



# SPECIAL MEETING AGENDA

Tuesday 1 July 2025  
commencing at 8:00AM

Quilpie Shire Council Boardroom  
50 Brolga Street, Quilpie

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## Special Meeting of Council

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24 June 2025

The Mayor and Council Members  
Quilpie Shire Council  
QUILPIE QLD 4480

Dear Members

Notice is hereby given that a Pre Meeting Briefing will be held in the Council Boardroom, on **Tuesday 1 July 2025**, commencing at **7.30 am**.

Notice is also hereby given that the Special Meeting of the Quilpie Shire Council will be held at the Council Chambers, on **Tuesday 1 July 2025**, 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

Tuesday 1 July 2025  
Quilpie Shire Council Boardroom  
50 Brolga Street, Quilpie

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## ORDER OF PROCEEDINGS

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

**5 FINANCE****5.1 EXPRESSION OF INTEREST- APPOINTMENT TO ROAD & CIVIL WORKS PANEL OF PRE-QUALIFIED SUPPLIERS****IX:** 263286**Author:** Kasey-Lee Davie, Procurement Officer**Authorisers:** Sharon Frank, Manager Finance & Administration  
Justin Hancock, Chief Executive Officer**Attachments:** Nil**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance

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

**EXECUTIVE SUMMARY**

Pursuant to Section 228 of the *Local Government Regulation 2012* (Qld) (LGR), this report recommends Council resolve to initiate an Expression of Interest (EOI) process to establish a panel of pre-qualified suppliers for road and civil construction works.

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**RECOMMENDATION**

That Council:

- a) Resolve to invite Expression of Interest from suppliers for appointment to a panel of Pre-Qualified suppliers of Road and Civil Construction
- b) Based on the outcome of the Expression of Interest, invite written tenders for the appointment to a panel of Pre-Qualified suppliers of Road and Civil Construction; or
- c) Proceed into the extension period of the current panel of Pre-qualified Suppliers of Road and Civil Construction

**BACKGROUND****Current Pre-Qualified Supplier Panels**

Council maintains three active pre-qualified supplier arrangements:

- 1. **T02 23-24** - Trades and Professional Services
- 2. **T01 24-25** - Mobile Plant and Equipment (Wet/Dry Hire)
- 3. **T02 24-25** - Road and Civil Construction

All panels operate as term-based arrangements with an optional 12-month extension provision. The following tables summarise the current panels and their respective terms.

Table 1 T02 23-24 Register of Pre-Qualified Suppliers of Trades and Professional Services

Term Start Date	Term End Date	Possible Extension Period	Refresh / New Panel Estimate
1/11/2023	31/10/2024	1/11/2024 – 31/10/2025	<b>New Panel:</b> Public Tender –via VendorPanel- September 2025

Table 2 T01 24-25 Register of Pre-Qualified Suppliers of Mobile Plant and Equipment for Wet and Dry Hire

Term Start Date	Term End Date	Possible Extension Period	Refresh / New Panel Estimate
1/09/2024	31/08/2025	1/09/2025 – 31/08/2026	<b>Refresh:</b> Public Tender –via VendorPanel- July 2025 <b>New Panel:</b> Public Tender –via VendorPanel- July 2026

Table 3 T02 24-25 Register of Pre-Qualified Suppliers of Road and Civil Construction

Term Start Date	Term End Date	Possible Extension Period	Refresh / New Panel Estimate
12/11/2024	12/11/2025	13/11/2025 – 12/11/2026	<b>New Panel:</b> Public Tender –via VendorPanel- October 2026

### Current Road and Civil Construction Supplier Panel (T02 24-25)

Council has two options for managing the panel's expiration on 12 November 2025:

1. 12-Month Extension
  - Extend the panel term to 12 November 2026
  - All currently pre-qualified suppliers retain their status for the extended period
2. Termination and New Panel Establishment
  - Allow the arrangement to expire on 12 November 2025
  - Establish a new panel through a public tender process

### REPORT

An Expression of interest (EOI) process is recommended to test the current market and gauge the level of interest from suppliers who are not already on the current Road and Civil Construction panel.

The results of the EOI will determine if it is advantageous for council to end the current Road and Civil panel on the upcoming end of term date, allowing a public tender process for old and new suppliers to tender and establish a new panel for Road and Civil Construction; or if it is best to proceed into the extension period.

Proceeding into the extension period allows the already pre-qualified suppliers the ability to remain pre-qualified for the additional 12 months without having to retender.

### Recommended Market Testing Process

To ensure competitive procurement outcomes, an Expression of Interest (EOI) process is recommended to:

- Assess current market capacity
- Evaluate interest from suppliers not currently on the Road and Civil Construction panel

**Outcome Determination**

The EOI results will inform whether Council should:

1. Terminate and Renew
  - Conclude the current panel at the scheduled end date
  - Initiate a public tender process (open to both existing and new suppliers) to establish a fresh panel

or

2. Exercise 12-Month Extension
  - Retain all currently pre-qualified suppliers without retendering
  - Maintain the existing arrangement until the extended term date

**Strategic Rationale**

The EOI process provides critical market intelligence to determine the most cost-effective and competitive pathway forward, while the extension option offers continuity of service delivery.

**OPTIONS**Option 1 (Recommended)

That Council:

- a) Resolve to invite Expression of Interest from suppliers for appointment to a panel of Pre-Qualified suppliers of Road and Civil Construction
- b) Based on the outcome of the Expression of Interest, invite written tenders for the appointment to the panel of Pre-Qualified suppliers of Road and Civil Construction; or
- c) Proceed into the extension period of the current Road and Civil Construction panel.

Option 2

That Council:

- a) Resolve to end the current T02 24-25 Register of Pre-Qualified Suppliers of Road and Civil Construction at the end of term date 12 November 2025 and run a public tender process to establish a new panel.

Option 3

That Council:

- a) Resolve to proceed into the extension period of T02 24-25 Register of Pre-Qualified Supplier of Road and Civil Construction, extending the end of term date to 12 November 2026.

**CONSULTATION (Internal/External)**

Chief Executive Officer

Director Infrastructure Services

Manager Finance and Administration

Procurement Officer

**INTERESTED PARTIES**

Suppliers of Road and Civil Construction

Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive.

**LEGISLATION / LEGAL IMPLICATIONS**

If a decision is made that is inconsistent with the above recommendation, Council is required to provide reason as per Part 2, Division 1A of the *Local Government Regulation 2012* (Qld).

**254H Recording of reasons for particular decisions**

- (1) *This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—*
- (a) *the decision is about entering into a contract the total value of which is more than the greater of the following—*
- (i) *\$200,000 exclusive of GST;*
- (ii) *1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;*
- (b) *the decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.*

*Examples of decisions to which this section might apply—*

- *the grant of a licence, permit or approval, however named, under an Act or local law*
  - *the grant of a concession, rebate or waiver in relation to an amount owed to the local government*
  - *the disposal of land or a non-current asset*
- (2) *The chief executive officer must ensure the minutes of the local government meeting include a statement of the reasons for not adopting the recommendation or advice.*
- (3) *In this section—*
- advisor**, *of a local government, means a person—*
- (a) *who is an employee of the local government or is otherwise engaged to provide services to the local government; and*
- (b) *whose duties include giving a recommendation or advice*

**POLICY IMPLICATIONS**

*Local Government Act 2009* (Qld)

*Local Government Regulations 2012* (Qld)

Procurement Policy

**FINANCIAL AND RESOURCE IMPLICATIONS**

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**ASSET MANAGEMENT IMPLICATIONS**

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**RISK MANAGEMENT IMPLICATIONS**

Council will manage risks in accordance with G.11 Enterprise Risk Management (ERM) Policy and G.11-A Risk Management Framework to achieve the following objectives:

1. Compliance to ensure Council makes decisions and undertakes actions in compliance with the ERM Framework.
2. Right Quantity to ensure risk management profiles identify and consider all known potential risks to Councils' business operations.
3. Right Quality to ensure all identified risks are managed in accordance with Councils' risk appetite and tolerance.

### Determining Likelihood

In determining the likelihood of each risk, the following ratings and definitions have been applied. In making your assessment you have to remember that some events happen once in a lifetime, other can happen almost every day. Judgement is required to determine the possibility and frequency that the specific risk is likely to occur.

### Determining Consequence

In determining the consequence of each risk, the following ratings and definitions have been applied. There are five levels used to determine consequence and when considering how risks may impact on the organisation it is also important to think about the non-financial elements as well.

### Determining the overall Risk Rating

After the consequence and likelihood ratings have been determined, they are combined in a matrix to determine the overall risk rating for each risk. The extent of the consequences and the extent of the likelihood risks will be assessed using a scale containing Low, Moderate, High and Extreme.

### Evaluate Risks

Risks need to be evaluated and prioritised to ensure that management effort is directed towards resolution of the most significant organisational risks first. The initial step in this Risk Evaluation stage is to determine the effectiveness, and or existence of, controls in place to address the identified risks. This can lead to a decision to:

- Do nothing further
- Consider risk treatment options
- Undertake further analysis to better understand the risk
- Maintain existing controls
- Reconsider objectives

Table 4 Risk Calculator

RISK CALCULATOR					
Likelihood	Consequence				
	1. Insignificant No injury, no-low \$ cost	2. Minor First aid treatment, low- medium \$ cost	3. Moderate Medical treatment, medium-high \$ cost	4 Major Serious injuries, major \$ cost	5. Catastrophic Death, huge \$ cost
<b>A. Almost Certain</b> Expected to occur at most times	H	H	E	E	E
<b>B. Likely</b> Will probably occur at most times	M	H	H	E	E
<b>C. Possible</b> Might occur at some time	L	M	H	E	E
<b>D. Unlikely</b> Could occur at some time	L	L	M	H	E
<b>E. Rare</b> May occur in rare conditions	L	L	M	H	E



Table 5 Risk Register

Risk Name and Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating - implement additional controls / mitigation strategy (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			Risk calculator provided for measures			
<b>Example:</b> <i>Insufficient funding</i>	<i>None</i>	<i>Delays to purchasing</i>	<i>C Possible</i>	<i>4 Major</i>	<i>High</i>	<i>Ensure funding approvals obtained at start of project.</i>
No expression of interest received	Advertised and open process for a minimum of 21 Days	Nil-	Unlikely	Minor	Low	Proceed into extension period
Responses received that do not meet the criteria	Evaluation Panel to assess against set criteria	Additional administrative resources	Possible	Insignificant	Low	Unsuccessful outcome, are not appointed to the Panel
Poor record keeping	Set process and procedures for record keeping	Poor Clarity and transparency. Miscommunication , objective not aligning	Possible	Moderate	High	Procurement checklist, procurement plan, records management
Conflict of interest	Conflict of interest checks/declaration in place requesting officer and evaluation team	Reputational risk, failure to act in the best interest of the entity and public sector, poor governance.	Possible	Moderate	High	Conduct all possible conflict of interest processes and procedures with documentation and sufficient records kept

## HUMAN RIGHTS CONSIDERATION

Under Section 4(b) of the *Human Rights Act 2019* (Qld), public entities are required to act and make decisions in a manner that is compatible with human rights. The Act stipulates that human rights may only be limited in specific circumstances. It is important to note that the rights protected under the *Human Rights Act 2019* (Qld) are not absolute. As such, these rights must be carefully balanced against the rights of others and significant public policy considerations.

As part of this decision-making process, careful consideration has been given to the 23 human rights protected under the *Human Rights Act 2019* (Qld). It has been determined that this decision does not limit or adversely impact any of these rights.

Table 6 Human Rights

Human Rights protected under the <i>Human Rights Act 2019</i> (Qld)			
1.	Recognition and equality before the law	3.	Right to life
4.	Protection from torture and cruel, inhuman or degrading treatment	5.	Freedom from forced work
6.	Freedom of movement	7.	Freedom of thought, conscience, religion and belief
8.	Freedom of expression	9.	Peaceful assembly and freedom of association
10.	Taking part in public life;	11.	Property rights
12.	Privacy and reputation;	13.	Protection of families and children
14.	Cultural rights - generally	15.	Cultural rights - Aboriginal peoples and Torres Strait Islander Peoples
16.	Right to liberty and security of person	17.	Humane treatment when deprived of liberty

Human Rights protected under the <i>Human Rights Act 2019</i> (Qld)			
18.	Fair hearing	19.	Rights in criminal proceedings
20.	Children in the criminal process	21.	Right not to be tried or punished more than once
22.	Retrospective criminal laws	23.	Right to education
24.	Right to health services		

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**6 CONFIDENTIAL ITEMS**

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**RECOMMENDATION**

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, that Council resolve to close the meeting to the public to discuss a confidential item that its Councillors consider is necessary to close the meeting.

In accordance with Section 254J(3) of the *Local Government Regulation 2012*, the following table provides:

- (a) the matter that is to be discussed; and
- (b) an overview of what is to be discussed while the meeting is closed.

Agenda Item	Reasons Matters to be discussed (to close the meeting under the <i>Local Government Regulation 2012</i> )	Overview
6.1 Request to allow discount and waive interest on assessment 00485-60000-000	(d.) rating concessions	The applicant has emailed Council requesting the discount to be allowed and accrued interest waived on assessment 00485-60000-000.

**7      LATE ITEMS**