



## **Minutes**

**Special Council Meeting  
Thursday 25 June 2026**

|                          |                                                                                 |
|--------------------------|---------------------------------------------------------------------------------|
| <b>Date</b>              | <b>Thursday 25 June 2026</b>                                                    |
| <b>Time</b>              | <b>4:00pm</b>                                                                   |
| <b>Location</b>          | <b>Shire of Wickepin Council Chambers<br/>77 Wogolin Road, Wickepin WA 6370</b> |
| <b>Distribution Date</b> | <b>Thursday 2 July 2026</b>                                                     |



## **Notice of Meeting**

Please be advised a Special Council Meeting will be held at 4.00pm on Thursday 25 at Council Chambers, 77 Wogolin Road, Wickepin WA 6370, to discuss the following –

- RFT-05-2025/2026 Supply and Lay of Asphalt – Yilliminning Road

David Burton  
Chief Executive Officer  
Thursday 25 June 2026

**Disclaimer**

*No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council / committee meetings or during formal / informal conversations with Shire of Wickepin employees or representatives. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council / committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.*

*In particular, and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member, employee or representative of the Shire of Wickepin during the course of any meeting is not intended to be, and is not to be, taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns anyone who has an application lodged with the Shire of Wickepin must obtain, and only should rely on, written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.*

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# **1 Declaration of Opening**

The Shire President declared the meeting open at 4.33pm.

## **2 Attendance**

### **2.1 Present**

#### Councillors

|           |                  |
|-----------|------------------|
| J Russell | President        |
| T Miller  | Deputy President |
| F Allan   | Councillor       |
| L Corke   | Councillor       |
| D Gaul    | Councillor       |

#### Employees

|           |                                |
|-----------|--------------------------------|
| D Burton  | Chief Executive Officer        |
| E Clement | Deputy Chief Executive Officer |
| G Cross   | Manager Works & Services       |
| E Gee     | Executive Support Officer      |

#### Apologies

|           |            |
|-----------|------------|
| W Astbury | Councillor |
| J Mearns  | Councillor |

## **3 Public Question Time**

### **3.1 Public Question Time Relating to the Agenda Item Only**

## **4 Apologies and Leave of Absence**

### **4.1 Apologies**

### **4.2 Previously Approved Leave of Absence**

Nil

### **4.3 Requests for Leave of Absence**

Nil

## **5 Declarations of Councillors and Officers Interest**

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed –

Nil

## 6 Reports and Information

### 6.1 Tender RFT-05-2025/2026 – Supply and Lay of Asphalt – Yilliminning Road

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|                             |                                        |
|-----------------------------|----------------------------------------|
| <b>Submission to</b>        | Special Council Meeting                |
| <b>Location / Address</b>   | -                                      |
| <b>Name of Applicant</b>    | -                                      |
| <b>File Reference</b>       | FM.TEN.1220                            |
| <b>Author</b>               | Emma Gee – Executive Support Officer   |
| <b>Authorised By</b>        | David Burton – Chief Executive Officer |
| <b>Interest Disclosures</b> | -                                      |
| <b>Report Written Date</b>  | 25 June 2026                           |
| <b>Attachments</b>          | Attachment 6.1.1 – Tender Register     |

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#### Summary

The purpose of this report is to advise Council of the submission received in relation to Tender RFT-05-2025/2026 – Supply and Lay Asphalt – Yilliminning Road

#### Background

The Request for Tender RFT-05-2025/2026 – Supply and Lay Asphalt – Yilliminning Road was completed through the WALGA Preferred Supply Panel process.

The Shire of Wickepin invited tenders for the supply and lay of asphalt to Yilliminning Road work contract.

This contract is for the application of asphalt and includes:

- Asphalt design; 2m widening from roads edge. (width may vary)
- Supply the application of hot asphalt.
- Spread of asphalt, 6600sqm in total.
- Pre tack spread before application.
- Sweeping.
- Rolling as required.
- Supply water as required.
- Traffic control during associated asphalt works.
- Installation TRPM temporary raised pavement markers if required.

#### Comments

Tender submissions closed at 4:00pm Friday 19 June 2026.

At the close of the submission period one (2) complying submissions were received with zero (0) non-complying submissions (a total of one (2) submissions).

The assessment of the submissions was formally undertaken by the Manager Works and Services, DCEO and CEO.

Tender submissions were received from, in the order they were considered, –

WCP Civil  
Fulton Hogan

## **Statutory Environment**

### *Local Government Act 1995 – Section 3.57*

A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

### *Local Government (Functions and General) Regulations 1996 – Division 2 Part 4*

Tenders shall be invited before the Shire enters into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$250,000.

### *Local Government (Functions and General) Regulations 1996 – Regulation 18 Rejecting and accepting tenders*

A local government may reject, accept or decline to accept any or all tenders received through a request for tender process.

## **Policy Implications**

### *Council Policy 3.1.6 Purchasing*

Purchases which may be in excess of \$250,000 ex GST must be tendered.

## **Financial Implications**

The current draft budget allowed for expenditure for the works requested for a total of \$475,629. Remaining funds as at today are \$437,813.

## **Strategic Implications**

### *Shire of Wickepin Strategic Community Plan Infrastructure*

*Objective: 1 Roads are a key economic driver across the Shire  
1.1 Improve road safety and connectivity.*

## **Voting Requirement**

Simple majority

## **Officer Recommendation**

*That Council, with respect to Tender RFT-05-2025/2026 – Supply and Lay Asphalt – Yilliminning Road,*

- a Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 accepts the tender submission from WCP Civil for the amount of \$391,909.26 (GST inclusive)*
- b Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Wickepin for Tender RFT-05-2025/2026 – Supply and Lay Asphalt – Yilliminning Road, and*
- c Notes that the works will be carried forward works from the 2025/2026 Annual Budget to the 2026/2027 Annual Budget and will be included in all budget calculations to allow the work to be completed as soon as possible.*

**Council Decision**

|                   |                      |
|-------------------|----------------------|
| <b>Resolution</b> | <b>SCM-250626-01</b> |
| <b>Moved</b>      | <b>Cr Miller</b>     |
| <b>Second</b>     | <b>Cr Gaull</b>      |

**That Council, with respect to Tender RFT-05-2025/2026 – Supply and Lay Asphalt – Yilliminning Road,**

- a Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 accepts the tender submission from WCP Civil for the amount of \$391,909.26 (GST inclusive)**
- b Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Wickepin for Tender RFT-05-2025/2026 – Supply and Lay Asphalt – Yilliminning Road, and**
- c Notes that the works will be carried forward works from the 2025/2026 Annual Budget to the 2026/2027 Annual Budget and will be included in all budget calculations to allow the work to be completed as soon as possible.**
- d That final works include centre line marking, audible tactile edge line marking**
- e Request Main Roads to conduct a safety speed limit check through that area.**

|                |                                                                      |
|----------------|----------------------------------------------------------------------|
| <b>Carried</b> | <b>5/0</b>                                                           |
| <b>For</b>     | <b>Cr J Russell, Cr T Miller, Cr F Allan, Cr L Corke, Cr D Gaull</b> |
| <b>Against</b> | <b>Nil</b>                                                           |

## **7 Closure**

The Presiding Member declared the meeting closed at 4.36pm.

These Minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Thursday 25 June 2026

Presiding Member, Cr J Russell

Date

  
15/07/2026.