



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Special Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Wednesday 6 May 2026  
Commencing 3.00pm

UNCL



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UNCONFIRMED

**Shire of Dowerin**  
**Special Council Meeting**  
**3.00pm Wednesday 6 May 2026**

**1. Official Opening / Obituaries**

The President welcomes those in attendance and declares the Meeting open at 2:58pm

**2. Record of Attendance / Apologies / Leave of Absence**

**Councillors:**

Cr DP Hudson	President
Cr RI Trepp	Deputy President
Cr CJ Meakins	
Cr JC Sewell	<i>Via teams</i>

**Staff:**

Ms K Rose	Manager of Governance and Community Services
Mr B Forbes	Manager of Infrastructure and Projects

**Members of the Public:**

**Apologies:**

Cr JA Graffin	
Cr AR Jones	
Ms M Barthakur	Chief Executive Officer


**Approved Leave of Absence:**

**3. Public Question Time**

**4. Disclosure of Interest**

**5. OFFICER'S REPORTS - ASSETS AND WORKS**

**5.1 Award of RFT T2026-03 - Pathway Works Active Transport Dowerin Townsite**

<h2 style="color: red;">Asset &amp; Works</h2>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	1 May 2026	
<b>Location:</b>	Not applicable	
<b>Responsible Officer:</b>	Manisha Barthakur, Chief Executive Officer	
<b>Author:</b>	Ben Forbes, Manager of Infrastructure and Projects	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Functions &amp; General) Regulations 1996</i>	
<b>Sharepoint Reference:</b>	Organisation/Corporate Management/Tendering	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 5.1A - Tender Specifications</a> <a href="#">Attachment 5.1B - Tender Submissions (commercial-in-confidence)</a> <a href="#">Attachment 5.1C - Evaluation (commercial-in-confidence)</a>	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

This report presents the outcomes of the Request for Tender (RFT) T2026-03 Pathway Works - Active Transport - Dowerin Townsite and seeks Council approval to award the contract for the construction of the footpath renewal project.

**Background**

The Shire of Dowerin advertised RFT T2026-03 for the construction of pathway works associated with the Active Transport Fund project. The scope of works includes the replacement of existing footpaths, installation of new compliant pathways, crossovers, and associated infrastructure upgrades throughout the Dowerin townsite.

The tender was advertised in accordance with Section 3.57 of the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

A formal evaluation panel assessed all submissions against the qualitative criteria and price.

## Comment

Two conforming tenders were received from WA Concrete and WCS Concrete.

The evaluation results identified that:

- WA Concrete achieved the highest qualitative score, with a total weighted score of 68.17, demonstrating strong experience, local content, and understanding of the project requirements.
- WCS Concrete achieved a slightly lower qualitative score of 60.17, however demonstrated stronger capacity and availability to deliver the project within the required timeframe.

From a pricing perspective:

- WA Concrete submitted the most expensive tendered amount.
- WCS Concrete submitted the lowest tendered amount.

WA Concrete's submission exceeded the allocated project budget, while WCS Concrete's submission is within the allocated budget amount.

Selection of WA Concrete would require either:

- a budget variation, or
- a reduction in project scope to remain within available funding.

In addition to cost considerations, WA Concrete has advised that they are unable to commence works until June, which presents several risks including:

- the project becoming a carry-forward into the next financial year;
- extended periods where existing footpaths have been removed, leaving reduced accessibility for the community; and
- increased exposure to winter weather conditions, impacting construction quality and program delivery.

Conversely, WCS Concrete:

- is within the approved project budget;
- has confirmed availability to commence immediately and complete the works within the required timeframe; and
- removes the risk of project delay and community disruption.

While WA Concrete scored higher qualitatively, the combination of price, program certainty, and project delivery risk results in WCS Concrete providing the best overall value for money outcome for the Shire.

Neither company submitted a tender that aligned with the Shires Policy 3.15 - Regional Price Preference.

## Consultation

Manisha Barthakur, Chief Executive Officer  
Kahli Rose, Manager of Governance and Community Services  
Allister Butcher, Rural Infrastructure Services (Consultant)  
Evaluation Panel Members

## Policy Implications

Policy 3.11 - Purchasing Policy and Policy 3.15 - Regional Price Preference Policy are applicable.

## Strategic Implications

### Strategic Community Plan

Community Priority:	Our Community
Objective:	Develop and implement a bike and footpath plan inclusive of ramp access at identified sites.
Outcome:	1.1
Reference:	1.1a

### Asset Management Plan

Identified key controls and actions associated with asset management are factored into the Asset Management Plan.

### Long Term Financial Plan

Identified key controls and actions associated with financial management are factored into the Long-Term Financial Plan.

## Statutory Implications

Section 3.57 of the *Local Government Act 1995* is applicable and states:

#### ***"3.57. Tenders for providing goods or services***

- (1) *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.*
- (2) *Regulations may make provision about tenders."*

Division 2 of the *Local Government (Functions & General) Regulations 1996* is applicable for the conduct of a tender process.

## Risk Implications

<b>Risk Profiling Theme</b>	Supplier/Contract Management
<b>Risk Category</b>	Project Budget
<b>Risk Description</b>	Exceeds project budget by 25%
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Moderate (6)
<b>Key Controls (in place)</b>	Tender evaluation process Budget allocation controls Project programming
<b>Action (Treatment)</b>	Develop Standardised Contracts; Document Financial Controls
<b>Risk Rating (after treatment)</b>	Adequate

## Financial Implications

The project is funded through the Active Transport Fund and the Shire's adopted capital works budget.

The tender submitted by WCS Concrete at \$439,228.90 (incl. GST) is within the allocated budget. Acceptance of the WA Concrete submission would result in a budget shortfall and require additional funding or scope reduction.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation/Resolution - 5.1

**Moved** Cr Trepp

**Seconded:** Cr Meakins

**1308**

That, by Simple Majority, in accordance with Section 3.57 of the Local Government Act 1995 and Division 2 of the Local Government (Functions and General) Regulations 1996, Council:

1. Accepts the tender submitted by WCS Concrete for RFT T2026-03 Pathway Works - Active Transport - Dowerin Townsite for the total contract sum of \$439,228.90, including GST;
2. Authorises the Chief Executive Officer to execute the contract documentation; and
3. Notes the tender evaluation outcomes as outlined in Confidential Attachment 5.1C.

**CARRIED 4/0**

**For:** Cr Hudson, Cr Trepp, Cr Meakins, Cr Sewell

## 6. Closure

The President thanked those in attendance, and closed the meeting at 3:02pm