



ORDINARY MEETING LATE ITEMS AGENDA

Wednesday 17 December 2025
commencing at 9.30am

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Ordinary Meeting of Council

16 December 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 17 December 2025**, commencing at **9.30am**.

An agenda for the Ordinary Meeting was forwarded to all Members on 10 December 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 17 December 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
15.1 Request for Sealing - Keeroongooloo Road (Update)	(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government	This report provides an update on the progress of discussions and cost estimates and seeks Council endorsement to execute a Roadwork Agreement with GPC. The agreement formalises the sealing of 18.7 km of Keeroongooloo Road, enabling coordination with QRA-funded flood reinstatement works to minimise mobilisation costs, ensure timely delivery, and achieve cost efficiencies.
15.2 RFQL 02 25-26 Flood Damage Sealed Road Reconstruction Kyabra Rd Pkg and RFQL20 25-26 Reconstruction of Sealed Roads Pkg - Update	(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government	The report outlines the recommended contractual variations, associated costs, and delivery options for both projects, and now seeks Council’s approval to progress the works in accordance with the options presented.
15.3 Recovery of Rate Arrears - Advanced Debt Recovery Action	(f.) starting or defending legal proceedings involving the local government (h.) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a	This report provides Councillors with an update on the status of rate arrears subject to advanced debt recovery action, including properties already acquired by Council for overdue rates and charges, and

	<p>person to gain a financial advantage</p>	<p>assessments where further recovery action is proposed.</p> <p>Debt recovery activity was temporarily paused due to the flood event. With recovery operations now stabilised, Council is resuming advanced debt recovery actions in accordance with the <i>Local Government Regulation 2012</i> and Council's Recovery of Overdue Rates and Charges Policy (F.10).</p> <p>The report outlines:</p> <ul style="list-style-type: none"> • properties where Council has completed the debt recovery process and acquired land for unpaid rates and charges • assessments with signification arrears being progressed or where debt recovery was on hold due to flood event • new assessments now three years or more overdue • petroleum leases with overdue rates • recommended next steps, including issuing letters of demand and progressing legal recovery where appropriate.
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16 LATE ITEMS**16.1 AGISTMENT EXTENSION FOR DILLON'S WELL - SCOTT EDWARDS****IX:** 270811**Author:** Toni Bonsey, Corporate and Community Administration Officer**Authorisers:** Lisa Hamlyn, Director Community and Business Development
Justin Hancock, Chief Executive Officer**Attachments:** Nil**KEY OUTCOME****Key Outcome:** 3. Environmental Sustainability**Key Initiative:** 3.1 Protect and enhance waterways and landscape biodiversity**EXECUTIVE SUMMARY**

At the June 2025 Ordinary Meeting, Council approved an application from Scott and Mel Edwards to agist 40–50 heifers on Dillon's Well Reserve for a three-month period. This approval expired on 5 December 2025.

Scott and Mel Edwards have since requested an extension of the agistment agreement until 31 March 2026. They have advised they have secured alternative agistment from that date.

The Pest and Livestock Management Coordinator has confirmed that Dillon's Well Reserve remains in suitable condition to support the stock for the proposed extension period.

RECOMMENDATION

That Council:

1. Acknowledges receipt of the request from Scott and Mel Edwards to extend the agistment of 40–50 heifers on Dillon's Well Reserve until 31 March 2026; and
2. Approves the extension in accordance with Council's Schedule of Fees and Charges.

BACKGROUND

At the Ordinary Meeting of Council held on 17 June 2025 (Resolution QSC131-06-25), Council approved a three-month agistment permit for Scott and Mel Edwards for 40–50 heifers on Dillon's Well Reserve. The permit expired on 5 December 2025.

The Pest and Livestock Management Coordinator had previously recommended that the reserve was capable of supporting the herd for an initial three-month period, with ongoing three-monthly reviews.

REPORT

Scott and Mel Edwards have applied to extend their agistment arrangement on Dillon's Well Reserve until 31 March 2026. They have confirmed that alternative agistment has been arranged after this date.

The Pest and Livestock Management Coordinator inspected the reserve and reports that Dillon's Well Reserve is currently in good condition and able to support 40–50 heifers for the proposed extension period.

OPTIONSOption 1 (recommended)

That Council:

1. Acknowledges receipt of the request from Scott and Mel Edwards to extend the agistment of 40–50 heifers on Dillon's Well Reserve until 31 March 2026; and
2. Approves the extension in accordance with Council's Schedule of Fees and Charges.

Option 2

That Council:

1. Acknowledges receipt of the request but decline to grant an extension.

CONSULTATION (Internal/External)

- Scott and Mel Edwards
- Director Community and Business Development
- Pest and Livestock Management Coordinator

INTERESTED PARTIES

- Scott and Mel Edwards

Note: Interested parties are identified on a best-endeavours basis and the list may not be exhaustive.

LEGISLATION / LEGAL IMPLICATIONS

Nil beyond compliance with Council's adopted policies.

POLICY IMPLICATIONS*EP.01 Depasturage Policy*

Residents may apply to depasture stock on town reserves after three months of continuous residency. Permits are valid only while the permit-holder resides in town. This policy also applies to non-town reserves unless a written agreement with Council specifies otherwise.

FINANCIAL AND RESOURCE IMPLICATIONS

Council will process the application and apply the relevant fees set out in the Quilpie Shire Council Schedule of Fees and Charges.

ASSET MANAGEMENT IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Council manages risks using Policy G.11 Enterprise Risk Management and Procedure G.11-A Risk Management Framework.

Table 1 Risk Register

Risk Name and Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating - implement additional controls / mitigation strategy (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			<i>Risk calculator provided for measures</i>			
Overgrazing	3 monthly reviews	Damage to land and potential future grazing.	Rare	Insignificant	Low	Quilpie Shire Council Depasturage Policy EP.01

An assessment of the risks associated with the proposed extension has been undertaken. The primary risk identified is overgrazing of Dillon’s Well Reserve. This risk is currently rated Low, as shown in the table, due to the combination of:

- the reserve being in good condition,
- the moderate number of stock (40–50 heifers), and
- the existing control of three-monthly reviews, which enables early detection of any decline in pasture quality.

Because the likelihood is Rare and the consequence is Insignificant, the overall risk rating remains Director Community and Business Development, and the existing control measures are considered adequate. No additional mitigation strategies are required at this time.

HUMAN RIGHTS CONSIDERATION

Council has assessed this decision against the 23 human rights protected under the *Human Rights Act 2019*. The assessment determined that the decision does not limit human rights.

16.2 RFQL06 25-26 FLOOD DAMAGE TOBERMORY AREA SCREENING**IX: 270698****Author: Kasey-Lee Davie, Procurement Officer****Authorisers: Eng Lim, Director Infrastructure Services
Sharon Frank, Director Corporate Services
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 06 25-26 – Flood Damage Tobermory Area Screening. 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 06 25-26 Flood Damage Tobermory Area Screening to APV Contracting Pty Ltd for an amount of \$1,666,108.62 including GST (\$1,514,644.20 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 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 preparation of material for works on Tobermory, Ingeberry and Mulliana Roads. The project scope has been designed to be manageable in scale, encouraging participation from contractors of varying capacities. Given project timelines and delivery requirements, all suitably qualified and resourced contractors are invited to submit a quote.

REPORT

Work Scope

RFQL 06 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:

- Ingeberry Road
- Tobermory Road
- Bowalli Road

Schedule Of Work

A Project Plan for RFQL 06 25-26 works has been developed and was scheduled.

Table 1 RFQL 06 25-26 Project Plan Works

Mobilisation	Start of Works	Duration	Practical Completion
5/01/2026 (<i>subject to contract execution</i>)	6/01/2026	90 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 five 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 5 November 2025
RFQ Close	2:00PM Thursday 20 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
Durack Civil Pty Ltd	RFQ Opened No Response
Fulton Hogan Industries Pty Ltd	RFQ Not Opened No Response

Two conforming submissions from APV Contracting Pty Ltd and Tolbra Earthmovers & Haulage Pty Ltd were received and evaluated using the published criteria as shown in Table 4.

Table 4 Assessment Evaluation Criteria

Criteria	Weighting
Price	40%
Experience (Proven Performance)	40%
Quality/Environmental/Safety and Management processes	20%

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		\$1,666,108.62	\$1,689,686.68	
Price excluding GST		\$1,514,644.20	\$1,536,078.80	
Evaluation Criteria	Price	40%	40	39.4
	Experience (Proven Performance)	40%	36	36
	Quality/Environmental/Safety and other management processes	20%	18	18
Overall Score			94	93.4

Evaluation Outcome

The panel's assessment, detailed in Table 5, scored APV Contracting Pty Ltd highest overall (94).

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 06 25-26 Flood Damage Tobermory Area Screening to APV Contracting Pty Ltd for an amount of \$1,666,108.62 including GST (\$1,514,644.20 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 06 25-26 Flood Damage Tobermory Area Screening to Tolbra Earthmoving & Haulage Pty Ltd for an amount of \$1,689,686.68 including GST (\$1,536,078.80 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 06 25-26 Flood Damage Tobermory Area Screening.

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: Identification of interested parties is based on best endeavours and may not be exhaustive.

LEGISLATION / LEGAL IMPLICATIONS

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 Contracts to the T02 24-25 Panel of Prequalified Suppliers of Road and Civil Construction.

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 completed
RFQL 17 25-26	Quilpie Screening- Part 1	Tolbra Earthmovers & Haulage Pty Ltd	\$1,593,037.29	2	Works commenced
RFQL 18 25-26	Quilpie Screening- Part 2	APV Contracting Pty Ltd	\$2,473,899.54	2	Works commenced
RFQL 21 25-26	Quilpie Screening- Part 3	APV Contracting Pty Ltd	\$2,003,970.37	2	Works commenced
RFQL 22 25-26	Quilpie Screening- Part 4	APV Contracting Pty Ltd	\$1,648,225.05	2	Works commenced

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 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 7.

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>	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>
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 becomes 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 breakdowns/ 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

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—including conflict of interest, response non-conformance, and lack of supplier availability—were successfully minimised.

As demonstrated in the risk matrix and register, the residual risks for this procurement are rated **Low**. The recommendation to award RFQL06 25-26 represents a low-risk outcome that provides value for money and aligns with Council's risk appetite.

HUMAN RIGHTS CONSIDERATION

The decision to award RFQL 06 25-26 has been assessed against the *Human Rights Act 2019*. The procurement of RFQL 06 25-26 for essential public works is an administrative function that does not engage or limit any of the protected human rights.

16.3 PURCHASE OF PEDESTRIAN BRIDGES FOR BALDY TOP WALKWAY PROJECT**IX: 270988****Author: Brian Weeks, Deputy Director Infrastructure Services****Authorisers: Eng Lim, Director Infrastructure Services
Sharon Frank, Director Corporate Services
Justin Hancock, Chief Executive Officer****Attachments: 1. Wagner Quote****KEY OUTCOME****Key Outcome:** 1. Great Place to Live**Key Initiative:** 1.1 Well-planned and highly liveable communities**Key Outcome:** 3. Environmental Sustainability**Key Initiative:** 3.1 Protect and enhance waterways and landscape biodiversity**Key Outcome:** 4. Strong Governance**Key Initiative:** 4.4 Long-term financial sustainability underpinned by sound financial planning and accountability**EXECUTIVE SUMMARY**

This report seeks Council's approval to purchase three composite fibre pedestrian bridges from Wagners CFT Manufacturing Pty Ltd for the Baldy Top Walkway Project.

Following route changes required after the March 2025 flood event, Council must construct three pedestrian bridges to comply with legislative and regulatory requirements.

The bridges are time-critical to meet funding conditions under the *Local Roads and Community Infrastructure Program Phase 4*. Officers investigated available suppliers and concluded that Wagners CFT Manufacturing Pty Ltd is the only supplier reasonably able to deliver the bridges within the required timeframe.

The procurement is recommended under the sole-supplier exemption in section 235(a) of the *Local Government Regulation 2012 (Qld)*.

RECOMMENDATION

That Council:

1. Resolve, pursuant to section 235(a) of the *Local Government Regulation 2012* (Qld), that there is only one (1) supplier reasonably available to provide the composite fibre pedestrian bridges by the required date and:
 - (a) Award the purchase of three composite fibre pedestrian bridges to Wagners CFT Manufacturing Pty Ltd for \$243,721.50 including GST (\$243,721.50 Ex GST); and
 - (b) Delegate authority to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* (Qld) to negotiate, finalise and execute all matters relating to this project and contract, including options and variations in accordance with Council's procurement policy.

BACKGROUND

Council is constructing a shared walkway between Quilpie and Baldy Top. The original alignment minimised impacts on channel systems. Following the March 2025 flood event, the alignment was required to be amended.

Consultation with government agencies confirmed three pedestrian bridges are required to meet legislative and safety requirements. Without these bridges, the project cannot be completed.

REPORT

Council must install pedestrian bridges at three locations along the Baldy Top Walkway. The project is funded under the *Local Roads and Community Infrastructure Program Phase 4*. Delivery is time-critical, noting that a funding extension has already been sought due to flood impacts.

Council officers investigated procurement options, including pricing through Local Buy Contract LB304 (Public Areas Facilities, Parks & Amenities). Wagners CFT Manufacturing Pty Ltd confirmed they can manufacture and deliver the bridges within the required timeframe.

Based on market availability, delivery constraints and project timelines, officers are satisfied that Wagners CFT Manufacturing Pty Ltd is the only supplier reasonably available to meet Council's requirements.

OPTIONSOption 1 (recommended):

That Council:

1. Resolve, pursuant to section 235(a) of the *Local Government Regulation 2012* (Qld), that there is only one (1) supplier reasonably available to provide the composite fibre pedestrian bridges by the required date and:
 - (a) Award the purchase of three composite fibre pedestrian bridges to Wagners CFT Manufacturing Pty Ltd for \$243,721.50 including GST (\$243,721.50 Ex GST); and
 - (b) Delegate authority to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* (Qld) to negotiate, finalise and execute all matters relating to this project and contract, including options and variations in accordance with Council's procurement policy.

Option 2:

That Council resolve not to accept the quote. This option risks non-compliance with funding and legislative requirements and may delay project completion.

CONSULTATION (Internal/External)

- Chief Executive Officer
- Director Infrastructure Services
- Deputy Director Infrastructure Services
- Technical Officer
- Procurement Officer

INTERESTED PARTIES

- Wagners Cft Manufacturing Pty. Ltd.

Note: Identification of interested parties is based on best endeavours and may not be exhaustive.

LEGISLATION / LEGAL IMPLICATIONS

Council officers applied *section 235(a) of the Local Government Regulation 2012 (Qld)* to award the pedestrian bridge contract without inviting additional quotes. Council officers confirmed that:

- Wagners CFT Manufacturing Pty Ltd is the only supplier reasonably able to deliver within the required timeframe.
- The contract value qualifies as a medium-sized contractual arrangement under the Regulation.
- Council formally resolved that this supplier is the only reasonable option.

All actions comply with the *Local Government Act 2009* and Council's procurement policy. Council officers documented the rationale and resolution in the project file to meet regulatory requirements and ensure transparency.

FINANCIAL AND RESOURCE IMPLICATIONS

The approved project budget is \$300,000.00. Expenditure to date is approximately \$80,000.00, with construction approximately 70% complete.

The proposed purchase of \$243,721.50 including GST is within the approved budget.

RISK MANAGEMENT IMPLICATIONS

Council officers assessed risks associated with this procurement in accordance with Council's Enterprise Risk Management Policy (G.11) and Risk Management Framework (G.11-A).

Table 1 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>			
Delay in ordering	Usual procurement process	Late delivery of Bridges	High	Major	High	Order before Christmas shut down
Do not Purchase Bridges	N.A.	No Bridges – Project remains unfinished	High	Major	High	Return grant money to funding agency

Risk Evaluation and Conclusion

Initial risks were assessed as High due to timing, funding, and delivery dependencies. Proceeding with the purchase reduces residual risks to Low, enabling project completion within funding and compliance requirements. This course of action represents the lowest-risk and most responsible pathway and aligns with Council's risk appetite.

HUMAN RIGHTS CONSIDERATION

Section 4(b) of the *Human Rights Act 2019 (Qld)* requires public entities to make decisions compatible with human rights.

Council officers considered the 23 human rights protected under the Act. Officers assessed whether the decision could limit any human rights, including:

- The right to life and personal safety.
- The right to property.
- Cultural rights, including access to public spaces.

The assessment found that the proposed award does not limit any human rights, as the decision:

- Provides safe and accessible pedestrian infrastructure.
- Complies with relevant safety, environmental, and planning requirements.
- Balances the rights of the community and the obligations of Council.

Council officers have documented this consideration in accordance with the Act to ensure transparency and accountability in decision-making.

WAGNERS

- ▶ CONSTRUCTION MATERIALS
- ▶ TRANSPORT SERVICES
- ▶ CEMENT, FLYASH & LIME
- ▶ PRECAST CONCRETE
- ▶ REINFORCING STEEL
- ▶ COMPOSITE FIBRE TECHNOLOGIES

HEAD OFFICE:
1 AIRPORT DRIVE
1511 TOOWOOMBA CECIL PLAINS ROAD
WELLCAMP QLD 4350

POSTAL ADDRESS:
PO BOX 151 DRAYTON NORTH QLD 4350

INT. PREFIX STD PREFIX NUMBER
TELEPHONE: (61 7) (07) 4637 7777

EMAIL: cftsales@wagner.com.au

WAGNERS CFT MANUFACTURING PTY LTD
ABN 91 099 936 446

Certified System
Quality ISO 9001
SAI GLOBAL

Tuesday, 9 December 2025

ADDRESSED TO:
Quilpie Shire Council
Brian Weekes

25-1182 Wagners CFT Proposal for Design and Supply of the Quilpie Bridges

Wagners Composite Fibre Technologies (WCFT) are pleased to present the following Proposal for the Detailed Design, Certification and Supply of the Quilpie Pedestrian Bridges.



Sandy Beach, Coffs Harbour, NSW

Wagners is an ISO 9001:2015 accredited company with over 15 years' experience design, manufacturing and installing composite structures in Australia and around the world.


Price Summary:

- Detailed Design and Certification of Bridges
- WCFT Structural Members
- WCFT 30mm Mini Mesh Decking
- Prefabrication and Assembly
- Delivery to Quilpie, QLD

<u>WCFT 12m Long x 1.8m (Clear) Girder Bridge</u>	<u>\$ 79,495.00 ex GST</u>
<u>WCFT 12m Long x 1.8m (Clear) Girder Bridge</u>	<u>\$ 79,495.00 ex GST</u>
<u>WCFT 10m Long x 1.8m (Clear) Girder Bridge</u>	<u>\$ 62,575.00 ex GST</u>
<u>Total Value</u>	<u>\$ 221,565.00 ex GST</u>

This Estimate Includes:

- 10 Year Warranty on WCFT Elements
- Detailed Design and For Construction Issue Drawings of WCFT Structure
- Design in Accordance with AS1170 and AS2156 Walking Track Class 3
- 100 Year Design Life
 - 3kPa Live Load, 1.4kN Point Load
 - Deflection Criteria L/250
 - Max Flood Velocity of 0.7m/s at Deck Height
- WCFT Girder Bridge Members
 - WCFT Girders and Diaphragms,
 - WCFT Handrails SHP1020
 - WCFT 30mm Mini Mesh Decking
 - All Associated Connection Hardware In 316 Grade Stainless Steel
- Prefabricated Bridge Delivery to Quilpie, QLD

This Estimate Excludes:

- GST
- AS5100 Design Considerations
- Geotechnical Investigations, Reporting or Associated Costs
- Site Survey, Reporting or Associated Costs
- Site Preparation, Clearing or Access
- Installation or any Onsite Works whatsoever
- Signage, Tactile Indicators or Line Marking
- Lighting or Electrical Infrastructure
- Concrete Approach Pathways or Associated Works
- Design and Supply of Concrete Abutments
- Rip Rapping, Rock Protection or Retaining Walls
- Landscaping, Vegetation or Plantation Works
- Flood or Hydraulic Modelling
- Drainage Infrastructure, Erosion Control or Slope Stability Analysis
- Site Principal Responsibilities
- Supply of Temporary Fencing or Site Amenities
- Traffic or Pedestrian Control or Management
- Permits or Approvals
- Unloading Onsite or Cost Incurred Due to Delays Onsite
- Crane or Forklift Hire for Unloading Onsite.
- Anything Else Not Specifically Mentioned in "Inclusions" Above



Why Choose a Wagners Composite Fibre Technology Solution?

We have supplied girder bridges across Australia from the sweltering tropics to the burning deserts. Our composite structures are uniquely suited to withstand the harshest environments while providing a low maintenance, long life asset to the local community. Our materials are perfect for coastal, marine, and environmentally sensitive areas. From tidal flood plains and protected mangrove swamps to alkaline desert and corrosive mining facilities, our structures have proven time and again their unique durability and strength. Possessing a full in-house design and certification team, we will work hand in hand with your staff to ensure a robust, aesthetically pleasing pedestrian asset that will provide decades of service.

Mass – Fibre Reinforced Polymer

Fibre Reinforced Polymer is light weight by design and in comparison, to hardwood timber, is a 1/3rd of the weight. The lightweight nature of the products makes for easy shipping, handling and moving on site, and greatly reduces risk on site and injuries due to heavy lifting. It also has an impact on the requirement for large machinery and installation times as less employees are required to handle the product. All FRP is not manufactured equally and to the same standards and quality. Wagners prides itself in being the only Australian manufacture of structural FRP SHS.

Longevity of Structure – Design Life and Durability of Wagners CFT

Glass fibre composite or fibre reinforced polymer (FRP) materials offer high strength, low weight, and long service lives as they are not prone to corrosion, rot or shrinkage as other materials more traditionally used by civil industry. The high salinity of the swampland region waters, and frequently expected inundation means that traditional framing materials, such as galvanised steel and timber, are not viable options. By using composite materials, the asset owner can virtually eliminate their ongoing maintenance costs and therefore significantly reduce the whole of life costs for the project.

Advantages of our Pedestrian Bridges:

- Low Maintenance
- Long Life Span
- Will Not Rust, Rot or Corrode
- Termite Proof
- Light Weight
- Quick and Easy Installation (Modular Design)
- Prefabrication and Scheduled Works Delivery
- Inert, Environmentally Stable Material
- Environmentally Friendly





Previous Projects – Bents Basin Girder Bridge

Client:	CrossGrove
Location:	Berowa, NSW, Australia
Dimensions:	11.8m Long x 1.4m Wide
Brief:	Bents Basin Footbridge was a 3kPa pedestrian bridge for the Bents Basin Conservation Area. It provided a low maintenance, easy to install solution for a site with limited access where a waterway crossing was needed.
Reference	CrossGrove Project Manager- Brent Cleary Phone – 0427 226 351





Previous Projects – Airlie Beach Bridges

Client:	Enviro Edge
Location:	Airlie Beach, QLD, Australia
Dimensions:	3 Bridges at 11.8m and 1 bridge at 7m
Brief:	The Airlie Beach Bridges were for a Golf Course in the North QLD Town or Airlie Beach. A total of 5 bridges were delivered, 4 of which were girder bridges
Reference	Enviro Edge Project Manager- Tim Payne Phone – 0419 701 626





Previous Projects – Gainesville Girder Bridge

Client:	City of Gainesville
Location:	Florida, USA
Dimensions:	7.5m Long x 1.8m Wide
Brief:	Gainesville Girder bridge was supplied to the City of Gainesville as a kit form structure, ease of construction with Wagners Composites, as well as the lightweight form made this an easy, long life solution.
Reference	City of Gainesville Project Manager- Brian Singleton





WAGNERS STANDARD TERMS & CONDITIONS

Placement of Orders:

All orders are to be sent to cftsales@wagner.com.au with a copy to the relevant estimator and sales representative.

Payment Terms:

Prior to any orders being placed a credit application will have to be completed and reviewed.

Payment terms are net 30 days from date of invoice in accordance with the building & construction industry payment act, if satisfactory open account credit is established Wagner CFT reserves the right to revoke or modify any credit at its sole discretion. Click here to download the Credit application, which will set as per the month AU Dollar value, where this value is exceeded adjustment to order will be made to maintain limits.

A hard copy of this form will need to be mailed to Wagners (PO BOX 151, Drayton North, QLD 4350)

Works will not proceed until this application is processed, please allow for this in your programming. Note that if terms are already established on a previous project, this application does not need to be completed.

(Council credit application form)

If no credit account is in place with Wagners full payment upfront with placement of order.

Title in the goods will not pass to you until full payment is received.

Progress Payments:

This quote is based on the following payment schedule:

- At award of contract - 10% of Project sum.
- Design completion – 10% of the contract sum or the full design amount specifically listed in the quote
- Monthly Progress Claims – Wagner's will invoice monthly for works as fabricated. This includes works in progress and not yet delivered to site.

Title in the goods will not pass to you until full payment is received.

LGP or Local Buy:

If order is to be placed under Local Buy or LGP we need to be informed at time of order so we can fulfil the reporting requirements of the local government association. To facilitate this please include the applicable contract number in the purchase order.

Goods Fit for Purpose:

Except as required by law, we do not provide any fitness for purpose warranties, and you are responsible for ensuring the goods are fit for your intended purposes.

Colour:

Please ensure that colour is specified at time of order. Codes can be obtained from this colour chart. Please Note there may be shade variations from batch mixes. Colours such as yellow and midnight blue will attract additional charges.

Optional Offer to Provide a Supervisor:

Wagners would be pleased to offer a supervisor to train your team, if required, at the rate shown below; Wagners standard recommendation is to allow 1 week if this is your first time using our system.

1. Day rate of \$750 per day
2. Expenses (Return airfares to nearest airport from Brisbane, hire car and accommodation, where applicable)

Damages / Liquidated Damages:

Shall not apply.

**Australian Consumer Law:**

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. Where the Australian Consumer Law applies, you may be entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage and you may also be entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure. For the purposes of this clause, the Australian Consumer Law means Schedules 1 and 2 of the Competition and Consumer Act 2010 (Cth) and any other relevant provisions contained in that Act.

Limitation of Liability:

For any liability that cannot be excluded, and to the extent the law permits the Wagners' maximum liability arising out of or in connection with this document will not exceed the amount paid to Wagners by the purchaser for the goods.

For the avoidance of all doubt and to the extent the law permits, Wagners will not be liable in any circumstances for any loss of opportunity, loss of revenue, loss of profit, loss of contracts with third parties, loss of production, increase in operating cost, loss of goodwill, loss arising from business interruption, or loss of production, or any other loss which is also consequential or indirect loss.

Governing Law:

This quote and any supply of goods is governed by the laws of Queensland. The parties submit to the exclusive jurisdiction of the courts of Queensland and courts competent to hear appeals from those courts.

Qualifications:

Supply agreement to be in accordance with the Brief and Design documentation, or except as otherwise agreed in Contract.

Wagners Project Delivery:

Project Lead Times are dependant on workload, project complexity, and specific requirements. Indicative timelines can be offered during the quoting phase, however final timelines are to be confirmed by the Project Manager at project initialization.

Once the Composite Fibre Material has been delivered, you will have 14 days to inspect and accept the goods. If you do not give written notice by the end of this 14-day period that the goods supplied have not been manufactured in accordance with the Brief and Design documentation (or otherwise as agreed in the Contract) including details of why the goods are not accepted, then you will be forever barred from making any claim against Wagners CFT arising out of the manufacture and supply of the goods (insofar as is permitted by law) and Wagners CFT will not be liable for any claim made by you.

Threaded Rod:

Threaded rod may be supplied over length and is expected to be cut on site at no cost to Wagner's.

Validity:

If this Tender is not accepted in writing within 30 days from the date of tender, the prices quoted may be subject to revision unless otherwise specified.

Final Design:

This quote is based on initial tender drawings, if there are significant changes required in the final design this will constitute a variation.

**Design Reviews:**

Quotes inclusive of Detailed Design and Certification make allowance for client design reviews at IFA and IFR completion. If there are significant design changes during the design process, or additional reviews by the client, this will constitute a variation. 5 Workings Days have been allowed for client reviews, should additional time be required an extension of time in the design process will be required.

Consumable Items:

Wagners has not allowed for the supply of any consumable items such as packers, Enduroseal, Sikaflex etc. Pricing of these items are available upon request.

Storage:

Wagners have allowed for 2 weeks of storage for the items as listed above. Should storage of these items exceed this time limit at no fault of Wagners, a storage fee of 2% of the contract sum will be charged weekly until goods are shipped.

Tooling:

Wagners have not allowed for any specialist tooling in the above proposal (unless explicitly stated). Wagners can supply the following tooling items as follows:

- WCFT Drill Jig and Bits \$ 650.00 (Buy) or \$ 50.00 (weekly hire)
- WCFT End Cap Groover \$ 300.00 (Buy) or \$ 20.00 (weekly hire)
- Diamond Cutting Discs (4") \$ 72.00 (Buy)

The maximum hire cost will equal the buy rate, return cost of the tooling is at the contractor's expense.

Thank you for your enquiry. We look forward to hearing back from you on our proposal. Please do not hesitate to contact me if you require further assistance.

Yours faithfully,

Scott Brown | Estimator | Wagners CFT



11 Ballera Court 1511 Toowoomba-Cecil Plains Road Wellcamp Business Park, Toowoomba QLD 4350
PO Box 151 Drayton North QLD 4350
Mob: 04 7713 0743 | Ph: +61(0)7 4637 7716
Web: www.wagner.com.au | Email: scott.brown@wagner.com.au | Customer Feedback: [Click Here](#)

16.4 RFQL 25 25-26 FLOOD DAMAGE CANAWAY DOWNS RD PKG**IX: 270989****Author: Kasey-Lee Davie, Procurement Officer****Authorisers: Eng Lim, Director Infrastructure Services
Sharon Frank, Director Corporate Services
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**

This report recommends awarding RFQL 25/25–26 – Flood Damage Canaway Downs Road Package to APV Contracting Pty Ltd.

The project involves reconstruction works to sections of Canaway Downs Road damaged during the West Queensland Surface Trough event and associated rainfall and flooding between 21 March and 19 May 2025.

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 25 25-26 Flood Damage Canaway Downs Pkg to APV Contracting Pty Ltd for an amount of \$930,316.20 including GST (\$845,742.00 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 undertaking restoration works across sealed and unsealed road networks throughout the Shire following damage sustained during the West Queensland Surface Trough and associated flooding between March and May 2025.

These REPA works are funded under the Disaster Relief Funding Arrangements (DRFA) and are essential to restoring safe, reliable access for residents, industry and emergency services.

This request relates specifically to works on Canaway Downs Road. The project scope has been designed for the optimum amount of work over the shortest period, however, is still manageable in scale, encouraging participation from contractors of varying capacities. Given project timelines and delivery requirements, all suitably qualified and resourced contractors are invited to submit a quote, and material has been prepared previously under separate request.

REPORT

Work Scope

RFQL 25 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 Canaway Downs Road

Schedule Of Work

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

Table 1 RFQL 25 25-26 Project Plan Works

Mobilisation	Start of Works	Duration	Practical Completion
05/1/2026 (subject to contract execution)	6/01/2026	90 days	Program of Works completion ~ March/April 2026

Procurement Process

In accordance with Council's Procurement Policy and Part 3 of the *Local Government Regulation 2012* (Qld), Council invited four prequalified suppliers from T02 25-26 Panel of Prequalified Suppliers of Road & Civil Construction.

Table 2 Procurement Process

Description	Details
Advertising	Vendorpanel Portal
RFQ Open	Friday 14 November 2025
RFQ Close	2:00PM Wednesday 03 December 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 Not Opened	No Response
K.G & S.C Bowen	RFQ Not Opened	No Response

Two conforming submissions from APV Contracting Pty Ltd SA Travers & SL Travers 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	SA Travers & SL Travers
Price including GST			\$930,316.20	\$1,021,353.79
Price excluding GST			\$845,742.00	\$928,503.45
Evaluation Criteria	Price	40%	40	36.4
	Experience (Proven Performance)	30%	27	27
	Quality/Environmental/Safety and other management processes	30%	27	27
Overall Score			94	90.4

Evaluation Outcome

The panel's assessment, detailed in Table 5, scored APV Contracting Pty Ltd highest overall (94).

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)

1. Award RFQL 25 25-26 Flood Damage Canaway Downs Pkg to APV Contracting Pty Ltd for an amount of \$930,316.20 including GST (\$845,742.00 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

1. Award RFQL 25 25-26 Flood Damage Canaway Downs Pkg to SA Travers & SL Travers for an amount of \$1,021,353.79 including GST (\$928,503.45 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

1. Resolve not to award RFQL 25 25-26 Flood Damage Canaway Down Road Pkg

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

Deputy Director Infrastructure Services

Technical Officer

Procurement Officer

Proterra Group

INTERESTED PARTIES

APV Contracting Pty Ltd

SA Travers & SL Travers

Note: Identification of interested parties is based on best endeavours and may not be exhaustive.

LEGISLATION / LEGAL IMPLICATIONS

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

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

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

RFT/RFQ#	Project Details	Contractor Awarded	Value (\$) excl. GST	Number of Conforming Submissions	Comments
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 Complete
RFQL05 25-26	Flood Damage Patrica Park Road Pkg	APV Contracting Pty Ltd	\$688,129.00	3	Works Completed
RFQL 14 25-26	Flood Damage Old Charleville Road	SA Travers & SL Travers	\$2,551,312.44	2	Works Completed
RFQL 16 25-26	Flood Damage Napoleon Road Pkg	APV Contracting Pty Ltd	\$625,615.11	3	Works Commenced

ASSET MANAGEMENT IMPLICATIONS

The works will restore Canaway Downs Road to pre-disaster condition, improving network resilience and serviceability.

RISK MANAGEMENT IMPLICATIONS

The primary risks identified and managed during this procurement are summarised in Table 7 – Risk Register. Risks were assessed in accordance with Council’s G.11 Enterprise Risk Management Policy and Risk Management Framework, using Council’s approved risk matrix.

Table 7 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>			
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 becomes 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 breakdowns/ 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

Risk Evaluation and Conclusion

The procurement process itself acted as the primary risk treatment. The use of a prequalified supplier panel, combined with clear evaluation criteria, structured assessment processes and conflict-of-interest controls, significantly reduced the likelihood and consequence of key procurement risks.

The main risks identified—such as conflict of interest, response non-conformance, supplier availability and delivery delays—were effectively mitigated through established controls and Council's governance framework.

As demonstrated in the risk register, the residual risks associated with this procurement are assessed as low. Awarding the contract to APV Contracting Pty Ltd represents a low-risk outcome that delivers value for money, supports timely project delivery and aligns with Council's risk appetite and governance obligations.

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. Consideration of the human rights protected under the *Human Rights Act 2019* has been undertaken. It has been determined that this decision does not limit human rights and is reasonable, proportionate and consistent with Council's lawful objectives.

16.5 AMENDMENT TO COUNCILS PURCHASING CARD LIMITS

IX: 271024
Author: Hannah Tully, Finance Officer
Authorisers: Sharon Frank, Director Corporate Services
 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

EXECUTIVE SUMMARY

This report seeks Council’s authorisation to increase the total purchasing card threshold from \$85,000 to \$120,000 and to update individual card limits. The changes align with a shift to a new corporate purchasing card system and reflect a review of actual spending patterns.

RECOMMENDATION

That Council:

1. Amend Council’s purchasing card threshold to \$120,000.00;
2. Approve the changes to the individual purchasing card limits; and
3. Authorise the Chief Executive Officer to update the Register of Delegations and Sub-Delegations with the following purchasing cards (position titles and purchasing limits).

BACKGROUND

Council’s current total purchasing card threshold is \$85,000, allocated across 30 cards. Individual limits range from \$1,000 to \$8,000.

Table 1 Current purchasing card limits

Position / Role	Purchasing Card Limit
Chief Executive Officer	\$ 8,000.00
Community Services Officer	\$ 3,000.00
Customer Services Officer - Administration	\$ 1,000.00
Customer Services Officer - Depot	\$ 1,000.00
Diesel Fitter	\$ 1,500.00
Director of Corporate and Community Services	\$ 3,000.00
Director of Infrastructure Services	\$ 3,000.00

Position / Role	Purchasing Card Limit
Executive Assistant/ Grants Officer	\$ 3,000.00
Building Tradesperson	\$ 5,000.00
Finance Support Officer - Receivables	\$ 2,000.00
Fleet and Workshop Supervisor	\$ 3,000.00
Health Promotions Officer	\$ 1,500.00
Librarian	\$ 2,000.00
Mobile Plant Technician	\$ 1,500.00
Manager Economic Development	\$ 3,000.00
Manager Finance & Administration Services	\$ 3,000.00
Manager Governance & Compliance	\$ 3,000.00
Manager Human Resources	\$ 3,000.00
Manager Work Health Safety /QA	\$ 2,000.00
Deputy Director of Infrastructure Services	\$ 3,000.00
Mayor	\$ 1,000.00
Pest & Livestock Management Coordinator	\$ 2,000.00
Payroll / HR Officer	\$ 2,500.00
Plumber	\$ 2,000.00
Concrete and Structures Supervisor	\$ 5,000.00
Senior Stores Officer	\$ 3,000.00
Senior Tourism Services Officer	\$ 3,000.00
Town Services Supervisor	\$ 3,000.00
Water & Sewerage Supervisor	\$ 5,000.00
Unallocated	\$ 3,000.00
Total	\$ 85,000.00

Any amendment to card limits requires a Council resolution before the bank will issue cards. Approved limits are recorded in the Register of Delegations and Sub-Delegations.

REPORT

Online procurement has increased in recent years – for example, booking flights, accommodation, conference registrations, spare parts and IT items. Some suppliers only accept credit card payments, and for low-value transactions it is often not cost-effective to raise a purchase order and process payment through the creditors system.

To streamline processes and reduce the volume of creditor transactions, Council has expanded the use of purchasing cards for everyday expenses.

Over the past 12 months, Council's Finance Officer has been preparing to migrate from the existing NAB Business Credit Card system to the new NAB Corporate Purchasing Card system. The new system is scheduled to go live in 2026 and will provide better spending controls, easier transaction reconciliation and improved tracking of spending trends.

To prepare for the new system, a review of spending habits for each card holder was completed. The review found several limits were regularly exceeded (requiring monthly "top-ups") or were significantly underused. To ensure consistency across the organisation and reduce the need for monthly adjustments, the revised limits below are proposed. The total threshold would increase to \$120,000.

Table 2 Proposed individual purchasing card limits

Position / Role	Credit Card Limit
Chief Executive Officer	\$ 12,000.00
Director of Community & Business Development	\$ 5,000.00
Director of Engineering Services	\$ 5,000.00
Director of Corporate Services	\$ 5,000.00
Deputy Director of Community & Business Development	\$ 5,000.00
Deputy Director of Engineering Services	\$ 5,000.00
Deputy Director of Corporate Services	\$ 5,000.00
Executive Manager of People & Safety	\$ 4,000.00
Fleet and Workshop Supervisor	\$ 4,000.00
Structures & Concrete Supervisor	\$ 4,000.00
Town Services Supervisor	\$ 4,000.00
Water & Sewerage Supervisor	\$ 4,000.00
Building Tradesperson	\$ 5,000.00
Building Tradesperson	\$ 5,000.00
Senior Tourism Officer	\$ 3,000.00
Workplace Health & Safety Specialist	\$ 3,000.00
People & Culture Specialist	\$ 3,000.00
Executive Officer	\$ 3,000.00
Stores Officer	\$ 3,000.00
Community Services Officer	\$ 2,000.00
Finance Support Officer - Receivables	\$ 2,000.00
Health Promotions Officer	\$ 2,000.00
Librarian	\$ 2,000.00
Payroll / HR Officer	\$ 2,000.00
Plumber	\$ 2,000.00
Plumber	\$ 2,000.00
Workplace Health & Safety Officer	\$ 2,000.00
Training & Housing Officer	\$ 2,000.00
Mobile Plant Technician	\$ 1,500.00
Diesel Fitter	\$ 1,500.00
Diesel Fitter	\$ 1,500.00
Pest & Livestock Management Coordinator	\$ 1,500.00
Mayor	\$ 1,000.00
Customer Services Officer - Administration	\$ 1,000.00
Customer Services Officer - Depot	\$ 1,000.00
Virtual Cards Facility	\$ 6,000.00
Total	\$ 120,000.00

OPTIONSOption 1 (Recommended)

That Council:

1. Amend Council's purchasing card threshold to \$120,000.00;
2. Approve the changes to the individual purchasing card limits; and
3. Authorise the Chief Executive Officer to update the Register of Delegations and Sub Delegations with the following purchasing cards (position titles and purchasing limits).

Option 2

That Council does not amend the total purchasing card threshold or individual card limits.

CONSULTATION (Internal/External)

- Finance Officer – Payables
- Director of Corporate Services
- Procurement Officer
- Executive Leadership Team

INTERESTED PARTIES

- Quilpie Shire Council staff

Note: Identification of interested parties is based on best endeavours and may not be exhaustive.

LEGISLATION / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

F13. Financial Delegations

FINANCIAL AND RESOURCE IMPLICATIONS

An increase in the total purchasing card threshold of \$35,000 (from \$85,000 to \$120,000).

RISK MANAGEMENT IMPLICATIONS

Council's risks will be managed in accordance with Policy G.11 (Enterprise Risk Management) and its supporting framework (G.11-A).

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>			
Council accepts the proposed changes	None	Increased efficiency in purchasing process.	Likely	Insignificant	Medium	
Council doesn't accept the proposed changes	None	Continuation of needing monthly top ups. Delays in purchasing due to insufficient funds.	Likely	Insignificant	Medium	

The assessment shows that approving the proposed changes presents a low residual risk, as strong financial controls and oversight mechanisms are already in place. The risk of not approving the changes is rated medium, due to the ongoing administrative inefficiency, procurement delays, and resource impacts associated with under-resourced card limits.

Therefore, on balance, approving the recommended changes presents the lower overall risk to Council and supports more efficient and accountable financial operations.

HUMAN RIGHTS CONSIDERATION

Section 4(b) of the *Human Rights Act 2019* requires that public entities act and make decisions in a way that is compatible with human rights.

Council has considered the 23 human rights protected under the Act in relation to this proposal. The decision involves an internal administrative adjustment to purchasing-card limits and delegations. It affects only Council's internal procurement processes and does not regulate, restrict or otherwise engage with the personal rights or freedoms of any member of the public.

The measure is procedural in nature and is designed to improve the efficiency of Council's financial operations. It does not engage, limit or interfere with any right protected under the Act.

This decision is compatible with human rights. No right under the *Human Rights Act 2019* is limited by this proposal.