



LATE REPORTS AGENDA

Shire of West Arthur
Ordinary Council Meeting
Thursday 23 July 2026

NOTICE OF MEETING

Dear Elected Member

The next **Ordinary Council Meeting** meeting of the Shire of West Arthur will be held on Thursday 23 July 2026 in the Council Chambers commencing at 07:30 PM.

Mark Hook
Acting Chief Executive Officer

DISCLAIMER

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16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**PROCEDURAL MOTION**

That Council accepts the late item – 16.1 – Contract for the Development of Lot 309 Burrowes Street.

16.1 CONTRACT FOR THE DEVELOPMENT OF LOT 309 BURROWES STREET

File Ref:	ADM854
Location:	Lot 309 Burrowes Street
Applicant:	Shire of West Arthur
Author:	Kerryn Chia, Projects Officer
Authorising Officer:	Mark Hook, Acting Chief Executive Officer
Date:	22/07/2026
Disclosure of Interest:	Nil
Attachments:	1. Contract Extraction - Final Tender Price and Schedules - CONFIDENTIAL

SUMMARY:

A contract for the development of 309 Burrowes Street has been submitted by WCP Civil for \$2,117,413.28. A request for quotation was sent to nine different companies with only one company responding and providing a quote. Shire staff are asking Council to accept the attached Tender Summary which is above the \$2,000,000 that can be accepted by the Shire CEO.

BACKGROUND:

The development and subdivision of 309 Burrowes Street is being funded through the Federal government's Housing Support Program. The Shire has received funding in both round one (\$176,765) and round two (\$2,992,014) for the development of both 309 and 186 (old Bowling Green) sites for residential housing. The bulk of funding from round two will be used for the construction works required at 309 Burrowes street (power, water, roads).

A Request for Quotation was sent to nine different companies listed on the WALGA Preferred Provider list to provide a quote for the work as required for projects over \$250,000. Only one company (WCP Civil) responded with a quote. The timeframe for the project is tight due to funding deadlines (construction needs to be completed by 31st May 2027) and therefore it was decided not to reissue the Request for Quotation and risk WCP Civil withdrawing the only quote. Discussions with David Wills and Associates (the engineering firm assisting with the development) indicated that the costings provided are reasonable. There are a number of provisional items that have been included in the quote that may not be required however these have been included to ensure that all expenses are covered by the contract and are budgeted for in the funding.

COMMENT:

In addition to accepting the tender, it is requested that Council approve the Shire CEO to sign purchase orders up to the value of \$2,117,413.28 for the work undertaken by WCP Civil at 309 Burrowes Street. The CEO is currently only authorised to sign purchase orders up to \$2,000,000.

CONSULTATION:

David Wills and Associates – engineering firm contracted to assist with the development.
WCP Civil

STATUTORY ENVIRONMENT:

Local Government (Functions and General) Regulations 1996 Division 2 — Tenders for providing goods or services (s. 3.57) Reg 11 and 18.

POLICY IMPLICATIONS:

F29 – Purchasing Policy

FINANCIAL IMPLICATIONS:

The project is fully funded by the Housing Support Programme stream 1 and 2. The current budget can accommodate the expenditure required if this contract is accepted.

STRATEGIC IMPLICATIONS:

Community – Safe, Friendly and Inclusive
Outcome 1.2 – Support available for people of all ages and abilities
Provide services and infrastructure to meet the needs of the community

Local Economy – Stable and sustainable agricultural industry and a dynamic and growing business sector
Outcome 2.2 – A growing, diverse business community
Investigate opportunities for growth within the local economy

RISK IMPLICATIONS:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. ***Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.*** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management

- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (25)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	The Shire does not get a value for money and there are insufficient funds to complete the project
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (12)
Principal Risk Theme	Inadequate supplier / contract management
Risk Action Plan (Controls or Treatment Proposed)	Use the WALGA preferred supplier program to source suppliers.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

1. That Council accept the quote provided by WCP Civil of \$2,117,413.28 for the development of Lot 309 Burrowes street for the purposes of residential development.
2. That Council authorises the CEO to sign Purchase Orders for the contract up to \$2,117,413.28.

CONFIDENTIAL ATTACHMENT
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