

# Kowanyama Aboriginal Shire Council

## Special Council Meeting Agenda

Monday, 8 June 2026, 1:00 PM

Kowanyama Council Chambers and Cairns Boardroom

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1. Welcome
2. Apologies / Conflict of Interest
3. Reports
  - 3.1. EMRIES Agenda Report**
    - a. Workshop Tender

### 3.1.a – EMRIES Agenda Report

Title:	Kowanyama-based Mechanical Services Tender – KASC-2026-048
Author:	Executive Manager – Roads, infrastructure and Essential Services
Meeting Date:	8 June 2026

#### RESOLUTION:

**That Council resolve to award Tender KASC-2026-009 (Kowanyama-based Mechanical Services) to Toddy's Machinery Maintenance Pty Ltd (ABN 57 618 534 295) for a period of two (2) years, with an additional year possible at Council's discretion, and enter into a license agreement with the successful tenderer of the Mechanics Workshop (being part of lot 76 and 77 on SP272069), and delegate power and authority to the Chief Executive Officer to do all things necessary to bring effect to these arrangements and to pay invoices thereunder.**

#### BACKGROUND

##### Scope of Works

The tender is for the provision of mechanical services on an hourly basis within Kowanyama Aboriginal Shire Council for a term of two (2) years (with a 12-month option at Council's sole discretion). The requirements of the contract include workshop plant and equipment, suitably qualified mechanic, and mobilisation to site.

The scope of work on an hourly basis include:

- a. servicing of Kowanyama Council's fleet of heavy plant and equipment such as trucks, trailers, loaders, graders, excavators, and rollers
- b. Small plant and mechanical services including supply of parts
- c. Light vehicle mechanical services including supply of parts
- d. Community vehicles are subject to a maximum turnaround time of fourteen (14) days. Only vehicles located within the Council fleet compound are to be serviced. Vehicles are not to remain unattended for extended periods pending payment. The compound is strictly for Council's fleet vehicles only.

Kowanyama requires a suitably qualified mechanic to conduct routine and breakdown servicing of the Kowanyama heavy plant and machinery, small vehicle, and light vehicle mechanical services.

The contractor will be responsible for all materials and equipment required to service the required machinery including:

- Mechanic,
- Workshop
- Registration and licensing

The following notes are provided as guidelines for the Contractor:

- a. **Routine log-book service** – scheduled service based on logbook service hours. Hours in addition to standard logbook hours only to be completed with prior permission of Fleet & Facilities Coordinator. Breakdown service – price to include hourly rate to complete urgent work.

- b. **Breakdown repairs** - required to be assessed within 24 hours following notification by Fleet & Facilities Coordinator. Travel to site and/ or call out fee to be specified if applicable. No travel fee within Kowanyama Township. All travel is to be included in schedule of rates.
- c. **Reporting** - the Contractor is to provide feedback and reports to the Fleet & Facilities Coordinator such as any addition repairs identified during routine servicing, deficiencies in daily maintenance by Kowanyama employees and any future corrective action that is required.
- d. **Genuine Parts**- Genuine parts are generally to be used. Non genuine parts only to be used if authorised by Fleet & Facilities Coordinator. Only parts used on Kowanyama plant and equipment at the time of servicing will be paid for on service invoice.
- e. **Work Order Process** – Fleet & Facilities Coordinator to supply Contractor with an approved Work Order, and the Contractor to supply KASC with a quote. Only upon raised Purchase Order will works begin on plant and equipment. This is outside the scope of scheduled rates.

### Tender Process

Tenders opened Wednesday 4 March 2026 and closed Friday 27 March 2026.

At the close of the tender period, Council received three (3) submissions via tenders email (in no particular order):

- Mader Group
- RP Contracting
- Toddy's Machinery Maintenance

All submissions were deemed conforming and were assessed.

Tender evaluation panel evaluation was delayed on close of tenders due to changes in EMRIES Executive Management and identification of an appropriate independent member. Once resolved, the tender evaluation was conducted on Thursday 30 April 2026, with submissions assessed against the criteria set out in the Request for Tender (RFT) documentation.

The Tender Evaluation Panel comprised:

- Dr Chris McLaghlin – Acting Manager Governance (Chair)
- Darryl Pollard – Purchasing Manager
- Peter See, Independent

The Tender Evaluation Panel scored the submissions as follows:

	<b>Price (40%)</b>	<b>Previous Experience (20%)</b>	<b>Service Commitments (30%)</b>	<b>WHS (10%)</b>	<b>Consolidated /100</b>
<b>Mader Group</b>	22.67	15.33	16.00	6.33	<b>60.33</b>
<b>RO Contracting</b>	29.33	14.67	15.00	6.67	<b>65.67</b>
<b>Toddy's</b>	29.33	16.00	23.00	6.33	<b>74.67</b>

The Evaluation Panel elected to meet with the owner of the preferred tenderer (Toddy's) in person in Cairns on Monday 11 May 2026. Alan Neilan (CEO) and Eddie Ibal (EMRIES) attended as observers. All evaluation panel members and observers signed Conflict of Interest Declarations. The evaluation panel and CEO signed a Probity and Evaluation Plan.

Toddy's is the preferred tenderer for the following reasons:

- Demonstrated value for money
- Relevant capability and experience of FIFO and DIDO staff
- Cairns-base
- Flexible service model to meet demand
- Willingness to service both Council, community and local commercial clients

**OFFICER COMMENT**

It is intended that following formal resolution of appointment, an award letter will go out to the successful candidate, and unsuccessful letters to unsuccessful candidates. BDS will be informed of the appointment of the new supplier. The new supplier will arrange to attend onsite with BDS representatives to undertake a full inventory to understand what they need to bring with them. Transition from BDS to Toddy's will unlikely occur before 1 July 2026, but will occur in consultation with BDS for a smooth transition on road reopening.

**RESOLUTION:**

**That Council resolve to award Tender KASC-2026-009 (Kowanyama-based Mechanical Services) to Toddy's Machinery Maintenance Pty Ltd (ABN 57 618 534 295) for a period of two (2) years, with an additional year possible at Council's discretion, and enter into a license agreement with the successful tenderer of the Mechanics Workshop (being part of lot 76 and 77 on SP272069), and delegate power and authority to the Chief Executive Officer to do all things necessary to bring effect to these arrangements and to pay invoices thereunder.**