



STEERING COMMITTEE MEETING

MINUTES

16 MAY 2025 at 10:00 am

WSFN Office – 37/5 Keane Street MIDLAND 6056



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**STEERING COMMITTEE MEETING
FRIDAY 16 MAY 2025**

TABLE OF CONTENTS

1.0	OPENING – RECORD OF ATTENDANCE.....	4
2.0	DECLARATIONS OF INTERESTS (FINANCIAL / IMPARTIALITY / PROXIMITY).....	5
3.0	CONFIRMATION OF PREVIOUS MINUTES – 21 FEBRUARY 2025.....	5
4.0	WHEATBELT SECONDARY FREIGHT NETWORK – PROGRAM FINANCIAL	6
5.0	DEVELOPMENT PROJECTS	7
5.1	SHIRE OF BROOKTON - DEVELOPMENT	7
6.0	CONSTRUCTION PROJECTS.....	9
6.1	SHIRE OF KULIN - CONSTRUCTION	9
6.2	SHIRE OF MUKINBUDIN - CONSTRUCTION	11
6.3	SHIRE OF NAREMBEEN - CONSTRUCTION	13
6.4	SHIRE OF WANDERING - CONSTRUCTION	15
6.5	SHIRE OF WONGAN BALLIDU - CONSTRUCTION.....	17
7.0	REVIEW AND ASSESSMENT OF INTERSECTIONS	18
8.0	LIMITS OF RESPONSIBILITY – WHEATBELT SECONDARY FREIGHT NETWORK... 	20
9.0	WSFN PROGRAM DIRECTOR ANNUAL PERFORMANCE REVIEW.....	
10.0	GENERAL BUSINESS / DISCUSSIONS	23
11.0	DATE OF NEXT MEETING	23
12.0	CLOSURE.....	23

1.0 OPENING – RECORD OF ATTENDANCE

Attendees:

WSFN John Nuttall – Program Director
 Peter Hall – Program Manager
 Racelis Rose – Executive Officer

Delegate	SRRG	Proxy
Cr Roland Van Gelderen – Shire of Goomalling	Avon	Cr Michael McKeown – Shire of Toodyay
Cr Ian Turton – Shire of Wandering	Hotham Dale	Cr Jackie McBurney – Shire of Pingelly
Cr Darrel Hudson – Shire of Dowerin	Kellerberrin	Cr Matthew Steber – Shire of Kellerberrin
Cr Grant Robins – Shire of Kulin	Lakes	Cr Julie Russell – Shire of Wickepin
Cr Wayne Gibson – Chairperson Shire of Dandaragan	Moora	V A C A N T
Cr Graham Broad – Shire of Narrogin	Narrogin	Cr Scott Ballantyne – Shire of Cuballing
Cr Eileen O’Connell – Shire of Nungarin	North-East	Cr Wayne Della-Bosca – Shire of Yilgarn
Cr Trevor Stacey – Shire of Quairading	Roe	Cr Kevin Foss – Shire of Bruce Rock
Mohammad Siddiqui Hannah Ruprecht Jacqui Early	Main Roads WA	
Ian Duncan	WALGA	
Chris Sharples	Wheatbelt DC	
Josh Pomykala	RDA	

The Chairperson of the Steering Committee opened the meeting at 10:01 am, read the attendance and noted the apologies.

1.1 Present:

Cr Wayne Gibson	Cr Eileen O’Connell	Cr Grant Robins
Cr Darrel Hudson	Cr Trevor Stacey	Cr Scott Ballantyne
Cr Roland van Gelderen	Cr Ian Turton – <i>arrived at 10:29am</i>	
Jacqui Early	Josh Pomykala	Ian Duncan

1.2 Apologies

Cr Graham Broad	Chris Sharples
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1.3 Observers / Visitors / Presenters

Nil.

The Chairperson tabled the following Declarations of Conflict of Interests:

2.0 DECLARATIONS OF INTERESTS (FINANCIAL / IMPARTIALITY / PROXIMITY)

Name	Item No. / Description	Nature of Interest	Extent of Interest
Cr Grant Robins	6.1 – Shire of Kulin – Construction	Impartiality	Cr Robins is one of the Councillors for the Shire of Kulin
Cr Ian Turton	6.4 – Shire of Wandering – Construction	Impartiality	Cr Turton is one of the Councillors for the Shire of Wandering

3.0 CONFIRMATION OF PREVIOUS MINUTES – 21 FEBRUARY 2025

RESOLUTION SC2025 / 05-119

That the Minutes of the Steering Committee meeting held on 21 February 2025 be confirmed as a true and accurate record of the meeting.

MOVED: Cr Eileen O’Connell
SECONDED: Cr Darrel Hudson
CARRIED: 7/0

4.0 WHEATBELT SECONDARY FREIGHT NETWORK – PROGRAM FINANCIAL

Title	Financial Reports
Date of Report	09 May 2025
Author	Mrs Racelis Rose – Executive Officer
Attachments	Financial Reports (<i>handed on the day of the meeting</i>)
Senior Officer	Mr John Nuttall – Program Director

Background:

The Steering Committee requested the WSFN Program Management Team to provide a financial progress report each meeting.

Consultation:

Main Roads WA
WSFN Program Management Team

Proposal:

The Steering Committee receive the financial reports.

Financial Implications:

Nil

Risk Assessment:

Nil

Comment:

Nil

RESOLUTION SC2025 / 05-120

That the Steering Committee **receive** the financial reports.

MOVED: **Cr Scott Ballantyne**
SECONDED: **Cr Grant Robins**
CARRIED: **7/0**

5.0 DEVELOPMENT PROJECTS

Cr Ian Turton arrived at 10:29 am.

5.1 SHIRE OF BROOKTON - DEVELOPMENT

Title	Shire of Brookton -Development - Dangin Mears Road (Slk 0 to Slk 3.15)
Date of Report	09 May 2025
Author	Mr John Nuttall – Program Director
Attachments	<ul style="list-style-type: none">• Project Scope Identification Document (PSID)• Dangin Mears Road Culvert Schedule Summary• Email – Hydrology Assessment including Catchment Overview and Culvert Location Mark - Up
Senior Officer	Mr John Nuttall – Program Director

Background:

The Shire of Brookton has applied for funding for a new development project to cover from slk 0 to slk 3.15 on the Dangin Mears Road.

The request is to obtain geotechnical work, survey and design plus culvert upgrade works (total of 5 culverts)

In November 2024, this item was presented to the Technical Committee and based on the information provided at that time, the matter was not determined but instead a request made to include a hydrology report into the development works.

A revised request has now been made and is attached.

Consultation:

Discussions between PMT and the Shire of Brookton.

Proposal:

- Undertaking survey works. *
- Undertaking geotechnical works. *
- Survey, set out and installation of 5 culverts.
- The use of a contract project manager to manage this work

Financial Implications:

The Shire of Brookton is now requesting:

- Survey and Design - \$36,000
- Culvert Works - \$470,000
- Project Management - \$10,000
- Traffic Management - \$157,500
- Additional survey set out - \$10,000
- Plant, equipment & Backfill Sand - \$25,000

Total requested = \$708,500

Additionally, this Committee asked the Shire of Brookton to obtain a quote for a hydrology report based upon the first quote provided for the culverts. That quote has been provided and if the Committee deems such a report is still required (now the culvert program is to replace like for like not to change them as previously), then an additional **\$4500** would be required.

Quotes for some of the works are attached.

Risk Assessment:

It is necessary to obtain the preliminary geotechnical and survey reports before undertaking construction on this section of the road.

Comment:

The Shire of Brookton have recognised the need to undertake proper development prior to undertaking construction of WSFN standard works.

The Committee must determine the following:

1. If funding should be provided for geotechnical and survey works as a development project
2. If the culvert upgrades as outlined should be funded
3. If a hydrology report is still required

The Technical Committee discussed the above item and resolved.

After discussing the item, the Steering Committee resolved the following:

RESOLUTION **SC2025 / 05-121**

The Steering Committee resolved to **defer** any decision about funding this project until there is a full review of the whole route.

MOVED: **Cr Scott Ballantyne**
SECONDED: **Cr Grant Robins**
CARRIED: **8/0**

6.0 CONSTRUCTION PROJECTS

Cr Grant Robins submitted a Declaration of Conflict of Interest – Impartiality for Item 6.1 – Shire of Kullin – Construction. Cr Robins is a Councillor for the Shire of Kulin.

6.1 SHIRE OF KULIN - CONSTRUCTION

Title	Shire of Kulin – Construction – Rabbit Proof Fence Road
Date of Report	09 May 2025
Author	Mr Peter Hall – Program Manager
Attachments	<ul style="list-style-type: none">• Project Scope Identification Document (PSID)• WSFN Traffic Report• WSFN Works Costings 2025 / 2026
Senior Officer	Mr John Nuttall – Program Director

Background:

The Shire of Kulin has delivered three (3) projects on the Rabbit Proof Fence Road. The Shire is requesting funding for the construction of slk 7 to slk 14.8. This section is the last for the Shire of Kulin on the Rabbit Proof Fence Road and the last for the Shire on their Delivery Plan.

The works will include the upgrade of Swainston Road intersection and large cutting at slk 8.87.

The Shire of Kulin has gone through design and testing for these works.

Consultation:

Porters Consulting

Proposal:

The Shire of Kulin proposes to replace 11 culverts, widen the pavement, import new gravel material to a depth of 150mm, wetmix and lay with a prime and two-coats of 14mm x 7mm seal at 8m.

Swainston Road intersection is designed for 27.5m road trains there is a deep cut on the hill to improve sight distance at approach. The works will include installation of new signs.

Financial Implications:

The Shire of Kulin is requesting **\$2,706,120** for the construction of Rabbit Proof Fence Road from slk 7 to slk 14.8.

Risk Assessment:

The Shire of Kulin is very experienced and has a strong crew for delivery of this project.

Comment:

The Shire of Kulin delivers in house with specialist contractors.

RESOLUTION **SC2025 / 05-122**

That the Steering Committee **approve** the construction project for the Shire of Kulin on the Rabbit Proof Fence Road from Slk 7 to Slk 14.8 at a value of **\$2,706,120** for the 2025 / 2026 financial year.

MOVED: Cr Scott Ballantyne
SECONDED: Cr Darrel Hudson
CARRIED: 8/0

6.2 SHIRE OF MUKINBUDIN - CONSTRUCTION

Title	Shire of Mukinbudin - Nungarin North Road (Slk 5.40 to Slk 8.60)
Date of Report	09 May 2025
Author	Mr Peter Hall – Program Manager
Attachments	<ul style="list-style-type: none">• Project Scope Identification Document (PSID)• Construction Estimate Summary• Cartage Calculation• Project Planner• Method Statement
Senior Officer	Mr John Nuttall – Program Director

Background:

The Shire of Mukinbudin is seeking funding to construct Mukinbudin-Nungarin North Road from Slk 5.4 to Slk 8.6 in 2025 / 2026.

The Shire have successfully delivered a construction project on the same road in the current financial year.

Committee members may recall that this road has had some issues – namely Aboriginal Heritage, Clearing and Land Resumption. As some of those issues are still not resolved, the Shire have sensibly taken the decision to present a second section that does not have any of those issues for next year.

Consultation:

The Program Management Team has spent time working with and supporting the Shire of Mukinbudin to present the PSID and Budget request as presented.

Proposal:

That the scope and estimate are reviewed all questions and concerns are expressed.

The goal is that the Technical Committee is confident that the projects are in keeping with the WSNF modus operandi.

The PMT have undertaken their own review, and the Shire addressed all questions that were raised.

Financial Implications:

The Shire of Mukinbudin is requesting **\$1,195,543** for this 3.2km construction project

Risk Assessment:

The goal is to provide reasonable documentation that allows the WSNF committees to make an informed decision on each project, to not do so means that another shire may not get funding.

Comment:

The project put forward by the Shire of Mukinbudin seems to be a sensible one given that:

1. they are still in their infancy for delivering WSFN projects,
2. the section chosen is relatively short,
3. the section chosen does not have any of the heritage, clearing or land resumption issues that could cause delays to delivery.

The WSFN PMT recommends the Technical Committee approve the project.

RESOLUTION **SC2025 / 05-123**

That the Steering Committee **approve** the Shire of Mukinbudin's project on Nungarin North Road from slk 540 to slk 8.60 at the requested amount of **\$1,195,543** for the 2025 / 2026 financial year.

MOVED: Cr Eileen O'Connell
SECONDED: Cr Grant Robins
CARRIED: 8/0

6.3 SHIRE OF NAREMBEEN - CONSTRUCTION

Title	Shire of Narembreen – Narembreen - Kondinin Road (Slk 26 to Slk 26.8)
Date of Report	09 May 2025
Author	Mr Peter Hall – Program Manager
Attachments	<ul style="list-style-type: none">• Project Scope Identification Document (PSID)• Construction Estimate Summary• Cartage Calculation• Project Planner• Method Statement• Photos
Senior Officer	Mr John Nuttall – Program Director

Background:

The Shire of Narembreen has delivered several projects for the WSN. There was a period of reset when both the Chief Executive Officer and the Executive Manager Services left the Shire.

The Shire of Narembreen identified this project and have undertaken some geotechnical testing as the pavement above the culvert has failed badly. The culvert is large, multiple barrels with link slabs and the headwall acts as a dam if any water gets trapped in between link slabs. The initial construction placed untreated gravel in between the link slabs and over the years this has become saturated with little to no chance to dry out.

Stabiltech identified some subgrade drainage problems approximately at Slk 26.1.

The traffic data was taken at a period when the mining company was still active, but it has since been closed. However, it could be reopened and to allow for it, Stabiltech has reduced the maximum ESA count but not to the current levels, it was chosen to be somewhere in the middle.

The intersection with the Mt Walker Road was asphalted some years ago to alleviate the damage by the turn movement. Unfortunately, the existing pavement was not strong enough to cope with the huge increase in loads which were perhaps a little surprising for the Shire of Narembreen at the time.

Consultation:

Stabiltech

Proposal:

The ESA counts had a pavement thickness in excess of 700mm. A more reasonable ESA count was used and a pavement thickness of 500mm is required due to the subgrade being weaker. The treatment is to stabilise 250mm of subbase, but first the base course must be removed. The finished levels must remain due to the culvert bridge height restrictions.

Once the base course has been replaced and topped up, then it also needs to be stabilised. To treat the culvert problems, all the pavements must be removed inclusive of the material in between the link slabs. The new material needs to be stabilised at 6% then placed and compacted. The base course layer above the link slabs must also be stabilised off site

because of varying thickness. The risk to the culvert structure cannot be stabilised using a rotary drum machine.

Financial Implications:

The Shire of Narembeen is requesting **\$359,725** to upgrade the section of the Narembeen-Kondinin Road.

Risk Assessment:

There are significant issues at multiple areas within this section. It is a complicated project that will require good operator skills to not damage structures during construction. The risk is high and only offset by an experienced crew.

Comment:

This is a very interesting project which has a lot of complex issues to be resolved.

RESOLUTION **SC2025 / 05-124**

That the Steering Committee **approve** the project for the Shire of Narembeen on the Narembeen-Kondinin Road at slk 26 to slk 26.8 for a value of **\$359,725** for the financial year 2025 / 2026.

MOVED: **Cr Trevor Stacey**
SECONDED: **Cr Scott Ballantyne**
CARRIED: **8/0**

Cr Ian Turton submitted a Declaration of Conflict of Interest – Impartiality for Item 6.4 – Shire of Wandering – Construction. Cr Turton is a Councillor for the Shire of Wandering.

6.4 SHIRE OF WANDERING - CONSTRUCTION

Title	Shire of Wandering - North Bannister- Wandering Road (Slk 9.1 to Slk 13.6)
Date of Report	09 May 2025
Author	Mr Peter Hall – Program Manager
Attachments	<ul style="list-style-type: none"> • Project Scope Identification Document (PSID) • Construction Estimate Summary • Cartage Calculation • Project Planner • Method Statement
Senior Officer	Mr John Nuttall – Program Director

Background:

The Shire of Wandering is in the process of completing the pre-construction project on the North Bannister-Wandering Road from Slk 9.1 to Slk 13.6.

There was a lot of work to be completed inclusive of 12 culverts replacements and this was deemed to have been too invasive on the construction timeline and create a burden for the Shire to carry in one year. The Shire of Wandering completed the development process the previous year and have survey and geotesting results.

The section from the Albany Highway to the slk 9.1 was completed under different funding a couple of years ago.

Consultation:

Stabilitech
IPS Australia

Proposal:

The Shire of Wandering is proposing to upgrade the section between Slk 9.1 to Slk 13.6. Geotesting indicates that there is a couple of sections where the subgrade is compromised and needs to be treated first. Then import 200mm of gravel before stabilising the base course as well.

The Shire does not have the available footprint for a full 10m pavement, so they are requesting to build 9m with a 9m seal.

Financial Implications:

The Shire of Wandering is requesting **\$1,603,072** to upgrade the section Slk 9.1 to Slk13.6

Risk Assessment:

The Shire of Wandering is completing another large project, and it needs to be closed prior to commencing this project as these works are reliant on them.

Comment:

The Shire of Wandering has a small crew but are keen to tackle and upskill.

RESOLUTION **SC2025 / 05-125**

That the Steering Committee **approve** the project for the Shire of Wandering on the North Bannister-Wandering Road between Slk 9.1 to Slk 13.6 for a value of **\$1,603,072** in the 2025 / 2026 financial year with the proviso that the existing project be completed, acquitted and closed prior to commencement.

MOVED: **Cr Grant Robins**
SECONDED: **Cr Ian Turton**
CARRIED: **8/0**

6.5 SHIRE OF WONGAN BALLIDU - CONSTRUCTION

Title	Shire of Wongan Ballidu – Dowerin-Kalannie Road (Slk 19 to Slk 25)
Date of Report	09 May 2025
Author	Mr Peter Hall – Program Manager
Attachments	<ul style="list-style-type: none">• Project Scope Identification Document (PSID)• Construction Estimate Summary• Cartage Calculation• Project Planner• Method Statement• Pavement Design Report
Senior Officer	Mr John Nuttall – Program Director

Background:

The Shire of Wongan-Ballidu has multiple sections on the Dowerin-Kalannie Road each with its own idiosyncrasies. The Shire has engaged Stabilitech to undertake geotesting along the length and provide a pavement design, this is proving to be invaluable. The Shire of Wongan-Ballidu is currently delivering the section from the Slk 19 to the Slk 25.

Consultation:

Stabilitech

Proposal:

The Shire of Wongan-Ballidu is proposing to upgrade the Dowerin-Kalannie Road by box out widening and stabilise the existing as subbase, then importing 170mm gravel and wetmixing then placing a 14mm primer seal. This is an easy project to deliver.

Financial Implications:

The Shire of Wongan-Ballidu is requesting **\$1,825,658** to upgrade the Dowerin-Kalannie Road from Slk 19 to Slk 25.

Risk Assessment:

This is a low-risk project.

Comment:

It is a straightforward section of road for a change.

RESOLUTION SC2025 / 05-126

That the Steering Committee **approve** the project for the Shire of Wongan-Ballidu on the Dowerin-Kalannie Road between Slk 19 to Slk 25 at a value of **\$1,825,658** in the 2025 / 2026 financial year.

MOVED: Cr Darrel Hudson
SECONDED: Cr Scott Ballantyne
CARRIED: 8/0

7.0 REVIEW AND ASSESSMENT OF INTERSECTIONS

Title	Review and Assessment of Intersections
Date of Report	09 May 2025
Author	Mr Peter Hall – Program Manager
Attachments	WSFN Basis of Design - DRAFT (Doc No. WSFN-BD2023-002 – 30 August 2024
Senior Officer	Mr John Nuttall – Program Director

Background:

As the WSFN network is upgraded and the routes / roads are completed, a greater emphasis is being placed on the intersections both with existing local roads and State controlled assets. To date, the upgrading of the existing has been all that has been required because the intersection had been previously constructed above requirements.

Consultation:

Various Local Governments
Zone 50 Engineering Surveys

Proposal:

A number of intersections have been flagged by various local governments and contractors as being of concern and require some form of specific direction from the WSFN Technical Committee.

WSFN advise thus far has been to upgrade local intersections to a standard that controls the risk while still allowing larger vehicles to ingress and egress safely even if they are not lane compliant. The WSFN approach considers the seasonal and limited nature of larger vehicles accessing local roads whilst ensuring safety, sight distances etc are maintained.

State controlled assets that have an intersection with a local government road have always upgraded or constructed based on the State requirements, especially if it is the State driving the works. The WSFN is now providing the trigger to upgrade. The State provides advise, approves the design and traffic management plans.

The WSFN proposes to apply a risk-based approach to intersection upgrades no matter whom the other asset owner is. This will mean assessment on a case-by-case basis with the minimum basic information being:

- current traffic counts and make up on all legs,
- anticipate traffic counts once road and intersection is upgraded,
- available land footprint,
- existing sight distances,
- concept design inclusive of 27.5m and 36m turning movements,
- Is the road / route truly a regional distributor?
- Other intersections especially terminating constraint implications.

Financial Implications:

Nil - but the risks will have financial implications.

Risk Assessment:

WSFN is building roads at RAV 7 standard and weights. Intersections built to this standard will, in 80% of the cases in the Wheatbelt, be seriously over constructed. They will require a very large land footprint to mitigate all risks associated with RAV 7 vehicles and the volume of these vehicles now and in the future will probably not warrant the upgrade costs.

If a generic upgrade is applied, then there is a chance that an intersection that requires greater risk mitigation will not be suitable for future traffic considerations.

Comment:

Future traffic make up is crystal ball stuff, this is where “worst case scenario” is not the most likely scenario. The most likely scenario is what needs to be assessed and considered. There will always be those that disagree with the assessment; however, a full and well considered assessment will have other non-negotiable factors that support the decision.

RESOLUTION **SC2025 / 05-127**

That the Steering Committee:

1. **Endorse** the case-by-case risk-based approach for all intersections and,
2. **Directs** the PMT to add an addendum to the Basis of Design outlining the WSFN position as per the above agreed Technical Committee criteria.

MOVED: Scott Ballantyne
SECONDED: Cr Eileen O’Connell
CARRIED: 8/0

8.0 LIMITS OF RESPONSIBILITY – WHEATBELT SECONDARY FREIGHT NETWORK

Title	Limits of Responsibility
Date of Report	09 May 2025
Author	Mr Peter Hall – Program Manager
Attachments	<ul style="list-style-type: none"> • Narrative on the WSN Limits of Responsibility • January 2022 Operational Procedure 113 – Maintenance Responsibilities within Town Sites • March 2025 - DRAFT – Operational Procedure 113 – Operational Boundaries and Asset Maintenance Responsibilities
Senior Officer	Mr John Nuttall – Program Director

Background:

The Wheatbelt Secondary Freight Network (WSFN) is in its year 6 of program delivery. All the development and construction projects specified in the agreement have been completed on the routes and roads including upgrades on intersections. The considerations of the Road Safety Audits (RSA) have identified a need for the WSN to determine or discuss limits of responsibilities for various general network interaction circumstances being:

- Town boundaries, streets and drainages
- Local road intersections sealed and unsealed, meeting Australian standards or not
- State Intersections
- Property crosses over access
- Interactions with other service providers e.g. Arc, Water, Telstra etc
- Interactions with private enterprises

Consultation:

Main Roads WA as the state agency for roads has set limits where they will either pay for or undertake specific roles within certain circumstances within each of the above criteria, these include maintenance actions and upgrade.

Proposal:

- WSN has **no** maintenance action / funding for consideration.
- Discuss and set WSN responsibility for each of the above items in terms of upgrades.

Financial Implications:

This will consolidate what WSN will and will not pay for or allow as part of the upgrade.

Risk Assessment:

Setting the limits of responsibility for the WSN will reduce any risks of over or under commitment. It will help alleviate any grey areas.

These limits will assist both the Technical and Steering Committees in determining consistency of the WSN involvement.

Comment:

As routes are completed and the last sections are coming through built up areas and interactions with businesses etc., these limits will be needed but there will still be some exceptions.

RESOLUTION **SC2025 / 05-128**

That the Steering Committee **accept and approve** the limits as set in the attached “Narrative on the WSN Limits of Responsibility” document and that this document be added to the Basis of Design.

MOVED:	Cr Grant Robins
SECONDED:	Cr Ian Turton
CARRIED:	8/0

9.0 WSFN PROGRAM DIRECTOR ANNUAL PERFORMANCE REVIEW

Title	Program Director Appraisal
Date of Report	06 May 2025
Author	Mr John Nuttall – Program Director
Attachments	Confidential Note – <i>(handed on the day of the meeting)</i>
Senior Officer	Mr John Nuttall – Program Director

Background:

An annual appraisal of staff is required to be undertaken. The WSFN Program Director has to be appraised by the Steering Committee.

The Steering Committee received a survey link to be completed by Friday 2 May 2025.

A precis of the responses is attached.

Consultation:

Nil

Proposal:

That the Steering Committee approve the matters raised in the confidential document.

Financial Implications:

Any approved contract variations will have a minor implication for the budget but have been anticipated within the contract.

Risk Assessment:

Should an annual appraisal not be carried out it would be a breach of the contract and Local Government requirements.

Comment:

The confidential document forms the basis of this review.

RESOLUTION SC2025 / 05-129

That the Steering Committee receive the information provided in the confidential document and approve the contract amendments (backdated to January 2025) contained within it.

MOVED: Cr Eileen O’Connell
SECONDED: Cr Roland Van Gelderen
CARRIED: 8/0

10.0 GENERAL BUSINESS / DISCUSSIONS

- Application process for future funding beginning Year 2026 / 2027 commenced.
- Requirements for robust project assessment (maps, photos, points of interests etc) and to include requests for site visits and contacting Technical Committee members in that particular area to visit sites where possible, with the WSFN Program Manager to have a second set of eyes over the project.
- WSFN to regularly provide a summary / report of various shire meetings / visits conducted by WSFN Program Director and WSFN Program Manager.
- WSFN to provide a Welcome Pack / Induction to newly appointed Councillors in the Steering Committee.

11.0 DATE OF NEXT MEETING

The Steering Committee discussed the meeting dates for both the Technical and Steering Committees for the rest of the year 2025 as follows:

18 July	Technical Committee meeting to be conducted via TEAMS
01 August	Steering Committee meeting possibly to be conducted via TEAMS
19 September	Technical Committee meeting CANCELLED (moved to 28 November)
28 November	Technical Committee meeting (in person at WSFN Office)
03 October	Steering Committee meeting (in person at WSFN Office)

12.0 CLOSURE

There being no further business to discuss the Chairperson closed the meeting at 11:46 am.