



ORDINARY MEETING LATE ITEMS AGENDA

Wednesday 19 November 2025
commencing at 9.30

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Ordinary Meeting of Council

18 November 2025

The Mayor and Council Members
Quilpie Shire Council
QUILPIE QLD 4480

Dear Members

Reference is hereby made to the Ordinary Meeting of the Quilpie Shire Council scheduled to be held at the Council Chambers, on **Wednesday 19 November 2025**, commencing at **9.30**.

An agenda for the Ordinary Meeting was forwarded to all Members on 12 November 2025. In addition to the agenda, please find attached a summary of "Late Items".

Yours faithfully

Justin Hancock
Chief Executive Officer





ORDINARY MEETING OF COUNCIL AGENDA

Wednesday 19 November 2025
Quilpie Shire Council Boardroom
50 Broilga Street, Quilpie

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15 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.

Agenda Item	Reasons Matters to be discussed (to close the meeting under the <i>Local Government Regulation 2012</i>)	Overview
15.3 Budget Amendment 2025/26	(c) the local government's budget	This report presents an Amended Budget for 2025/26 for Council's consideration and adoption.

16 LATE ITEMS**16.1 RFQL 21 25-26 FLOOD DAMAGE QUILPIE SCREENING - PART 3****IX: 270106****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:** 4.4 Long-term financial sustainability underpinned by sound financial planning and accountability

4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

This report recommends awarding RFQL 21 25-26 – Flood Damage Quilpie Screening – Part 3. The screening package involves material preparation at multiple pit locations across the Quilpie Shire to support the reconstruction of flood-damaged road networks.

Two conforming submissions were received from prequalified suppliers. Following evaluation, APV Contracting Pty Ltd achieved the highest weighted score and submitted the most advantageous offer to Council, demonstrating value for money and proven capability.

RECOMMENDATION

That Council:

1. Award RFQL 21 25-26 Flood Damage Quilpie Screening – Part 3 to APV Contracting Pty Ltd for an amount of \$2,204,367.41 including GST (\$2,003,970.37 excluding GST).
2. Delegate authority to the Chief Executive Officer, pursuant to s. 257 of the *Local Government Act 2009* (Qld), to negotiate, finalise, and execute all matters related to this contract, including any options or variations, in accordance with Council's procurement policy.

BACKGROUND

Council is delivering restoration works across the Shire's sealed and unsealed road network following damage caused by the West Queensland Surface Trough and associated rainfall and flooding between 21 March and 19 May 2025. These works will improve safety, accessibility and network resilience.

This tender relates specifically to the preparation of material for works in the Eromanga and Toompine areas. The project scope was designed to be manageable and accessible to contractors of varying capacity. All suitably qualified and resourced contractors were invited to submit a tender.

REPORT

Work Scope

RFQL 21 25-26 covers the extraction, preparation and stockpiling of road-building materials required for Council's ongoing reconstruction and maintenance program. Works are to occur at the following locations:

- Coonaberry Creek Road
- Durham Downs Road
- Belmore Road
- Boondook Road
- Eromanga Airport Road
- Mt Margret Road
- Raymore Road
- Telephone Bore Road
- Cooma Road
- Boran Road
- Giberoo Road
- Kiandra Road
- Old Thargomindah Road
- Pinkenetta Road

Schedule Of Work

A Project Plan for RFQL 21 25-26 works has been developed and is scheduled.

Table 1 RFQL 21 25-26 Project Plan Works

Mobilisation	Start of Works	Duration	Practical Completion
20/11/2025 (<i>subject to contract execution</i>)	21/11/2025	110 days	Program of Works completion ~ March 2026

Procurement Process

In accordance with Council's Procurement Policy and Part 3 of the *Local Government Regulation 2012* (Qld), Council invited three 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	Tuesday 21 October 2025
RFQ Close	2:00PM Tuesday 11 November 2025

Table 3 Prequalified Suppliers and Responses Received

Suppliers Invited	Responses	
APV Contracting Pty Ltd	RFQ Opened	Response Received
SA Travers & SL Travers	RFQ Not Opened	No Response
Tolbra Earthmovers & Haulage Pty Ltd	RFQ Opened	Response Received

Two conforming submissions from APV Contracting Pty Ltd and Tolbra Earthmovers & Haulage Pty Ltd were received and evaluated using the published criteria.

Table 4 Assessment Evaluation Criteria

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

Evaluation Process

Two officers completed the evaluation through VendorPanel Multiparty. Final scores are summarised below.

Table 5 Final Assessment and Evaluation Scores

Suppliers			APV Contracting PTY LTD	Tolbra Earthmovers & Haulage Pty Ltd
Price including GST			\$2,204,367.41	\$2,104,315.05
Price excluding GST			\$2,003,970.37	\$1,913,013.68
Evaluation Criteria	Price	40%	38.2	40
	Experience (Proven Performance)	30%	27	24
	Quality/Environmental/Safety and other management processes	30%	27	27
Overall Score			92.2	91

Evaluation Outcome

The panel's assessment, detailed in Table 5, scored APV Contracting Pty Ltd highest overall (92.2). Their submission also offered the lowest price.

Therefore, the panel considers APV Contracting Pty Ltd to provide the most advantageous outcome overall.

Council may decide not to accept any of the responses it receives. If Council accepts a response, it must select the option that is most advantageous, noting that the lowest price and/or highest weighted score may not necessarily represent the most beneficial outcome.

This assessment aligns with the sound contracting principles in *section 104(3) of the Local Government Act 2009 (Qld)*, particularly:

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

OPTIONSOption 1 (Recommended)

That Council:

1. Subject to successful negotiation on the final terms and conditions, award RFQL 21 25-26 Flood Damage Quilpie Screening – Part 3 to APV Contracting Pty Ltd for an amount of \$2,204,367.41 including GST (\$2,003,970.37 excluding GST); and
1. Delegate authority to the Chief Executive Officer, pursuant to s. 257 of the *Local Government Act 2009* (Qld), to negotiate, finalise, and execute all matters related to this contract, including any options or variations, in accordance with Council's procurement policy.

Option 2

That Council:

1. Subject to successful negotiation on the final terms and conditions, award RFQL 21 25-26 Flood Damage Quilpie Screening – Part 3 to Tolbra Earthmovers & Haulage Pty Ltd for an amount of \$2,104,315.05 including GST (\$1,913,013.68 excluding GST); and
2. Delegate authority to the Chief Executive Officer, pursuant to s. 257 of the *Local Government Act 2009* (Qld), to negotiate, finalise, and execute all matters related to this contract, including any options or variations, in accordance with Council's procurement policy.

Option 3

That Council:

1. Resolves not to award RFQL 21 25-26 Flood Damage Quilpie Screening – Part 3.

If Council's decision is inconsistent with the recommendation, Council is required to provide reasons for the decision in accordance with Part 2, Division 1A of the Local Government Regulation 2012 (Qld). A statement of reasons 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

Tolbra Earthmovers & Haulage Pty Ltd

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

LEGISLATION / LEGAL IMPLICATION

Under section 254H of the *Local Government Regulation 2012 (Qld)*, if Council makes a decision inconsistent with the officer recommendation, and the contract value exceeds \$200,000 or 1% of Council's net rate and utility charges, the minutes must include a statement of reasons.

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

These works are fully funded by the Queensland Reconstruction Authority under DRFA arrangements.

Table 6 Previously Awarded Screening T02-24-25 Panel of Prequalified Suppliers of Road and Civil Construction Contracts

RFT/RFQ#	Project Details	Contractor Awarded	Value (\$) excl. GST	No. of Conforming Submissions	Comments
RFQL 06 24-25	Screening of Material for 2024 Flood Damage	APV Contracting Pty Ltd	\$394,457.70	1	Works completed
RFQL16 24-25	Screening of Material- Pkg 1	APV Contracting Pty Ltd	\$855,310.00	1	Works completed
RFQL04 25-26	Screening Material- Old Charleville Rd Area	Tolbra Earthmovers & Haulage Pty Ltd	\$550,392.72	2	Works commenced
RFQL 17 25-26	Quilpie Screening- Part q1	Tolbra Earthmovers & Haulage Pty Ltd	\$1,593,037.29	2	Works Not started

ASSET MANAGEMENT IMPLICATIONS

- Supports ongoing asset inspection and condition assessment
- Contributes to lifecycle planning and improved road network performance

RISK MANAGEMENT IMPLICATIONS

This procurement has been assessed in accordance with Council’s G.11 Enterprise Risk Management Policy and the G.11-A Risk Management Framework. The process was designed to mitigate key procurement risks, resulting in a low-risk outcome for Council.

This matrix is used to determine the overall risk rating, as per Council's framework.

Table 7 Risk Matrix

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
A. Almost Certain Expected to occur at most times	H	H	E	E	E
B. Likely Will probably occur at most times	M	H	H	E	E
C. Possible Might occur at some time	L	M	H	E	E
D. Unlikely Could occur at some time	L	L	M	H	E
E. Rare May occur in rare conditions	L	L	M	H	E

Summary of Procurement Risks

The primary risks identified and managed during this tender are summarised in Table 8.

Table 8 Risk Register

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>			
Example: <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	Alternative options identified	Time delays	Possible	Minor	Medium	If no response received, reissue to wider field.
Lack of availability of suppliers	Alternative options identified	Time delays, increased risk if PQ can not be used	Unlikely	Minor	Medium	If no response received, reissue to wider field.
Conflict of interest	COI processes followed	Financial , legal, process review	Possible	Minor	Medium	Everybody involved must sign a COI form
Variations to work	Principle Representative to sign for all variations on Variation forms	Financial, however in Pre-start meetings held with contractors it is clearly stated in the minutes that no verbal variations, and that all variations will come from this office signed by PR	Possible	Minor	Medium	All variations signed of by QSC Principle Representative
Not completing works on time	Contract clearly states deadlines	Contract expires after 90 days	Possible	Moderate	Moderate	Practical Completion dates are set out in contract.
Contractor terminating after award	QSC policy to only pay for work completed.	Time delay, however, this is manageable with EOT.	Possible	Moderate	Moderate	Applications for EOT to funding bodies are successful.
Additional work added due to new damage caused by new events	Scope change allowed for by funding agency	No impacts except that road users must use damaged infrastructure longer.	Possible	Minor	Medium	Apply for EOT timeously

Unroadworthy vehicles	All vehicles are checked against QLD government road worthy sites before starting on site.	Vehicles are uninsured, plus damage caused by these vehicles would not be covered under their respective insurances.	Possible	Moderate	Moderate	Order vehicle to be removed from construction site immediately
Accidents	Legislation, WHS management plans-SWMS, safety briefings	Financial, legal, life threatening	Possible	Moderate/Major	Moderate/Major	Due to several layers of legislation, WHS plans and vigilance by all, risks are minimised
Approved processes not being followed	All work is checked against guidelines provided by funding agency, and signed off plus photographic evidence recorded	Non reimbursable from funding agency	Possible	Minor	Medium	Several lines of systematic checking by several levels of personnel ensure that work is recorded, signed for by both contractor as well as inspector, plus final comparison by Contract Administrator.
Material not to standard	These are existing pits, that have provided suitable material	Change pits	Unlikely	Minor	Medium	It is possible that suitable material runs out on a specific pit, QSC will then increase quantities at closest pit with no additional cost.
Cultural Heritage issues	All existing pits have been cleared by Cultural Heritage officers	If any Cultural Heritage items are found, work will be stopped immediately.	Possible	Moderate/Major	Moderate/Major	If work is stopped, additional machines will be brought in to complete works at nearest pit.

Risk Evaluation and Conclusion

The evaluation process itself served as the primary risk treatment. By using a prequalified panel and clear criteria, the likelihood and consequence of the main procurement risks were minimised. As demonstrated in the risk matrix, the residual risks for this procurement are rated **Low**. The recommended award to APV Contracting Pty Ltd represents a low-risk outcome that provides value for money and aligns with Council's risk appetite.

HUMAN RIGHTS CONSIDERATION

Under *section 4(b) of the Human Rights Act 2019 (Qld)*, Council must act and make decisions in a way that is compatible with human rights. In making this decision, Council has considered all 23 human rights protected under the Act.

The decision relates to the awarding of a procurement contract for road material screening works. The subject matter of the decision does not engage, limit or restrict any of the protected rights, including recognition and equality before the law, property rights, cultural rights, privacy, fair hearing, protection of families and children, or any other civil, political or cultural rights identified in the Act.

No individual rights are affected, as the recommendation concerns contractual arrangements between Council and prequalified suppliers. The procurement process followed established legislative and policy requirements, ensuring fairness, transparency and non-discrimination, which are consistent with human rights principles.

Based on this assessment, the decision to award this contract is compatible with the *Human Rights Act 2019 (Qld)* and does not limit any of the 23 protected human rights.

16.2 RFQL 22 25-26 FLOOD DAMAGE QUILPIE SCREENING- PART 4**IX: 270108****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

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

EXECUTIVE SUMMARY

This report recommends awarding RFQL 22 25-26 – Flood Damage Quilpie Screening – Part 4. The screening package involves material preparation at multiple pit locations across the Quilpie Shire to support the reconstruction of flood-damaged road networks.

Two conforming submissions were received from prequalified suppliers. Following evaluation, APV Contracting Pty Ltd achieved the highest weighted score and submitted the most advantageous offer to Council, demonstrating value for money and proven capability.

RECOMMENDATION

That Council:

1. Award RFQL 22 25-26 Flood Damage Quilpie Screening – Part 4 to APV Contracting Pty Ltd for an amount of \$1,813,047.56 including GST (\$1,648,225.05 excluding GST); and
2. Delegate authority to the Chief Executive Officer, pursuant to s. 257 of the *Local Government Act 2009* (Qld), to negotiate, finalise, and execute all matters related to this contract, including any options or variations, in accordance with Council's procurement policy.

BACKGROUND

Council is delivering restoration works across the Shire's sealed and unsealed road network following damage caused during the West Queensland Surface Trough and associated rainfall and

flooding between 21 March and 19 May 2025. These REPA works will improve safety, accessibility and network resilience.

This tender relates specifically to the preparation of material for works on:

- Corowa Road
- Congie Road
- Ray Road
- Beltram Park Road
- Ambathalla Road
- Boondoon Road

The project scope was designed to be manageable and accessible to contractors of varying capacity. All suitably qualified and resourced contractors were invited to submit a tender.

REPORT

Work Scope

RFQL 22 25-26 covers the extraction, preparation and stockpiling of road-building materials required for Council's ongoing reconstruction and maintenance program. Works are to occur across multiple pit locations, including:

- Corowa Road
- Earlstoun
- Pinkilla Road
- Wallyah Road
- Warrabin Road
- Ambathalla Road
- Boondoon Road
- Lockerbie Road
- Ray Road
- Beltram Park Road
- Congie Road

Schedule Of Work

A Project Plan for RFQL 22 25-26 works has been developed and is scheduled.

Table 1 RFQL 22 25-26 Project Plan Works

Mobilisation	Start of Works	Duration	Practical Completion
20/11/2025 (subject to contract execution)	21/11/2025	91 days	Program of Works completion ~ February 2026

Procurement Process

In accordance with Council's Procurement Policy and Part 3 of the *Local Government Regulation 2012* (Qld), Council invited three 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	Wednesday 22 October 2025
RFQ Close	2:00PM Tuesday 11 November 2025

Table 3 Prequalified Suppliers and Responses Received

Suppliers Invited	Responses	
APV Contracting Pty Ltd	RFQ Opened	Response Received
SA Travers & SL Travers	RFQ Not Opened	No Response
Tolbra Earthmovers & Haulage Pty Ltd	RFQ Opened	Response Received

Two conforming submissions from APV Contracting Pty Ltd and Tolbra Earthmovers & Haulage Pty Ltd were received and evaluated using the published criteria.

Table 4 Assessment Evaluation Criteria

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

Evaluation Process

Two officers completed the evaluation through VendorPanel Multiparty. Final scores are summarised below.

Table 5 Final Assessment and Evaluation Scores

Suppliers			APV Contracting PTY LTD	Tolbra Earthmovers & Haulage Pty Ltd
Price including GST			\$1,813,047.56	\$1,845,847.19
Price excluding GST			\$1,648,225.05	\$1,678,042.90
Evaluation Criteria	Price	40%	40	39.3
	Experience (Proven Performance)	30%	27	24
	Quality/Environmental/Safety and other management processes	30%	27	27
Overall Score			94	90.3

Evaluation Outcome

The panel's assessment, detailed in Table 5, scored APV Contracting Pty Ltd highest overall (94). Their submission also offered the lowest price.

Therefore, the panel considers APV Contracting Pty Ltd to provide the most advantageous outcome overall.

Council may decide not to accept any of the responses it receives. If Council accepts a response, it must select the option that is most advantageous, noting that the lowest price and/or highest weighted score may not necessarily represent the most beneficial outcome.

This assessment aligns with the sound contracting principles in *section 104(3) of the Local Government Act 2009 (Qld)*, particularly:

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

OPTIONS

Option 1 (Recommended)

That Council:

1. Award RFQL 22 25-26 Flood Damage Quilpie Screening – Part 4 to APV Contracting Pty Ltd for an amount of \$1,813,047.56 including GST (\$1,648,225.05 excluding GST); and
2. Delegate authority to the Chief Executive Officer, pursuant to s. 257 of the *Local Government Act 2009 (Qld)*, to negotiate, finalise, and execute all matters related to this contract, including any options or variations, in accordance with Council's procurement policy.

Option 2

That Council:

1. Award RFQL 22 25-26 Flood Damage Quilpie Screening – Part 4 to Tolbra Earthmovers & Haulage Pty Ltd for an amount of \$1,845,847.19 including GST (\$1,678,042.90 excluding GST); and
2. Delegate authority to the Chief Executive Officer, pursuant to s. 257 of the *Local Government Act 2009 (Qld)*, to negotiate, finalise, and execute all matters related to this contract, including any options or variations, in accordance with Council's procurement policy.

Option 3

That Council:

1. Resolves not to award RFQL 22 25-26 Flood Damage Quilpie Screening – Part 4.

If Council's decision is inconsistent with the recommendation, Council is required to provide reasons for the decision in accordance with Part 2, Division 1A of the Local Government Regulation 2012 (Qld). A statement of reasons 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

Tolbra Earthmovers & Haulage Pty Ltd

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

LEGISLATION / LEGAL IMPLICATION

Under section 254H of the Local Government Regulation 2012 (Qld), if Council makes a decision inconsistent with the officer recommendation, and the contract value exceeds \$200,000 or 1% of Council's net rate and utility charges, the minutes must include a statement of reasons.

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

These works are fully funded by the Queensland Reconstruction Authority under DRFA arrangements.

Table 6 Previously Awarded Screening T02-24-25 Panel of Prequalified Suppliers of Road and Civil Construction Contracts

RFT/RFQ#	Project Details	Contractor Awarded	Value (\$) excl. GST	No. of Conforming Submissions	Comments
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RFQL04 25-26	Screening Material- Old Charleville Rd Area	Tolbra Earthmovers & Haulage Pty Ltd	\$550,392.72	2	Works commenced
RFQL 17 25-26	Quilpie Screening- Part q1	Tolbra Earthmovers & Haulage Pty Ltd	\$1,593,037.29	2	Works not started

ASSET MANAGEMENT IMPLICATIONS

- Supports ongoing asset inspection and condition assessment
- Contributes to lifecycle planning and improved road network performance

RISK MANAGEMENT IMPLICATIONS

This procurement has been assessed in accordance with Council's G.11 Enterprise Risk Management Policy and the G.11-A Risk Management Framework. The process was designed to mitigate key procurement risks, resulting in a low-risk outcome for Council.

Council's Risk Matrix

This matrix is used to determine the overall risk rating, as per Council's framework.

Table 7 Risk Matrix

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
A. Almost Certain Expected to occur at most times	H	H	E	E	E
B. Likely Will probably occur at most times	M	H	H	E	E
C. Possible Might occur at some time	L	M	H	E	E
D. Unlikely Could occur at some time	L	L	M	H	E
E. Rare May occur in rare conditions	L	L	M	H	E

Summary of Procurement Risks

The primary risks identified and managed during this tender are summarised in Table 6.

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>			
Example: <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	Alternative options identified	Time delays	Possible	Minor	Medium	If no response received, reissue to wider field.
Lack of availability of suppliers	Alternative options identified	Time delays, increased risk if PQ can not be used	Unlikely	Minor	Medium	If no response received, reissue to wider field.
Conflict of interest	COI processes followed	Financial , legal, process review	Possible	Minor	Medium	Everybody involved must sign a COI form
Not completing works on time	Contract clearly states deadlines	Contract expires after 90 days	Possible	Moderate	Moderate	Practical Completion dates are set out in contract.
Contractor terminating after award	QSC policy to only pay for work completed.	Time delay, however, this is manageable with EOT.	Possible	Moderate	Moderate	Applications for EOT to funding bodies are successful.

Additional work added due to new damage caused by new events	Scope change allowed for by funding agency	No impacts except that road users must use damaged infrastructure longer.	Possible	Minor	Medium	Apply for EOT timeously
Variations to work	Principle Representative to sign for all variations on Variation forms	Financial, however in Pre-start meetings held with contractors it is clearly stated in the minutes that no verbal variations, and that all variations will come from this office signed by PR	Possible	Minor	Medium	All variations signed of by QSC Principle Representative
Unroadworthy vehicles	All vehicles are checked against QLD government road worthy sites before starting on site.	Vehicles are uninsured, plus damage caused by these vehicles would not be covered under their respective insurances.	Possible	Moderate	Moderate	Order vehicle to be removed from construction site immediately
Accidents	Legislation, WHS management plans-SWMS, safety briefings	Financial, legal, life threatening	Possible	Moderate / Major	Moderate / Major	Due to several layers of legislation, WHS plans and vigilance by all, risks are minimised
Approved processes not being followed	All work is checked against guidelines provided by funding agency, and signed off plus photographic evidence recorded	Non reimbursable from funding agency	Possible	Minor	Medium	Several lines of systematic checking by several levels of personnel ensure that work is recorded , signed for by both contractor as well as inspector, plus final comparison by Contract Administrator.
Material not to standard	These are existing pits, that have provided suitable material	Change pits	Unlikely	Minor	Medium	It is possible that suitable material runs out on a specific pit, QSC will then increase quantities at closest pit with no additional cost.
Cultural Heritage issues	All existing pits have been cleared by Cultural Heritage officers	If any Cultural Heritage items are found, work will be stopped immediately.	Possible	Moderate / Major	Moderate / Major	If work is stopped, additional machines will be brought in to complete works at nearest pit.

Risk Evaluation and Conclusion

The evaluation process itself served as the primary risk treatment. By using a prequalified panel and clear criteria, the likelihood and consequence of the main procurement risks were minimised.

As demonstrated in the risk matrix, the residual risks for this procurement are rated **Low**. The recommended award to APV Contracting Pty Ltd represents a low-risk outcome that provides value

for money, aligns with Council's procurement and risk management frameworks, and is consistent with Council's risk appetite. and aligns with Council's risk appetite.

HUMAN RIGHTS CONSIDERATION

Under *section 4(b) of the Human Rights Act 2019 (Qld)*, Council must act and make decisions in a way that is compatible with human rights. The Act requires that any limitation on human rights must be reasonable, justified and proportionate. In making this decision, Council has considered all 23 human rights protected under the Act.

The decision relates to the awarding of a procurement contract for road material screening works. The subject matter of the decision does not engage, limit or restrict any of the protected rights, including recognition and equality before the law, property rights, cultural rights, privacy, fair hearing, protection of families and children, or any other civil, political or cultural rights identified in the Act.

No individual rights are affected, as the recommendation concerns contractual arrangements between Council and prequalified suppliers. The procurement process followed established legislative and policy requirements, ensuring fairness, transparency and non-discrimination, which are consistent with human rights principles.

Based on this assessment, the decision to award this contract is compatible with the *Human Rights Act 2019 (Qld)* and does not limit any of the 23 protected human rights.

16.3 REGISTER OF COST-RECOVERY FEES AND COMMERCIAL CHARGES**IX:** 270141**Author:** Hannah Tully, Finance 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

This report recommends adopting a new Register of Cost-Recovery Fees and Commercial Charges, effective 24 November 2025. The update addresses a gap in cost recovery for plumbing services by introducing new application fees and increasing the inspection fee. These changes ensure Council recovers the full cost of providing these services and maintains compliance with the *Local Government Act 2009* (Qld).

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Adopt the fees in the Register of Cost-Recovery Fees and Commercial Charges effective from 24 November 2025.
3. Resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* (Qld) applies:
 - (i) the applicant is the person liable to pay these fees; and
 - (ii) the fee must be paid at or before the time the application is lodged; and
4. Delegate authority to the Chief Executive Officer to amend commercial charges to which section 262 (3)(c) of the *Local Government Act 2009* (Qld) applies.

BACKGROUND

The *Local Government Act 2009* (Qld) requires Council to maintain a public register of its cost-recovery fees. Council may amend this register by resolution at any time.

This report presents the findings of a review of fees for plumbing services, conducted to ensure they align with the legislative requirement to recover service delivery costs.

REPORT

The Council's Records, Building and Planning Officer and the Acting Water and Sewerage Supervisor have reviewed the procedures and fees for plumbing applications and inspections.

The review found that:

- no application fee was in place
- the existing inspection fee was too low to recover costs.

The proposed changes introduce application fees and set an inspection fee that reflects the cost of service delivery.

Table 1 Proposed plumbing application and inspection fees

Quilpie Shire Council Engineering Water & Sewerage		
Application – Residential	Per application	\$376.00
Application – Commercial/Industrial	Per application	\$451.00
Inspections	Per application	\$600.00

OPTIONSOption 1 (Recommended)

That Council:

1. Receive and note the report.
2. Adopt the fees in the Register of Cost-Recovery Fees and Commercial Charges effective from 30 January 2025.
3. Resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* (Qld) applies:
 - (i) the applicant is the person liable to pay these fees; and
 - (ii) the fee must be paid at or before the time the application is lodged; and
4. Delegate authority to the Chief Executive Officer to amend commercial charges to which section 262 (3)(c) of the *Local Government Act 2009* (Qld) applies.

Option 2

That Council resolves to not adopt the new Register of Cost-Recovery Fees and Commercial Charges.

CONSULTATION (Internal/External)

Records, Building and Planning Officer

Acting Water and Sewerage Supervisor

Finance Support Officer - Payables

INTERESTED PARTIES

Community

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

LEGISLATION / LEGAL IMPLICATIONS

This decision is made under the *Local Government Act 2009*. Adopting the proposed fees and register ensures Council complies with its legislative obligations.

Key legislative requirements

- **Section 97** empowers Council to fix a cost-recovery fee by resolution. A cost-recovery fee must not be more than the cost to Council of providing the service.
- **Section 98** requires Council to keep a public register of all cost-recovery fees.

The recommended actions achieve compliance by:

1. Using a Council resolution to fix the fees, as per section 97(1).
2. Ensuring all fees are set at or below the cost of providing the service, satisfying section 97(4).
Maintaining and adopting the updated register of fees, fulfilling the section 98 requirement.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

FINANCIAL AND RESOURCE IMPLICATIONS

The proposed fees will generate additional revenue, ensuring the full cost of providing plumbing application and inspection services is recovered. This revenue forms part of the proposed budget for the 2025/26 financial year and future long-term financial forecasts. Adopting these charges improves the financial sustainability of these services.

ASSET MANAGEMENT IMPLICATIONS

There are no direct asset management implications arising from this report.

RISK MANAGEMENT IMPLICATIONS

Council manages risks in accordance with its G.11 Enterprise Risk Management (ERM) Policy and G.11-A Risk Management Framework. The key risks are identified below. The recommended action mitigates the primary financial risk.

Table 2 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
A. Almost Certain Expected to occur at most times	H	H	E	E	E
B. Likely Will probably occur at most times	M	H	H	E	E
C. Possible Might occur at some time	L	M	H	E	E
D. Unlikely Could occur at some time	L	L	M	H	E
E. Rare May occur in rare conditions	L	L	M	H	E

Table 3 Risk Register

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>			
Example: <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>
Council accepts the proposed changes	None	Increased revenue as plumbing assessment and inspection fees will be recovered correctly.	C Possible	2 Minor	Medium	
Council doesn't accept the proposed changes	None	Plumbing assessment and inspection fees aren't recovered at cost correctly.	C Possible	2 Minor	Medium	

Risk Evaluation and Conclusion

The risk evaluation indicates that the risk of not achieving cost recovery is **Medium**. Adopting the revised fees is the direct and appropriate treatment for this risk.

The financial risk of continuing with outdated fees is clear. Approving the new register is a standard administrative function that effectively manages this risk and ensures residents who benefit from specific services bear the appropriate cost.

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.

Council has considered the human rights protected under the *Human Rights Act 2019* (Qld). The administrative setting of fees and charges for services does not engage or limit any human rights.