per visit regardless if multiple roads are completed in that visit. On this basis, it is

anticipated that all works can be done in two visits. This will reduce RPQ Pty Ltd price by \$30,400.00 excluding GST. The adjusted total value will be \$575,000.00 excluding GST.

Applying the same methodology to Austek Asphalt Services Pty Ltd.'s pricing, the adjusted price is \$535,650.95 excluding GST.

Actual establishment costs will depend on the program of works Council completes and on availability at the time. This will dictate the establishment / dis-establishment costs. As such, the RFQ should be awarded based on the quoted prices without adjustment.

It should be noted that due to the volatility of oil prices, the prices may be subject to rise and fall adjustments.

As both Companies are well respected and used regularly by Council, based on the quotations received it is recommended on price alone that the works be awarded to Austek Asphalt Services Pty Ltd for a total price of \$551,330.95 excluding GST.

OPTIONS

Option 1- Recommended

1. That Council:
 - a. That Council award RFQ 05 22-23 Various Bitumen Sealing works to Austek Asphalt Services Pty Ltd for an amount of \$551,330.95 excluding GST.
 - b. Delegate power to the Chief Executive Office , pursuant to Section 257 of the Local Government Act 2009 to negotiate, finalise and contract including without limitation any options and/or variations as per Council's procurement policy.
2. That Council resolve not to award the RFQ 05 22-23 Various Bitumen Sealing works.

CONSULTATION (Internal/External)

| | |
|-------------------------------|--------------|
| Director Engineering Services | Peter See |
| Technical Officer | Tom Hennessy |

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulations 2012

Council Purchasing Policy

FINANCIAL AND RESOURCE IMPLICATIONS

These works are funded by TMR and Council funds for the Quilpie-Adavale Red Road and by Roads to Recovery Funds for the remainder.

RISK MANAGEMENT IMPLICATIONS

Low Risk. The companies who have quoted are highly experienced contractors who regularly carry out works for Council.

6 FINANCE

6.1 INTEREST DEBT WRITE-OFF RATES AND CHARGES

IX: 228036

Author: Alisha Moody, Rates Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.1 Excellence in customer service

4.4 Long-term financial sustainability underpinned by sound financial planning and accountability

EXECUTIVE SUMMARY

This report is to consider the write off interest debts that have accrued on rates assessments between a reminder letter and when the property owner made payment in full.

The interest charges below were generated between the date of addressed reminder letter until the payment was made.

RECOMMENDATION

That Council approve the debt write-off of interest charges that have accrued on the following assessments totalling \$326.46:

| | | | |
|-----------------|----------|-----------------|-----------|
| 00106-00000-000 | \$ 0.05 | 00529-30000-000 | \$ 1.94 |
| 00144-00000-000 | \$ 7.67 | 00573-00000-000 | \$ 6.30 |
| 00146-20000-000 | \$ 6.00 | 00581-50000-000 | \$ 6.64 |
| 00147-00000-000 | \$ 6.80 | 00795-00000-000 | \$ 0.19 |
| 00168-20000-000 | \$ 2.55 | 00832-00000-000 | \$ 0.30 |
| 00183-20000-000 | \$ 0.54 | 00886-00250-000 | \$ 1.18 |
| 00340-00000-000 | \$ 4.96 | 00886-00260-000 | \$ 7.88 |
| 00399-00000-000 | \$ 1.08 | 00886-00500-000 | \$ 0.94 |
| 00407-00000-000 | \$ 6.19 | 00884-00000-000 | \$ 0.24 |
| 00531-00060-000 | \$ 1.94 | 00043-70000-000 | \$ 2.56 |
| 00816-50000-000 | \$ 0.01 | 00132-00000-000 | \$ 0.11 |
| 00270-00000-000 | \$ 41.63 | 00702-00000-000 | \$ 118.79 |
| 00809-00000-000 | \$ 18.83 | 00105-10000-000 | \$ 0.34 |
| 00886-00265-000 | \$ 74.63 | 00764-20000-000 | \$ 6.17 |

BACKGROUND

Prior to the rates being issued for the period Council has in the past written off small interest debts under \$10. This write-off has consisted only of interest charges that have accrued after the property owner had paid their rates in full due to interested compounding daily at the time of payment where they have not received a settling figure for the date of payment.

This has resulted in a small interest charge that is generated between the date the reminder letter is sent or balance query has been requested, and the date that full payment is received.

This report recommends that all ratepayers in similar circumstances should be treated the same irrespective of the amount. The interest amounts proposed to be written off are not just small amounts under \$10, but includes all ratepayers in the same situation – as listed in the table above.

The proposed write-off relates to interest accrued after the due date for rates and charges issued for the period 1 January 2022 to 30 June 2022.

It should be noted that at the Special (Budget) Meeting on 6 July 2022, Council determined that rates and charges will be determined as overdue for the charging of interest from the due date that rates and charges become overdue. This is consistent with the practice of previous years.

Resolution No: (QSC100-07-22)

1. That pursuant to section 133 of the Local Government Regulation 2012 the level of interest is set as: a) Compound interest on daily rests at the rate of 8.00% per annum; and b) is to be charged on all overdue rates or charges.

2. Council has determined that rates or charges will be determined as overdue for the charging of interest from the due date that rates and charges become overdue.

It is recommended that Council review the determination of overdue rates and charges for the purpose of charging interest as part of its budget deliberations for 2023/24.

CONSULTATION (Internal/External)

Manager Finance and Administration

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Recovery of Rates and Charges and General Debt Policy

Revenue Policy

Local Government Act 2009

Local Government Regulation 2012

Section 133 Interest on overdue rates or charges

(1) Interest is payable on overdue rates or charges from –

- (a) the day the rates or charges become overdue; or*
- (b) a later day decided by the local government.*

(2) Interest must be calculated –

- (a) on daily rests and as compound interest; or*
- (b) in another way the local government decides, if an equal or lower amount will be payable.*

(3) The rate of interest payable is –

- (a) for a day before 1 July 2019 - an annual rate, of not more than 11%, decided by the local government; or*

(b) for a day on or after 1 July 2019 - an annual rate, of not more than the prescribed rate for the day, decided by the local government.

(4) A decision of the local government under this section must –

(a) apply equally to all ratepayers; and

(b) for a decision under subsection (3)(b)—be made by resolution at the local government's

budget meeting for the financial year that includes the day to which the decision relates.

FINANCIAL AND RESOURCE IMPLICATIONS

The financial impact of writing off the debt is a reduction of \$326.46 in interest revenue.

RISK MANAGEMENT IMPLICATIONS

Low, in accordance with Council's Risk Management Policy.

7 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

7.1 Lot 2 W524 Access Road

This matter is considered to be confidential under Section 254J(3) - h of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967.

8 LATE ITEMS