



# SPECIAL MEETING AGENDA

Wednesday 5 November 2025  
commencing at 7:30 AM  
Quilpie Shire Council Boardroom  
50 Brolga Street, Quilpie

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## Special Meeting of Council

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29 October 2025

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 **Wednesday 5 November 2025**, commencing at **7:30 AM**.

The agenda for the special meeting is attached for your information

Yours faithfully

Justin Hancock  
Chief Executive Officer





# SPECIAL MEETING OF COUNCIL AGENDA

Wednesday 5 November 2025  
Quilpie Shire Council Boardroom  
50 Broilga Street, Quilpie

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

## 5 INFRASTRUCTURE SERVICES

### 5.1 RFQL16 25-26 FLOOD DAMAGE NAPOLEON ROAD PKG

IX: 268471

Author: Kasey-Lee Davie, Procurement Officer

Authorisers: Eng Lim, Director Infrastructure Services  
Sharon Frank, Manager Finance & Administration  
Justin Hancock, Chief Executive Officer

Attachments: Nil

#### KEY OUTCOME

**Key Outcome:** 2. Flourishing Economy

**Key Initiative:** 2.3 Maintain safe and efficient transport networks

**Key Outcome:** 4. Strong Governance

**Key Initiative:** 4.3 Maintain good corporate governance

#### EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award RFQL16 25-26 Flood Damage Napoleon Road Pkg

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#### RECOMMENDATION

That Council:

1. Subject to successful negotiation on the final terms and conditions, award RFQL 16 25-26 Flood Napoleon Road Pkg to APV Contracting Pty Ltd for an amount of \$688,176.62 including GST (\$625,615.11 excluding GST); and
2. Pursuant to the *Local Government Act 2009* (Qld) s.257, delegate to the Chief Executive Officer the power 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.

#### BACKGROUND

Council is undertaking restoration works across the sealed and unsealed road networks throughout the Shire that sustained damage following the West Queensland Surface Trough and associated rainfall and flooding between 21 March and 19 May 2025. Completion of these REPA works will help ensure safer and more reliable travel across the network.

This request relates specifically to works on Napoleon Road. The project scope has been designed for the optimum amount of work over the shortest period, however still be manageable in scale, encouraging participation from contractors of varying capacities.

## REPORT

The works involve maintenance and reconstruction works for the flood damaged roads in the area. Locations included in this RFQ:

- Napoleon Road

## Schedule Of Work

A Project Plan for RFQL 16 25-26 works has been developed and is scheduled.

*Table 1 RFQL 16 25-26 Project Plan Works*

Mobilisation	Start of Works	Duration	Practical Completion
November	November	90 days	February 2026

## Procurement Process

In accordance with Council's Procurement Policy and Part 3 of the *Local Government Regulation 2012* (Qld), Council invited four (4) prequalified suppliers from T02 24-25 Panel of Prequalified Suppliers of Road & Civil Construction.

*Table 2 Procurement Process*

Description	Details
Advertising	VendorPanel Portal
RFQ Open	Friday 10 October 2025
RFQ Close	2:00PM Friday 24 October 2025

*Table 3 Prequalified Suppliers and Responses Received*

Suppliers Invited	Responses	
APV Contracting Pty Ltd	RFQ Opened	Response Received
SA Travers & SL Travers	RFQ Opened	Response Received
Tolbra Earthmovers & Haulage Pty Ltd	RFQ Opened	Response Received
K.G Bowen & S.C Bowen	RFQ Opened	Response Received

At the close of the request process on 24 October 2025, Council received four (4) conforming submissions from APV Contracting Pty Ltd, SA Travers & SL Travers, Tolbra Earthmovers & Haulage Pty Ltd and K.G Bowen & S.C Bowen.

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

*Table 4 Assessment Evaluation Criteria*

Criteria	Weighting
Price	40%
Experience (Proven Performance)	30%
Quality/Environmental/Safety and Management processes	30%

## Evaluation Process

Evaluation Panel (two officers) were invited to evaluate responses via VendorPanel Multiparty.

The final assessment and evaluation scores for the four conforming responses have been collated, and a summary of the evaluation is provided in the table below.

*Table 5 Final Assessment and Evaluation Scores*

Suppliers			APV Contracting PTY LTD	SA Travers & SL Travers	Tolbra Earthmovers & Haulage Pty Ltd	K.G Bowen & S.C Bowen
Price including GST			\$688,176.62	\$732,762.66	\$792,589.29	\$750,895.00
Price excluding GST			\$625,615.11	\$666,147.87	\$720,535.72	\$682,631.82
Evaluation Criteria	Price	40%	40	36.5	33.7	35.6
	Experience (Proven Performance)	30%	27	27	27	24
	Quality/Environmental/Safety and other management processes	30%	27	27	27	27
<b>Overall Score</b>			<b>94</b>	<b>90.5</b>	<b>87.7</b>	<b>86.6</b>

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 s. 104(3) of the *Local Government Act 2009* (Qld), Council must also consider 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)

That Council:

1. Subject to successful negotiation on the final terms and conditions, award RFQL 16 25-26 Flood Napoleon Road Pkg to APV Contracting Pty Ltd for an amount of \$688,176.62 including GST (\$625,615.11 excluding GST); and
2. Pursuant to the *Local Government Act 2009* (Qld) s.257, delegate to the Chief Executive Officer the power 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.

Option 2

That Council:

1. Subject to successful negotiation on the final terms and conditions, award RFQL 16 25-26 Flood Napoleon Road Pkg to SA Travers & SL Travers for an amount of \$732,762.66 including GST (\$666,147.87 excluding GST); and
2. Pursuant to section 257 of the *Local Government Act 2009*, delegate to the Chief Executive Officer the power 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.

Option 3

That Council:

1. Subject to successful negotiation on the final terms and conditions, award RFQL 16 25-26 Flood Napoleon Road Pkg to Tolbra Earthmovers & Haulage Pty Ltd for an amount of \$792,589.29 including GST (\$720,535.72 excluding GST); and
2. Pursuant to section 257 of the *Local Government Act 2009*, delegate to the Chief Executive Officer the power 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.

Option 4

That Council:

1. Subject to successful negotiation on the final terms and conditions, award RFQL 16 25-26 Flood Napoleon Road Pkg to K.G Bowen & S.C Bowen for an amount of \$750,895.00 including GST (\$682,631.82 excluding GST); and
2. Pursuant to section 257 of the *Local Government Act 2009*, delegate to the Chief Executive Officer the power 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.

Option 5

That Council:

1. Resolve not to award RFQL 16 25-26 Flood Napoleon Road Pkg

*If Council's decision is inconsistent with the recommendation, Council is required to provide a reason for the decision in accordance with Part 2, Division 1A of the Local Government Regulation 2012 (Qld). A statement of the reasons for not adopting the recommendation must be recorded in the minutes*

**CONSULTATION (Internal/External)**

Chief Executive Officer

Director Infrastructure Services

Technical Officer

Procurement Officer

Proterra Group

**INTERESTED PARTIES**

APV Contracting Pty Ltd  
SA Travers & SL Travers  
Tolbra Earthmovers & Haulage Pty Ltd  
K.G Bowen & S.C Bowen  
Residents & Landowners on Napoleon Road

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.*

For the purposes of Section 254H (1)(a)(ii), 1% of Council's net rate and utility charges as stated in Council's audited Financial Statements in the 2023/24 adopted Annual Report is \$75,528.36 (net rates, levies, and charges - \$7,552,836 x 1%).

**POLICY IMPLICATIONS**

*Local Government Act 2009* (Qld)  
*Local Government Regulations 2012* (Qld)  
Procurement 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.

*Table 6 Previously Awarded Flood Damage Projects (via T02 24-25 list)*

<b>RFT/RFQ#</b>	<b>Project Details</b>	<b>Contractor Awarded</b>	<b>Value (\$) excl. GST</b>	<b>Number of Conforming Submissions</b>	<b>Comments</b>
RFQL 07 24-25	Flood Damage 2024 Ambathalla Road Pkg	SA Travers & SL Travers	\$1,109,572.72	2	Works Completed
RFQL 08 24-25	Flood Damage Cheepie Adavale 2024	APV Contracting Pty Ltd	\$1,010,737.54	2	Works Completed
RFQL05 24-25	Flood Damage 2024 Big Creek Road Pkg	SA Travers & SL Travers	\$1,628,368.13	2	Works Completed
RFQL09 24-25	Flood Damage 2024 Adavale Charleville Road Pkg	APV Contracting Pty Ltd	\$882,432.36	2	Works Completed
RFQL10 24-25	Flood Damage-Humeburn Road Pkg	APV Contracting Pty Ltd	\$1,308,553.28	2	Works Completed
RFQL09 24-25	Flood Damage 2024 Adavale Charleville Road Pkg- Variation 1	APV Contracting Pty Ltd	\$1,060.721.73	-	Works Completed
RFQL05 24-25	Flood Damage 2024 Big Creek Road Pkg- Variation 1	SA Travers & SL Travers	\$453,526.15	-	Works Completed
RFQL10 24-25	Flood Damage-Humeburn Road Pkg- Variation 1	APV Contracting Pty Ltd	\$495,559.55	-	Works Completed
RFQL01 25-26	Flood Damage Adavale Black Rd	SA Travers & SL Travers	\$4,210,119.66	3	Works Commenced
RFQL05 25-26	Flood Damage Patrica Park Road Pkg	APV Contracting Pty Ltd	\$688,129.00	3	Works Commenced

**ASSET MANAGEMENT IMPLICATIONS**

Reinstates the asset's original functionality and service level prior to the disaster event.

**RISK MANAGEMENT IMPLICATIONS**

Council will manage risks in accordance with G.11 Enterprise risk management 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.

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

		<b>Impacts</b>	<b>Risk Assessment</b>	
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<b>Risk Name &amp; Description</b> <i>What could happen and why?</i>	<b>Current Controls</b> <i>Are there current controls for the risk</i>	<i>Impact if the risk eventuates</i>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>	<b>Risk Treatment</b> <i>Depending on risk rating - additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			<i>Refer to risk calculator provided below for measures</i>			
<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>
Limited access to information, No record keeping	Records management procedure, allocated location for project	Approval delays, stakeholder objectives do not align, miss communication	Possible	Minor	Medium	Allocating a staff member who registers all relevant documentation to allocated folder , regular communication between stakeholders
No response to the request	Review plan, amend, repost	Delay in contract completion, funding become unavailable	Unlikely	Minor	Medium	Ensuring planning of the request is adequate to promote attractiveness of the tender
Lack of availability of suppliers	Evaluation Criteria set to determine the ability of suppliers	Delays in meeting project deadlines	Unlikely	Minor	Medium	Conduct evaluation and market research ensuring suppliers availability to deliver WUC to Council
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
Weather	Possibility for deadline variation	Delays in meeting project deadlines	Possible	Minor	Medium	Ensuring the documentation to allow variation in project timeline is available
Contractor delays (machinery break downs/injury)	Possibility for deadline variation, contract allows appointment of additional contractors	Delays in meeting project deadlines	Possible	Minor	Medium	Ensuring there is the documentation to allow variation in project timeline . assigning additional contractors
Response Non-conformance	Competitive process allowing multiple suppliers from Councils pre-qualified list to respond. Clear response criteria	No suitable supplier, different procurement approach, additional administrative cost	Possible	Minor	Medium	Ensuring the documentation is clear and the response schedule meets the request criteria

Limited access to information, No record keeping	Records management procedure, allocated location for project	Approval delays, stakeholder objectives do not align, miss communication	Possible	Minor	Medium	Allocating a staff member who registers all relevant documentation to allocated folder , regular communication between stakeholders
No response to the request	Review plan, amend, repost	Delay in contract completion, funding become unavailable	Unlikely	Minor	Medium	Ensuring planning of the request is adequate to promote attractiveness of the tender

**HUMAN RIGHTS CONSIDERATION**

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in a way compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances. The human rights protected under the *Human Rights Act 2019* are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;
2. Right to life;
3. Protection from torture and cruel, inhuman or degrading treatment;
4. Freedom from forced work;
5. Freedom of movement;
6. Freedom of thought, conscience, religion and belief;
7. Freedom of expression;
8. Peaceful assembly and freedom of association;
9. Taking part in public life;
10. Property rights;
11. Privacy and reputation;
12. Protection of families and children;
13. Cultural rights—generally;
14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples;
15. Right to liberty and security of person;
16. Humane treatment when deprived of liberty;
17. Fair hearing;
18. Rights in criminal proceedings;
19. Children in the criminal process;
20. Right not to be tried or punished more than once;
21. Retrospective criminal laws;
22. Right to education;
23. Right to health services.

Consideration of the 23 human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

**6 FINANCE**

**6.1 T02 25-26 REGISTER OF PRE-QUALIFIED SUPPLIERS OF ROAD & CIVIL CONSTRUCTION**

**IX:** 267404

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

4.3 Maintain good corporate governance

**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with a recommendation to establish a Register of Pre-Qualified suppliers of Road & Civil Construction by accepting pre-qualified suppliers with the technical, financial and managerial capability necessary to provide the services.

**RECOMMENDATION**

That Council:

1. Approve the selection of the suppliers listed in Table 1 as 'pre-qualified suppliers' for the T02 25-26 Register of Pre-qualified Suppliers of Road and Civil Construction;
2. Approve the issue of Notices of Successful Tender to the suppliers listed in Table 1 in respect of T02 25-26 Register of Prequalified Suppliers of Road and Civil Construction; and
3. 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 contracts with the suppliers listed in Table 1 pursuant to T02 25-26 Register of Prequalified Suppliers of Road and Civil Construction, including without limitation, any options and/or variations as per Council's procurement policy.

**Table 1 – Approved Suppliers of Road & Civil Construction**

No	Legal Entity	Business/Trading Name	ABN
1	Richmond Roads Group Pty Ltd	Richmond Roads Group Pty Ltd	90 677 556 357
2	Summacon Group Pty Ltd	Summacon Group Pty Ltd	83 681 409 852
3	Hamil Enterprise PTY LTD	Hamil Contracting	32 670 769 927

4	Indiji Enterprises Pty Ltd	Indiji Civil	19 672 511 661
5	Purcell Civil and Construction Pty Ltd	Purcell Civil and Construction	84 646 009 163
6	Gulf Civil Pty Ltd	Gulf Civil Pty Ltd	30 636 014 714
7	RPQ Spray Seal Pty Ltd	RPQ Spray Seal Pty Ltd	30 113 612 098
8	Durack Civil PTY LTD	Durack Civil PTY LTD	35 633 665 380
9	Quantum Crushing Pty Ltd	Quantum Crushing	34 674 849 917
10	APV Contracting Pty Ltd	APV Contracting Pty Ltd	29 169 579 104
11	SL & SA TRAVERS	SL & SA TRAVERS	52 818 767 498
12	PVE Civil Solutions Pty Ltd	PVE Civil Solutions Pty Ltd	13 619 283 742
13	Tolbra Earthmovers and Haulage	Tolbra Earthmovers and Haulage	96 606 706 898
14	K.G BOWEN & S.C BOWEN	SC & KG Bowen	43 846 443 873

## BACKGROUND

Council invited expressions of interest from the public via public tender process to gauge interest of inclusion on Councils Register of Pre-qualified Suppliers (ROPS) of Road and Civil construction. Council received great interest therefore, resolved to end the current T02 24-25 ROPS of Road & Civil Construction at its upcoming end of term date and establish a new register.

Council invited tenders from suitably qualified tenderers for selection as a pre-qualified supplier of Road and Civil Construction.

The T02 25-26 ROPS term 11 November 2025 - 12 November 2026, with the options to refresh and to extend for a further 12 months.

## REPORT

### WORK SCOPE

On engagement for Road and Civil Construction projects, pre-qualified suppliers will each be required to execute specific contracts setting out the terms under which Council is engaging the supplier for the provision of services pursuant to the register. Pre-qualified suppliers must complete the Road and Civil Construction projects according to and as identified in contract specifications at the times required by the relevant work order and in accordance with the contract.

### PROCUREMENT PROCESS

In accordance with Section 232 of the *Local Government Regulation 2012*, Council undertook a public tender process for the establishment of a Register of Pre-qualified Suppliers (ROPS) of Road and Civil Construction.

In compliance with Section 232(5) and Section 232(6) of the *Local Government Regulation 2012*, the tender was released on the VendorPanel platform, advertised on Council's website on the Tenders and Quotes page, and public notices were circulated throughout the Quilpie community and on Council's Facebook page.

**Table 2 – Overview of procurement process**

Description	Details
Advertising	VendorPanel Portal
RFT Open	Tuesday 16 September 2025

Mandatory Briefing	10:00 AM Friday 26 September 2025
RFT Close	2:00PM Friday 10 October 2025

In accordance with the Request for Tender document, a mandatory tender briefing was held at the Quilpie Shire Works Depot, Anzac Drive and available online at 10:00am on Friday 26 September 2025.

**Table 3 – Tender briefing attendance record**

Company	Representative
Aurum Contracting	Dominic Murray Nat Schneider
Summacon Group	George Pedersen
Richmond Road Group	Kellie Pedersen
Downer Group	Luke Hulme
Hamil Group	Brock Hamilton
Indiji Civil	Nathan Lyle
Lohman Contracting	James Grundy
RPQ	Shane Stranger
Purcell Civil	Peter Purcell
Gulf Civil	Chelsea Wells
Tolbra Earthmoving & Haulage	Jacque Green
Durack Civil	Andrew Brown
SC & KG Bowen	Stuart Bown
Quantum Crushing	Franchesca Collard
APV Contracting Pty Ltd	Kerri Vagg
SL & SA Travers	Scott Travers
PVE Civil Solutions Pty Ltd	Peter van Esseveld

At the close of the tender at 2:00pm 10 October 2025, Council received a total of 33 responses.

Number of suppliers that viewed the tender: 245

An initial assessment identified that 17 tenderers did not have a representative present at the mandatory tender briefing session held at the Quilpie Shire Works Depot, Anzac Drive, Quilpie or Online on Friday 26 September 2025.

Therefore, the following tenderers were not assessed:

- Blackform Contracting Pty Ltd
- Civil Independence Industries Pty Ltd  
Cooper Mccullough Group Pty Ltd
- Country Wide Asphalt Pty Ltd
- Culvertworks Pty Ltd  
Ellis Profiling (Qld) Pty Ltd

- Everest Civil Pty Ltd
- Fulton Hogan Industries Pty Ltd
- Gos Constructions Qld Pty Ltd
- Knl Consulting Pty Ltd
- Luke Maher
- MB PLANT HIRE
- Smoothy Contracting Pty Ltd
- STABILISED PAVEMENTS OF AUSTRALIA PTY. LIMITED
- The Trustee For Tickell Family Trust  
Unyte Eastern Pty Ltd
- Vansite Hire Pty Ltd  
Walkabout Civil Pty Ltd

In accordance with Section 232(8) of the *Local Government Regulation 2012*, a pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial, and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

Council did not apply weighted criterion, rather the evaluation panel have assessed each tenderer on their technical, financial, and managerial capability to supply Road and Civil Construction.

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

**Table 4 – Tender Assessment Summary**

NO.	Legal Entity	Technical, Financial and Managerial Capability
1.	Aurum Contracting	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	Summacon Group	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.	Richmond Road Group	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.	Downer Group	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5.	Hamil Group	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6.	Indiji Civil	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.	Lohman Contracting	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8.	RPQ Spray Seal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	Purcell Civil	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10.	Gulf Civil	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11.	Tolbra Earthmoving & Haulage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12.	Durack Civil	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

13.	SC & KG Bowen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14.	Quantum Crushing	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	APV Contracting Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
16.	SL & SA Travers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17.	PVE Civil Solutions Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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 s. 104(3) of the *Local Government Act 2009* (Qld), Council must also consider 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

That Council:

1. Approve the selection of the suppliers listed in Table 1 as 'pre-qualified suppliers' for the T02 25-26 Register of Pre-qualified Suppliers of Road and Civil Construction;
2. Approve the issue of Notices of Successful Tender to the suppliers listed in Table 1 in respect of T02 25-26 Register of Prequalified Suppliers of Road and Civil Construction.
3. 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 contracts with the suppliers listed in Table 1 pursuant to T02 25-26 Register of Prequalified Suppliers of Road and Civil Construction, including without limitation, any options and/or variations as per Council's procurement policy.

### Option 2

That Council does not approve the selection of any suppliers listed in Table 1 above.

*If Council's decision is inconsistent with the recommendation, Council is required to provide a reason for the decision in accordance with Part 2, Division 1A of the Local Government Regulation 2012 (Qld). A statement of the reasons for not adopting the recommendation must be recorded in the minutes*

## CONSULTATION (Internal/External)

- Chief Executive Officer
- Director of Infrastructure Services
- Deputy Director of Infrastructure Services
- Manager of Finance & Administration

- Procurement Officer

## INTERESTED PARTIES

Tenders listed in Table 4.

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.*

For the purposes of Section 254H (1)(a)(ii), 1% of Council's net rate and utility charges as stated in Council's audited Financial Statements in the 2023/24 adopted Annual Report is \$75,528.36 (net rates, levies, and charges - \$7,552,836 x 1%).

## POLICY IMPLICATIONS

*Local Government Act 2009* (Qld)

*Local Government Regulations 2012* (Qld)

Procurement Policy

## FINANCIAL AND RESOURCE IMPLICATIONS

Council is not obliged to enter into engagements with any of the pre-qualified suppliers that may be selected to the ROPS. Should Council engage a supplier pursuant to the ROPS such engagements will be in accordance with Council's procurement policy and approved budgets

**ASSET MANAGEMENT IMPLICATIONS**

While Council is not obligated to solely use the recommended pre-qualified suppliers of Road and Civil Construction, Council can minimise risk by engaging a pre-qualified supplier. Council officers have undertaken an assessment of conforming tenderers, the recommendation provided included tenderers who have been assessed as having the technical, financial and managerial capability necessary to perform the contract on time and in accordance with agreed requirements

**RISK MANAGEMENT IMPLICATIONS**

Council will manage risks in accordance with G.11 Enterprise risk management 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.

RISK CALCULATOR					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic Death, huge \$ cost

	No injury, no-low \$ cost	First aid treatment, low-medium \$ cost	Medical treatment, medium-high \$ cost	Serious injuries, major \$ cost	
<b>Almost Certain</b> Expected to occur at most times	H	H	E	E	E
<b>Likely</b> Will probably occur at most times	M	H	H	E	E
<b>Possible</b> Might occur at some time	L	M	H	E	E
<b>Unlikely</b> Could occur at some time	L	L	M	H	E
<b>Rare</b> May occur in rare conditions	L	L	M	H	E

Risk Name & 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 - additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
<i>Refer to risk calculator provided below for measures</i>						
<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>
Limited access to information, No record keeping	Records management procedure, allocated location for project	Approval delays, stakeholder objectives do not align, miss communication	Possible	Minor	Medium	Allocating a staff member who registers all relevant documentation to allocated folder, regular communication between stakeholders
No response to the request	Review plan, amend, repost	Delays in updating the list	Possible	Minor	Medium	Ensuring planning of the request is adequate to promote attractiveness of the tender
Lack of availability of suppliers	Evaluation Criteria set to determine the ability of suppliers	Delays in meeting project deadlines	Possible	Minor	Medium	During the evaluation and the market research ensuring suppliers availability to deliver to Council sufficiently
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
Suppliers going into receivership	Financial Stability conformation in	Uncompleted contracts/projects.	Possible	Moderate	High	KPI reviews and supplier monitoring

	tender response schedule	Cost to Council to transfer contract to new supplier.				
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**HUMAN RIGHTS CONSIDERATION**

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in a way compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances. The human rights protected under the *Human Rights Act 2019* are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

- |   |  |
|---|--|
| 1. Recognition and equality before the law;                           | 13. Cultural rights—generally;   |
| 2. Right to life;   | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person;                               |
| 4. Freedom from forced work;  | 16. Humane treatment when deprived of liberty;                             |
| 5. Freedom of movement;   | 17. Fair hearing;  |
| 6. Freedom of thought, conscience, religion and belief;               | 18. Rights in criminal proceedings;  |
| 7. Freedom of expression;   | 19. Children in the criminal process;                                      |
| 8. Peaceful assembly and freedom of association;                      | 20. Right not to be tried or punished more than once;                      |
| 9. Taking part in public life;  | 21. Retrospective criminal laws;   |
| 10. Property rights;  | 22. Right to education;  |
| 11. Privacy and reputation;   | 23. Right to health services.  |
| 12. Protection of families and children;                              |  |

Consideration of the 23 human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

**6.2 T03 25-26 REGISTER OF PRE-QUALIFIED SUPPLIERS OF TRADES & PROFESSIONAL SERVICES****IX: 267431****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:** 4.4 Long-term financial sustainability underpinned by sound financial planning and accountability

4.3 Maintain good corporate governance

**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with a recommendation to establish the T03 25-26 Register of Pre-Qualified Suppliers of Trades & Professional Services by accepting suppliers assessed as having technical, financial and managerial capability.

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**RECOMMENDATION**

That Council:

1. Approve the selection of the suppliers listed in Table 1 as 'pre-qualified suppliers' for the T03 25-26 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services;
2. Approve the issuance of Notices of Successful Tender to the suppliers listed in Table 1 in respect of T03 25-26 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services;
3. 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 contracts with the suppliers listed in Table 1 pursuant to T03 25-26 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services including without limitation any options and/or variations as per Council's procurement policy; and
4. Invite tenders via public tender to refresh the Register of Pre-qualified Suppliers of Trades and Professional services.

**Table 1 – Approved Suppliers of Trades & Professional Services**

<b>N</b>	<b>Legal Entity</b>	<b>Business/ Trading Name</b>	<b>ABN</b>
1	360 Engineering Pty Ltd	360 Engineering	84 154 860 803
2	Accelerate Community Infrastructure Pty Ltd	Accelerate Community Infrastructure Pty Ltd	42 689 053 665
3	McNall Plumbing & Gas	A.S. McNall Plumbing	71 589 741 035
4	ALIGA Pty Ltd	ALIGA	15 614 305 458
5	Altus Group Consulting Pty Limited	Altus Group	34 091 512 471
6	APV Contracting Pty Ltd	APV Contracting Pty Ltd	29 169 579 104
7	Bareibunn Engineering Pty Ltd	Bareibunn Engineering	98 666 151 944
8	The Trustee for Turner Family Trust	Brandit Promotions	42 213 612 015
9	Brock Andrew Short	Brock Andrew Short	54 028 577 602
10	PETZLER PTY LTD	C Consulting Engineers	44 660 448 939
11	Charleville Construction and Tiles Pty Ltd	Charleville Construction and Tiles	96 635 774 953
12	Cut Above Tree Care (Aust) Pty Ltd	Cut Above Tree Care	28 609 292 006
13	Data Right Pty Ltd	Data Right	73 144 528 825
14	Galloway Advisory Pty Ltd	Galloway Advisory Pty Ltd	66 672 731 814
15	GBA Consulting Engineers	GBA Consulting Engineers	60 084 451 526
16	Quilpie Towing	Gilby & Tonkin Mechanical	17 645 629 447
17	GOS Constructions QLD Pty Ltd	GOS Constructions QLD Pty Ltd	22 682 581 675
18	GOV Partners Pty Ltd	GOV Partners	35 650 384 142
19	Harry Lloyd Electrical Pty Ltd	Harry Lloyd Electrical Pty Ltd	61 652 726 406
20	Hastings Deering (Australia) Limited	Hastings Deering	49 054 094 647
21	IIP Pty Ltd	Integrated Infrastructure Planning	51 634 261 153
22	KA & SJ Mizen	South West Building Certification	90 476 704 135
23	Leading Edge Aviation Planning Professionals Pty Ltd	Leading Edge Aviation Planning Professionals Pty Ltd	85 144 651 178
24	Owen Cross	O.C Heavy Vehicle Repairs	17 648 909 116
25	Place Design Group Pty Ltd	Place Design	49 0823 700 63
26	Project Urban Pty Ltd	Project Urban	97 608 895 923
27	Quilpie General Store Pty Ltd	Quilpie General Store Pty Ltd	79 169 904 554
28	Reel Planning Pty Ltd	Reel Planning Pty Ltd	49 116 492 123
29	SMEC Australia Pty Ltd	SMEC Australia Pty Ltd	47 065 475 149

30	Stennett Builders Pty Ltd	Stennett Builders	86 079 313 796
31	The Trustee for the Fenton Grazing Trust	Quilpie Hardware & Tyre Service	29 285 518 362
32	Procurement Integrity Services Pty Ltd	Procurement Integrity Services Australia	74 678 056 801
33	The Trustee for the Jonathan Gordon Family Trust	JTG Road Engineering Pty Ltd	25 212 619 300
34	The Trustee for TJS Consulting Services Family Trust	TJS Consulting Services	75 484 043 909
35	Tract Consultants Pty Ltd as Trustee for the Tract Consultant Unit Trust	Tract Consultants	75 423 048 489
36	Trice Consulting Pty Ltd	Trice Consulting	37 667 302 632
37	Uminex Pty Ltd	Uminex Pty Ltd	85 159 526 477
38	Urban Planning North Pty Ltd	Urban Planning North (UP North)	22 652 093 626
39	Viadux Pty Ltd	Viadux Pty Ltd	75 087 415 745
40	Vue Energy Pty Ltd	Vue Energy Pty Ltd	75 673 556 440
41	Wild West Carpentry and Construction Pty Ltd	Wild West Carpentry and Construction Pty Ltd	28 664 506 978
42	The Trustee for Dean & Daisy Jones Family Trust	Woww Industries	44 766 865 250

## BACKGROUND

Councils current T01 23-24 Register of Prequalified Suppliers of Trades & Professional Services expires 31 October 2025.

Council invited tenders from suitably qualified tenderers for selection as a pre-qualified supplier of Trades & Professional Services. Council does not have a current register for pre-qualified suppliers of Trades & Professional Services. The register contains 52 Trades & Professional service categories, allowing for optimal range of pre-qualified suppliers who have been assessed as having the technical, managerial and financial capability to perform the services under those categories.

## REPORT

### SCOPE

Pre-qualified suppliers will each be required to execute a contract setting out the terms under which Council may engage the supplier for the provision of services pursuant to the ROPS. Pre-qualified suppliers must provide goods and services in a relevant work order at the times required by the contract and relevant work order and in accordance with the contract.

### PROCUREMENT PROCESS

In accordance with S232 of the *Local Government Regulation 2012*, Council undertook a tender for the establishment of a Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services.

In compliance with S232(5) and S232(6) of the LGR 2012, the tender was released on the Vendor Panel Public Tenders platform, advertised on Council's website on the Tenders and Quotes page, and public notices were circulated throughout the Quilpie community and on Council's Facebook page.

**Table 2 – Overview of procurement process**

Description	Details
Advertising	VendorPanel Portal
RFT Open	Tuesday 16 September 2025
RFT Close	2:00PM Friday 10 October 2025

At the close of the tender at 2.00pm Friday 10 October 2025, Council received a total of 53 responses (suppliers viewed – 793) via VendorPanel.

In accordance with S232(8) of the LGR 2012, a pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements. Council did not apply a weighting criterion, rather have assessed each tender on their technical, financial and managerial capability to supply the Trades & Professional Services tendered.

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

**Table 3 – Tender Assessment**

NO.	Supplier Name on VendorPanel	Technical, Financial and Managerial Capability
1.	360 Engineering Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	Accelerate Community Infrastructure Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.	Alan Spencer McNall	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.	ALIGA	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5.	ALTUS GROUP CONSULTING PTY LIMITED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6.	Apv Contracting Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.	Av Graphic Design Pty Ltd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8.	Bareibunn engineering	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	BRANDIT PROMOTIONS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10.	Brock Andrew Short	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11.	C Consulting Engineers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12.	Channel Country Refrigeration Pty Ltd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13.	Charleville Construction And Tiles Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14.	Contact Media Pty Limited	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Cut Above Tree Care (Aust) Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
16.	Data Right Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

17.	Galloway Advisory Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
18.	GBA Consulting Engineers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
19.	Gilby & Tonkin Mechanical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
20.	Gos Constructions Qld Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21.	Govpartners Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	Great Western Electrical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
23.	Harry Lloyd Electrical Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
24.	Hastings Deering (Australia) Limited	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
25.	lip Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
26.	Jeffrey Ernest Thomson	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
27.	K Mizen & S Mizen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
28.	Leading Edge Aviation Planning Professionals Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
29.	Luke Maher	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
30.	Mckellar contractors	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
31.	Mechanical Nomads Pty Ltd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
32.	MODE Design Corp. Pty Ltd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
33.	Nuturf	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
34.	Owen Eric Cross	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
35.	Place Design Group Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
36.	PROJECT URBAN PTY LTD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
37.	Quilpie General Store Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
38.	Reel Planning Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
39.	Saunders Havill Group Pty Ltd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
40.	Smec Australia Pty. Limited	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
41.	Stennett Builders Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
42.	The Trustee For The Fenton Grazing Trust	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
43.	The Trustee For The Humble Investment Trust	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
44.	The Trustee For The Jonathan Gordon Family Trust	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
45.	TJS Consulting Services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
46.	Tract Consultants Pty. Ltd.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
47.	Trice Consulting Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
48.	Uminex Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
49.	Urban Planning North	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

50.	Viadux Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
51.	Vue Energy Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
52.	Wild West Carpentry And Construction Pty Ltd	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
53.	WoWW Industries	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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 s. 104(3) of the *Local Government Act 2009* (Qld), Council must also consider 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

That Council:

1. Approve the selection of the suppliers listed in Table 1 as 'pre-qualified suppliers' for the 'pre-qualified suppliers' for the T03 25-26 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services;
2. Approve the issuance of Notices of Successful Tender to the suppliers listed in Table 1 in respect of 'pre-qualified suppliers' for the T03 25-26 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services; and
3. 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 contracts with the suppliers listed in table 1 pursuant to 'pre-qualified suppliers' for the T03 25-26 Register of Pre-qualified Suppliers (ROPS) of Trades & Professional Services including without limitation any options and/or variations as per Council's procurement policy.

### Option 2

1. That Council does not approve the selection of any suppliers listed in table 1.

*If Council's decision is inconsistent with the recommendation, Council is required to provide a reason for the decision in accordance with Part 2, Division 1A of the Local Government Regulation 2012 (Qld). A statement of the reasons for not adopting the recommendation must be recorded in the minutes*

## CONSULTATION (Internal/External)

- Chief Executive Officer
- Director of Infrastructure Services
- Deputy Director of Infrastructure Services
- Manager of Finance & Administration
- Procurement Officer

## INTERESTED PARTIES

Tenders listed in Table 1.

All Tenderers

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.*

For the purposes of Section 254H (1)(a)(ii), 1% of Council's net rate and utility charges as stated in Council's audited Financial Statements in the 2023/24 adopted Annual Report is \$75,528.36 (net rates, levies, and charges - \$7,552,836 x 1%).

## POLICY IMPLICATIONS

*Local Government Act 2009* (Qld)

*Local Government Regulations 2012* (Qld)

Procurement Policy

## FINANCIAL AND RESOURCE IMPLICATIONS

Council is not obliged to enter into engagements with any of the pre-qualified suppliers that may be selected to the ROPs. Should Council engage a supplier pursuant to the ROPS such engagements will be in accordance with Councils approved budgets.

**ASSET MANAGEMENT IMPLICATIONS**

While Council is not obligated to solely utilise the recommended pre-qualified suppliers of Trades & Professional Services Council can minimise risk by engaging a pre-qualified supplier. Council officers have undertaken an assessment of conforming tenderers, the recommendation provided included tenderers who have been assessed as having the technical, financial and managerial capability necessary to perform the contract on time and in accordance with agreed requirements.

**RISK MANAGEMENT IMPLICATIONS**

Council will manage risks in accordance with G.11 Enterprise risk management 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.

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**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.

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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.

RISK CALCULATOR					
Likelihood		Consequence			
		Insignificant <small>No injury, no-low \$ cost</small>	Minor <small>First aid treatment, low-medium \$ cost</small>	Moderate <small>Medical treatment, medium-high \$ cost</small>	Major <small>Serious injuries, major \$ cost</small>
Almost Certain	H	H	E	E	E

Expected to occur at most times					
<b>Likely</b> Will probably occur at most times	M	H	H	E	E
<b>Possible</b> Might occur at some time	L	M	H	E	E
<b>Unlikely</b> Could occur at some time	L	L	M	H	E
<b>Rare</b> May occur in rare conditions	L	L	M	H	E

Risk Name & 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 - additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
<i>Refer to risk calculator provided below for measures</i>						
<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>
Limited access to information, No record keeping	Records management procedure, allocated location for project	Approval delays, stakeholder objectives do not align, miss communication	Possible	Minor	Medium	Allocating a staff member who registers all relevant documentation to allocated folder, regular communication between stakeholders
No response to the request	Review plan, amend, repost	Delays in updating the list	Possible	Minor	Medium	Ensuring planning of the request is adequate to promote attractiveness of the tender
Lack of availability of suppliers	Evaluation Criteria set to determine the ability of suppliers	Delays in meeting project deadlines	Possible	Minor	Medium	During the evaluation and the market research ensuring suppliers availability to deliver to Council sufficiently
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
Suppliers going into receivership	Financial Stability conformation in tender response schedule	Uncompleted contracts/projects. Cost to Council to transfer contract to new supplier.	Possible	Moderate	High	KPI reviews and supplier monitoring

**HUMAN RIGHTS CONSIDERATION**

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in a way compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances. The human rights protected under the *Human Rights Act 2019* are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;
2. Right to life;
3. Protection from torture and cruel, inhuman or degrading treatment;
4. Freedom from forced work;
5. Freedom of movement;
6. Freedom of thought, conscience, religion and belief;
7. Freedom of expression;
8. Peaceful assembly and freedom of association;
9. Taking part in public life;
10. Property rights;
11. Privacy and reputation;
12. Protection of families and children;
13. Cultural rights—generally;
14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples;
15. Right to liberty and security of person;
16. Humane treatment when deprived of liberty;
17. Fair hearing;
18. Rights in criminal proceedings;
19. Children in the criminal process;
20. Right not to be tried or punished more than once;
21. Retrospective criminal laws;
22. Right to education;
23. Right to health services.

Consideration of the 23 human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

**7 GOVERNANCE****7.1 2025/26 OPERATIONAL PLAN - QUARTER 1 REVIEW****IX:** 267770**Author:** Sharon Frank, Manager Finance & Administration**Authorisers:** Justin Hancock, Chief Executive Officer**Attachments:** Nil**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

This report presents the first quarter review of the implementation of the 2025/26 Operational Plan to Council.

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**RECOMMENDATION**

That Council receive the first quarter review on the implementation of the 2025/26 Operational Plan.

**BACKGROUND**

Council adopted the 2025/25 Operational Plan at the special meeting on 7 October 2025 – **RESOLUTION NO: (QSC218-10-25)**.

The Operation Plan is a one-year plan that sets out the action areas to deliver the strategic goals identified in the Corporate Plan 2022-2027.

Pursuant to section 174 (3) of the *Local Government Regulation 2012*, Council's Chief Executive Officer must present a written assessment of Council's progress toward implementing the annual operational plan at meetings of Council held at regular intervals of not more than 3 months.

**REPORT**

The September (First) Quarter assessment of the implementation of the 2025/26 Operational Plan is completed. The report will be circulated under separate cover.

**OPTIONS**Option 1 (Recommended)

That Council receive the first quarter review on the implementation of the 2025/26 Operational Plan.

Option 2

That Council not accept the first quarter review on the implementation of the 2025/26 Operational Plan.

**CONSULTATION (Internal/External)**

The assessment was completed in consultation and input from the Executive Leadership Team.

**INTERESTED PARTIES**

Quilpie Shire Community

Department of Local Government, Volunteers and Water

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

**LEGISLATION / LEGAL IMPLICATIONS**

*Local Government Act 2009*

*Local Government Regulation 2012*

*174 Preparation and adoption of annual operational plan*

...

*(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.*

**POLICY IMPLICATIONS**

Not applicable.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Not applicable.

**ASSET MANAGEMENT IMPLICATIONS**

Not applicable.

**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 1 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 2 Risk Assessment

Risk Name & 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	
			<i>Risk calculator provided for measures</i>			
<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>
Not meeting legislative requirement for quarterly assessments of Operational Plan implementation.	Meeting agenda framework – standard quarterly report.	Non-compliance with legislation	Possible	Low	Low	No additional controls proposed.

**HUMAN RIGHTS CONSIDERATION**

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in a way compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances. The human rights protected under the *Human Rights Act 2019* are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

*Table 3 Human Rights*

Human Rights protected under the <i>Human Rights Act 2019</i> (Qld)			
1.	Recognition and equality before the law	2.	Right to life
3.	Protection from torture and cruel, inhuman or degrading treatment	4.	Freedom from forced work
5.	Freedom of movement	6.	Freedom of thought, conscience, religion and belief
7.	Freedom of expression	8.	Peaceful assembly and freedom of association
9.	Taking part in public life;	10.	Property rights
11.	Privacy and reputation;	12.	Protection of families and children
13.	Cultural rights - generally	14.	Cultural rights - Aboriginal peoples and Torres Strait Islander Peoples
15.	Right to liberty and security of person	16.	Humane treatment when deprived of liberty
17.	Fair hearing	18.	Rights in criminal proceedings
19.	Children in the criminal process	20.	Right not to be tried or punished more than once
21.	Retrospective criminal laws	22.	Right to education
23.	Right to health services		

Consideration of the 23 human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

**7.2 ADOPTION OF THE ANNUAL REPORT 2024/25**

**IX: 268560**

**Author: Sharon Frank, Manager Finance & Administration**

**Authorisers: Justin Hancock, Chief Executive Officer**

**Attachments: Nil**

**KEY OUTCOME**

**Key Outcome:** 4. Strong Governance

**Key Initiative:** 4.3 Maintain good corporate governance

**EXECUTIVE SUMMARY**

The purpose of this report is to present Council with the draft 2024/25 Annual Report for consideration and adoption.

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**RECOMMENDATION**

That Council

1. Adopt the 2024/25 Annual Report, with approval for any minor edits prior to publication (e.g. grammar, spelling review and additional photos) and publish the Annual Report on Council's website within 2 weeks; and
2. Nominate the 2024/25 Quilpie Shire Council Annual Report for the Australasian Reporting Awards – General Award (Industry Sector: Public Administration – Local Government).

**BACKGROUND**

In accordance with sections 182(1), (2) and (4) of the *Local Government Regulation 2012*, a local government must prepare an annual report for each financial year.

The local government must adopt its Annual Report within one month after the day the Auditor General gives the Auditor-General's audit report about the local government's financial statements for the financial year to the local government.

**REPORT**

This report presents Council's draft Annual Report for 2024/25 for adoption. It is a statutory requirement under the *Local Government Regulation 2012* (the Regulation) for Council to prepare and adopt an Annual Report each financial year and Division 3 outlines the minimum requirements on what the Annual Report must contain.

The draft Annual Report has been prepared with contributions and input from across the organisation. The report also includes the general purpose financial statements for Council which were certified without qualification by the Auditor General on 8 October 2025.

The local government must publish its Annual Report on its website within 2 weeks of adopting the annual report. The draft report has been circulated under separate cover.

The Annual Report document is a permanent record in accordance with the Queensland State Archives General Retention and Disposal Schedule. Council must also provide Queensland State Archives with a copy of the final version of the annual report each year.

Council's Annual Report is a record of the achievements, activities, performance and progress made each year. It plays a vital role as Council's foremost accountability tool for corporate governance, providing financial and non-financial information.

It is recommended that Council nominate the 2024/25 Quilpie Shire Council Annual Report for the 2026 Australasian Reporting Awards – General Award (Industry Sector: Public Administration – Local) to:

- benchmark our annual report against world best practice reporting criteria, and against its industry peers;
- be recognised for the quality of our reporting; and
- access advice to help improve our reporting.

An important aspect of the ARA assessment process is that it focuses on the quality and completeness of the reporting about the organisation's behaviour and performance, not on its actual behaviour and performance!

**The General Award provides a measure of the standard of reporting that has been achieved and is not a competition.** The entire annual report is benchmarked against the ARA Criteria. A report may achieve a Gold, Silver or Bronze Award, or No Award, according to the extent to which it satisfies the ARA Criteria

Council's 2023/24 Annual Report was awarded a Silver Award at the 2025 Award Ceremony.

The ARA General Award is standards-based. Reports that attain the adjudicated standards achieve the relevant award. The Awards are open to all private sector, public sector and not-for-profit organisations in Australia, New Zealand and countries in the Asia Pacific region.

Entering the Awards provides organisations with the opportunity to receive constructive feedback from an ARA Adjudicator to improve the quality of their reporting in the future. This has enabled many organisations to steadily improve their approach to reporting to their community and stakeholders.

Entries close 5 December 2025.

## OPTIONS

### Option 1

That Council

1. Adopt the 2024/25 Annual Report, with approval for any minor edits prior to publication (e.g. grammar, spelling review and additional photos) and publish the Annual Report on Council's website within 2 weeks; and
2. Nominate the 2024/25 Quilpie Shire Council Annual Report for the Australasian Reporting Awards – General Award (Industry Sector: Public Administration – Local Government).

## CONSULTATION (Internal/External)

Mayor

CEO

Directors

Deputy Directors

Mangers

Officers

## INTERESTED PARTIES

Community

Employees

Department Local Government, Water and Volunteers

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

## LEGISLATION / LEGAL IMPLICATIONS

*Local Government Regulation 2012*

### **Division 3 Annual report**

#### **181 What [div 3](#) is about**

*This division explains what an annual report for a local government must contain.*

#### **182 Preparation of annual report**

*(1) A local government must prepare an annual report for each financial year.*

*(2) The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.*

*(3) However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.*

*(4) The local government must publish its annual report on its website within 2 weeks of adopting the annual report.*

#### **183 Financial statements**

*The annual report for a financial year must contain—*

*(a) the general purpose financial statement for the financial year, audited by the auditor-general; and*

*(b) the current-year financial sustainability statement for the financial year, audited by the auditor-general; and*

*(c) the long-term financial sustainability statement for the financial year; and*

*(d) the auditor-general's audit reports about the general purpose financial statement and the current-year financial sustainability statement.*

#### **184 Community financial report**

*The annual report for a financial year must contain the community financial report for the financial year.*

#### **185 Particular resolutions**

*The annual report for a financial year must contain—*

*(a) a copy of the resolutions made during the financial year under [section 250](#)(1); and*

*(b) a list of any resolutions made during the financial year under [section 206](#)(2).*

#### **186 Councillors**

*(1) The annual report for a financial year must contain particulars of—*

- (a) for each councillor, the total remuneration, including superannuation contributions, paid to the councillor during the financial year; and
- (b) the expenses incurred by, and the facilities provided to, each councillor during the financial year under the local government's expenses reimbursement policy; and
- (c) the number of local government meetings that each councillor attended during the financial year; and
- (d) the total number of the following during the financial year—
- (i) orders made under [section 150I\(2\)](#) of the [Act](#);
  - (ii) orders made under [section 150IA\(2\)\(b\)](#) of the [Act](#);
  - (iii) orders made under [section 150AH\(1\)](#) of the [Act](#);
  - (iv) decisions, orders and recommendations made under [section 150AR\(1\)](#) of the [Act](#); and
- (e) each of the following during the financial year—
- (i) the name of each councillor for whom a decision, order or recommendation mentioned in paragraph (d) was made;
  - (ii) a description of the unsuitable meeting conduct, conduct breach or misconduct engaged in by each of the councillors;
  - (iii) a summary of the decision, order or recommendation made for each councillor; and
- (f) the number of each of the following during the financial year—
- (i) complaints referred to the assessor under [section 150P\(2\)\(a\)](#) of the [Act](#) by local government entities for the local government;
  - (ii) matters, mentioned in [section 150P\(3\)](#) of the [Act](#), notified to the Crime and Corruption Commission;
  - (iii) notices given under [section 150R\(2\)](#) of the [Act](#);
  - (iv) notices given under [section 150S\(2\)\(a\)](#) of the [Act](#);
  - (v) occasions information was given under [section 150AF\(3\)\(a\)](#) of the [Act](#);
  - (vi) occasions the local government asked another entity to investigate, under [chapter 5A, part 3, division 5](#) of the [Act](#) for the local government, the suspected conduct breach of a councillor;
  - (vii) applications heard by the conduct tribunal under [chapter 5A, part 3, division 6](#) of the [Act](#) about whether a councillor engaged in misconduct or a conduct breach; and
- (g) the total number of referral notices given to the local government under [section 150AC\(1\)](#) of the [Act](#) during the financial year; and
- (h) for suspected conduct breaches the subject of a referral notice mentioned in paragraph (g)—
- (i) the total number of suspected conduct breaches; and
  - (ii) the total number of suspected conduct breaches for which an investigation was not started or was discontinued under [section 150AEA](#) of the [Act](#); and
  - (i) the number of decisions made by the local government under [section 150AG\(1\)](#) of the [Act](#) during the financial year; and
- (j) the number of matters not decided by the end of the financial year under [section 150AG\(1\)](#) of the [Act](#); and
- (k) the average time taken by the local government in making a decision under [section 150AG\(1\)](#) of the [Act](#).
- (2) In this section—**local government entity**, for a local government, means the following—
- (a) the local government;

- (b) a councillor of the local government;*
- (c) the chief executive officer of the local government.*

### **187 Administrative action complaints**

*(1) The annual report for a financial year must contain—*

*(a) a statement about the local government's commitment to dealing fairly with administrative action complaints; and*

*(b) a statement about how the local government has implemented its complaints management process, including an assessment of the local government's performance in resolving complaints under the process.*

*(2) The annual report must also contain particulars of—*

*(a) the number of the following during the financial year—*

*(i) administrative action complaints made to the local government;*

*(ii) administrative action complaints resolved by the local government under the complaints management process;*

*(iii) administrative action complaints not resolved by the local government under the complaints management process; and*

*(b) the number of administrative action complaints under paragraph (a)(iii) that were made in a previous financial year.*

### **188 Overseas travel**

*(1) The annual report for a financial year must contain the following information about any overseas travel made by a councillor or local government employee in an official capacity during the financial year—*

*(a) for a councillor—the name of the councillor;*

*(b) for a local government employee—the name of, and position held by, the local government employee;*

*(c) the destination of the overseas travel;*

*(d) the purpose of the overseas travel;*

*(e) the cost of the overseas travel.*

*(2) The annual report may also contain any other information about the overseas travel the local government considers relevant.*

### **189 Grants to community organisations and discretionary funds**

*(1) The annual report for a financial year must contain a summary of the local government's expenditure for the financial year on grants to community organisations.*

*(2) The annual report must also contain the following information about the local government's discretionary funds—*

*(a) the total amount budgeted for the financial year as the local government's discretionary funds;*

*(b) the prescribed amount for the local government for the financial year;*

*(c) the total amount of discretionary funds budgeted for the financial year for councillors to allocate for each of the following purposes—*

*(i) capital works of the local government that are for a community purpose;*

*(ii) other community purposes;*

*(d) the amount of discretionary funds budgeted for use by each councillor for the financial year;*

(e) if a councillor allocates discretionary funds in the financial year—

- (i) the amount allocated; and
- (ii) the date the amount was allocated; and
- (iii) the way mentioned in [section 202\(1\)](#) in which the amount was allocated; and
- (iv) if the amount was allocated to a person or organisation—the name of the person or organisation to whom the allocation was made; and
- (v) the purpose for which the amount was allocated, including sufficient details to identify how the funds were, or are to be, spent.

(3) In this section—**prescribed amount**, for a local government for a financial year, see [section 201B\(5\)](#).

### **189A Particular financial contributions under [Planning Act](#)**

(1) The annual report for a financial year must contain the following information—

(a) the total amount of financial contributions made to the local government in the financial year under—

- (i) a community benefit agreement under the [Planning Act](#); or
- (ii) a condition of a development approval imposed under the [Planning Act](#), [section 65AA\(3\)](#); or
- (iii) a condition of a development approval imposed under a direction of the planning chief executive under the [Planning Act](#), [section 106ZF\(2\)](#); or
- (iv) an agreement mentioned in the [Planning Act](#), [section 65AA\(7\)](#);

(b) the total amount of financial contributions made to the local government under an instrument mentioned in paragraph (a) that were spent by the local government in the financial year and the purposes for which the contributions were spent.

(2) In this section—

**development approval** means a development approval under the [Planning Act](#).

**planning chief executive** means the chief executive of the department in which the [Planning Act](#) is administered.

### **190 Other contents**

(1) The annual report for a financial year must contain the following information—

(a) the chief executive officer's assessment of the local government's progress towards implementing its 5-year corporate plan and annual operational plan;

(b) particulars of other issues relevant to making an informed assessment of the local government's operations and performance in the financial year;

(c) an annual operations report for each commercial business unit;

(d) details of any action taken for, and expenditure on, a service, facility or activity—

- (i) supplied by another local government under an agreement for conducting a joint government activity; and
- (ii) for which the local government levied special rates or charges for the financial year;

(e) the number of invitations to change tenders under [section 228\(8\)](#) during the financial year;

(f) a list of the registers kept by the local government;

(g) a summary of all concessions for rates and charges granted by the local government;

(h) the report on the internal audit for the financial year;

(i) a summary of investigation notices given in the financial year under [section 49](#) for competitive neutrality complaints;

(j) the local government's responses in the financial year on the competition authority's recommendations on any competitive neutrality complaints under [section 52\(3\)](#).

(2) In this section—

**annual operations report**, for a commercial business unit, means a document that contains the following information for the previous financial year—

(a) information that allows an informed assessment of the unit's operations, including a comparison with the unit's annual performance plan;

(b) particulars of any changes made to the unit's annual performance plan for the previous financial year;

(c) particulars of the impact the changes had on the unit's—

(i) financial position; and

(ii) operating surplus or deficit; and

(iii) prospects;

(c) particulars of any directions the local government gave the unit.

## POLICY IMPLICATIONS

N/a

## FINANCIAL AND RESOURCE IMPLICATIONS

Cost to enter the Australasian Reporting Awards - \$600.00 including GST.

## ASSET MANAGEMENT IMPLICATIONS

N/a

## RISK MANAGEMENT IMPLICATIONS

Council will manage risks in accordance with G.11 Enterprise risk management 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.

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

Risk Name & 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 - additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
<i>Refer to risk calculator provided below for measures</i>						
<b>Example:</b> <i>Insufficient funding</i>	None	<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>
Not adopting Annual Report within legislated timeframes.	Yes	Non compliance with state government requirements	Unlikely	Insignificant	Low	Ensure due date is known and adoption scheduled before due date.
Annual Report not include all the requirements	Yes	Non compliance with state	Unlikely	Insignificant	Low	All statutory requirements are

under the Local Government Regulation 2012		government requirements				checked against draft report.
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## HUMAN RIGHTS CONSIDERATION

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in a way compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances. The human rights protected under the *Human Rights Act 2019* are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;
2. Right to life;
3. Protection from torture and cruel, inhuman or degrading treatment;
4. Freedom from forced work;
5. Freedom of movement;
6. Freedom of thought, conscience, religion and belief;
7. Freedom of expression;
8. Peaceful assembly and freedom of association;
9. Taking part in public life;
10. Property rights;
11. Privacy and reputation;
12. Protection of families and children;
13. Cultural rights—generally;
14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples;
15. Right to liberty and security of person;
16. Humane treatment when deprived of liberty;
17. Fair hearing;
18. Rights in criminal proceedings;
19. Children in the criminal process;
20. Right not to be tried or punished more than once;
21. Retrospective criminal laws;
22. Right to education;
23. Right to health services.

Consideration of the 23 human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

**8 CONFIDENTIAL ITEMS**

**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.

<b>Agenda Item</b>	<b>Reasons Matters to be discussed (to close the meeting under the <i>Local Government Regulation 2012</i>)</b>	<b>Overview</b>
8.1 Quarter 1 Budget Review 2024/25	(c) the local government's budget	This report presents an Amended Budget for 2024/25 for Council's consideration and adoption.

**9 LATE ITEMS**