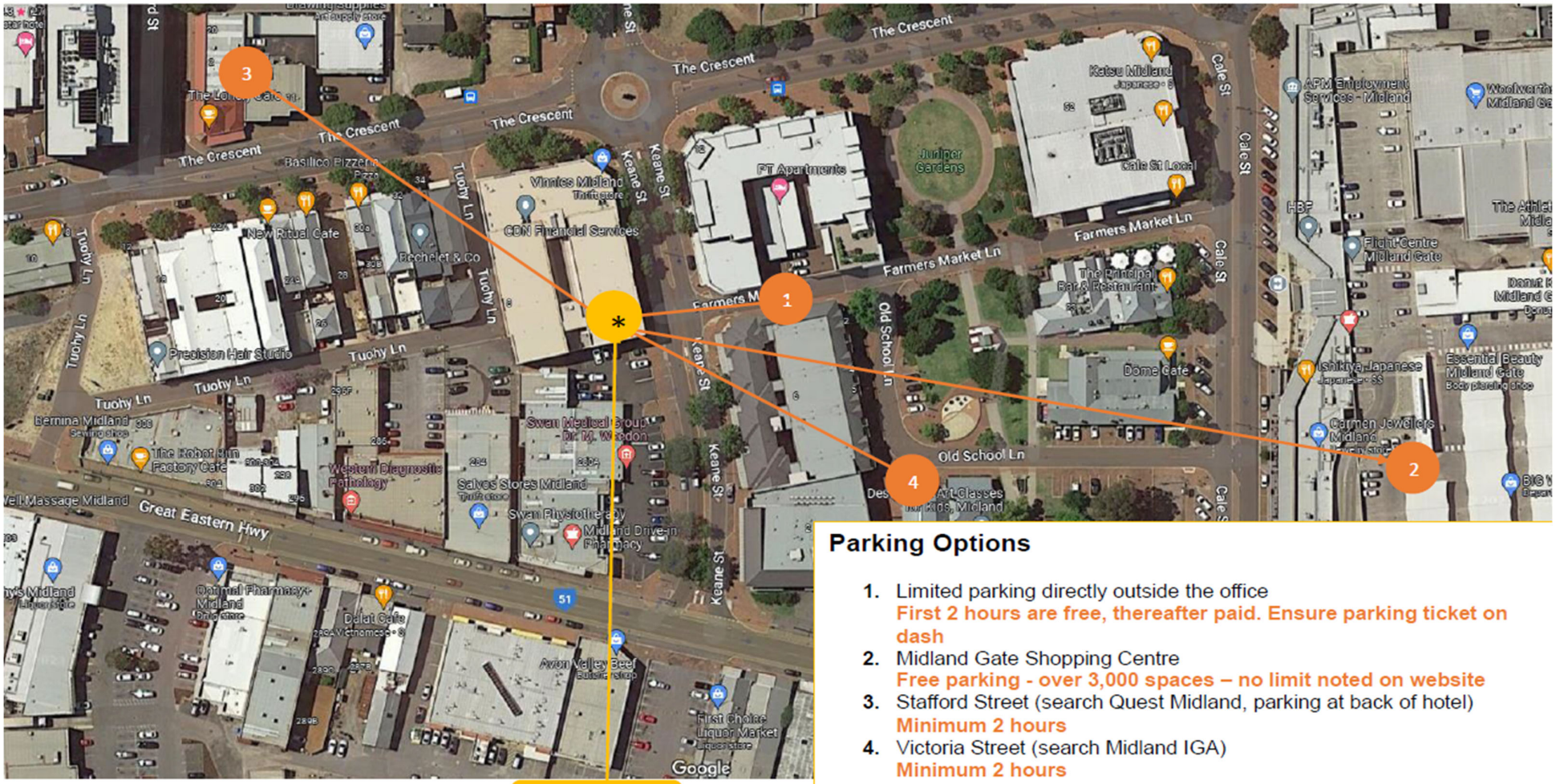
STEERING COMMITTEE MEETING

MINUTES

23 OCTOBER 2026 at 10:00 am

WSFN Office – 37/5 Keane Street MIDLAND 6056



We are here

Parking Options

1. Limited parking directly outside the office
   First 2 hours are free, thereafter paid. Ensure parking ticket on dash
2. Midland Gate Shopping Centre
   Free parking - over 3,000 spaces – no limit noted on website
3. Stafford Street (search Quest Midland, parking at back of hotel)
   Minimum 2 hours
4. Victoria Street (search Midland IGA)
   Minimum 2 hours

STEERING COMMITTEE MEETING

23 OCTOBER 2026

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List of Attendees:

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

Delegate	SRRG	Proxy
V A C A N T	Avon	Cr Michael McKeown – Shire of Toodyay
Cr Peter Wood – Shire of Pingelly	Hotham Dale	Cr Alan Price – Shire of Wandering
Cr Paul Brown - Shire of Kellerberrin	Kellerberrin	Cr Jo Fulwood – Shire of Cunderdin
Cr Grant Robins – Shire of Kulin	Lakes	Cr Len Armstrong – Shire of Lake Grace
Cr Wayne Gibson – CHAIRPERSON Shire of Dandaragan	Moora	Cr Steve Gilbert Shire of Moora
Cr Graham Broad – Shire of Narrogin	Narrogin	Cr Scott Ballantyne – Shire of Cuballing
Cr Ashley Walker – Shire of Mukinbudin	North-East	Cr Adam Eksanow – Shire of Nungarin
Cr Kent Mouritz – Shire of Kondinin	Roe	Cr Trevor Stacey – Shire of Quairading
Mohammad Siddiqui Jacqui Early	MRWA	
Sinead McGuire	WALGA	
Chris Sharples	Wheatbelt DC	
Josh Pomykala	RDA	

The Chairperson opened the meeting at 10:03 am, welcomed the attendees and read the apologies. Unfortunately, we were not able to accommodate those who opted to attend via TEAMS because of computer / network malfunction.

1.0 OPENING – RECORD OF ATTENDANCE

1.1 Present

Cr Wayne Gibson	Cr Paul Brown	Cr Grant Robins
Cr Scott Ballantyne	Cr Alan Price	Cr Jo Fulwood
Jacqui Early	Josh Pomykala	Sinead McGuire

1.2 Apologies

Cr Graham Broad Cr Kent Mouritz Mohammad Siddiqui Chris Sharples

1.3 Visitors / Observers

None.

2.0 DECLARATIONS OF INTERESTS (FINANCIAL / IMPARTIALITY / PROXIMITY)

There were no Declarations of Interests submitted.

3.0 CONFIRMATION OF PREVIOUS MINUTES – 24 JULY 2026

RESOLUTION SC2026 / 10-158

That the Minutes of the Steering Committee meeting held on 24 July 2026 be confirmed as a true and accurate record of the meeting.

MOVED: **Cr Paul Brown**
SECONDED: **Cr Alan Price**
CARRIED **5/0**

4.0 WHEATBELT SECONDARY FREIGHT NETWORK – PROGRAM FINANCIAL

Title	Financial Reports
Date of Report	23 October 2026
Author	Mr John Nuttall – Program Director
Attachments	Financial Reports *(handed on the day of the meeting)*
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 at this stage, the Steering Committee has oversight of the financial welfare of the program / funds.

Risk Assessment
Nil

Comment
Ni

RESOLUTION SC2026 / 10-159

That the Steering Committee **receive** the Financial Reports.

MOVED: **Cr Scott Ballantyne**
SECONDED: **Cr Paul Brown**
CARRIED: **5/0**

5.0 VARIATION – SHIRE OF WICKEPIN – RABBIT PROOF FENCE ROAD

Title	Shire of Wickepin - Final Seal Variation - Rabbit Proof Fence Road
Date of Report	16 October 2026
Author	Mr Peter Hall – Program Manager
Attachments	• Rise and Fall Calculation • Quote – Sealing Works
Senior Officer	Mr John Nuttall – Program Director

Background:
The Shire of Wickepin completed their last section of the Rabbit Proof Fence Road from SLK 9.8 to SLK 14.84 in the 2024 / 2025 financial year. It had some problems and Wickepin was contractually signed to do a double-double emulsion seal as part of the project. There was a lot of doubt amongst the WSFN Technical Committee and the PMT in the expected life of the seal and it showed very early signs that it was not going to last.

In January 2026, the Steering Committee voted for the Shire of Wickepin to undertake some maintenance and a reseal of S45R so that the gains of the WSFN upgrade project would not be lost.

The prices for construction and sealing are very volatile with the world politics as they are.

Consultation:
Rural Infrastructure Services
Three (3) sealing companies

Proposal:
The Shire of Wickepin went to market for quotes to deliver the works in September 2026. Three (3) quotes were received and the quote from Bitutek was the lowest. The Shire of Wickepin accepted the quote at **$258,206**.

The quote is above project value inclusive of contingency.

Financial Implications:
The Shire of Wickepin is seeking to use all the contingency and $7,571

- Original project value - $227,850
- Contingency - $22,785
- Quote value - $258,206
- Difference requested - $7,571

Risk Assessment:
The world market is very volatile, and the Shire of Wickepin has received a quote when the market was rising. The Shire is planning to have a rise and fall in the contract in the hope that the works are delivered when the market is lower. Rise and Fall calculation is the best way to control risks during sealing works.

Comment:
Rise and Fall calculation is the best way to control risk during sealing works. I recommend all Shires adopt the practice.

RESOLUTION SC2026 10 / 160

The WSFN PMT recommends that the Steering Committee **approves** the full use of the contingency and the additional **$7,571** to a contract value of **$258,206**, to complete a S45R seal on the section of the Rabbit Proof Fence Road from Slk 9.8 to Slk 14.84.

MOVED: **Cr Scott Ballantyne**
SECONDED: **Cr Alan Price**
CARRIED: **5/0**

6.0 WSFN ADVOCACY PLAN

Title	WSFN Advocacy Plan
Date of Report	15 October 2026
Author	Mr John Nuttall – Program Director
Attachments	WSFN Draft Advocacy Plan
Senior Officer	Mr John Nuttall – Program Director

Background:
At a previous Steering Committee meeting Ms Caroline Robinson presented to the group regarding ongoing advocacy for the WSFN. Following that presentation the Committee determined that a smaller group including outside stakeholders should be formed to prepare a plan.

On 29 September 2026 that Stakeholder group met, lead again by Ms Robinson. Resulting from that session is a draft plan (attached) for the Steering Committee to consider and, if approved, adopt.

Please note that time constraints mean that the Stakeholder group will not have the opportunity to get together to consider the draft plan until just prior to the Steering Committee meeting and therefore proposed amendments to the plan may be presented on the day

Consultation:
Ms Caroline Robinson (150 Square)

Proposal:
That the Steering Committee consider the draft and, if approved, adopt it

Financial Implications:
Any expenditure required as a result of the plan would be covered by the Program Management budget or would be specifically budgeted for in future years.

Risk Assessment:
Nil

Comment:
The committee are asked to review the draft and subject to discussion at the meeting adopt it.

RESOLUTION SC2026 / 10 / 161

That the Steering Committee **adopt** the WSFN Advocacy Plan (as attached).

MOVED: **Cr Grant Robins**
SECONDED: **Cr Scott Ballantyne**
CARRIED: **5/0**

7.0 WSFN PROGRAM DIRECTOR CONTRACT

Title	WSFN Program Director Contract
Date of Report	15 October 2026
Author	Mr John Nuttall – Program Director
Attachments	Nil
Senior Officer	Mr John Nuttall – Program Director

Background:
The Program Director is employed under a contract (held by the Shire of Kellerberrin) which expires on 8 January 2027.

This report seeks the approval of the Steering Committee for a one-year contract extension. Should more funding be provided to the WSFN, as is hoped, then the Committee can determine an additional length of contract (if appropriate) to commence the following January 2028.

Consultation:
The WSFN Chair emailed the committee in advance of the meeting raising this situation.

Proposal:
That a 12-month contract extension be awarded.

Financial Implications:
The cost of employment is covered within the Program Management budget

Risk Assessment:
The risk would be having nobody in the role of Program Director.

Comment:
This item seeks approval for the Program Director to be awarded a 12-month contract to run from 9 January 2027 until 8 January 2028. By that time, the request for new funding will have been finalised and a decision can then be made regarding ongoing employment. The request is that this new contract be on the same terms as currently with a CPI increase of 3.5% to current base remuneration.

In the circumstances that a new contract is awarded as above, the usual KPI annual review would still be listed for the first Steering Committee meeting in the new year (likely early February).

Should the Steering Committee not be minded awarding a new contract there will be a need to undertake a recruitment process. Given the short time left until January, the Committee are requested, in these circumstances, to provide direction regarding that process in order that it could be undertaken and completed in time for a handover before 8 January 2027.

RESOLUTION SC2026 / 10-162

The Steering Committee resolved the following:

1. The Steering Committee **award** a 12-month contract of employment as Program Director (to run from 9 January 2027 to 8 January 2028) to Mr John Nuttall on the same terms as the current contract with the exception of a 3.5% CPI increase to current base remuneration. The current agreed Key Performance Indicators will be attached to this new contract.

2. A performance review based on the WSFN Program Director's Key Performance Indicators to be undertaken by an external consultant (Andrew Hammond).

3. An expense of $6,000 be allocated for the performance review from the PMT budget.

MOVED: **Cr Scott Ballantyne**
SECONDED: **Cr Grant Robins**
CARRIED: **5/0**

Josh Pomykala left the meeting room at 10:46 am and returned at 10:51 am.

RESOLUTION SC2026 / 10-163

That the Steering Committee discus the late item – Delegated Authority – WSFN Program Director.

MOVED: **Cr Scott Ballantyne**
SECONDED: **Cr Grant Robins**
CARRIED: **5 / 0**

8.0 DELEGATED AUTHORITY - WSFN PROGRAM DIRECTOR

Title	Program Directors authority to approve
Date of Report	22 October 2026
Author	Mr Peter Hall -
Attachments	Nil
Senior Officer	Mr John Nuttall – Program Director

Background:
There is one type of project or action within a project which neither the Shire nor the WSFN have any control over - the final cost. There is only limited control over timing for delivery.

Sealing - in any form is directly affected by world events and political posturing. Current market crude oil price.

In the past, the market fluctuations have been small, irregular and easily managed within the current system.

WSFN is seeing that the fluctuations are much larger and occurring monthly to weekly, the impact on delivery of a project can be huge and very risky for all stakeholders if a Shire needs to lock in a date yet does not have the approval from WSFN to cover the costs.

Estimates are provided to the WSFN and are then assessed by the Technical Committee (TC) and approved by the Steering Committee (SC). This includes estimates within a construction project. The estimate is usually a minimum of 12 months prior to any delivery.

Part of the process for delivery and it is incumbent on the shire or project manager to check that the price is still valid and current. Notify the WSFN of any anomalies.

The current crude oil market price is available to all consumers.

The WSFN has six (6) projects for construction and six (6) projects as a final seal only in 2026 / 2027. Of these, two (2) have already indicated an increase in sealing costs but within contingency of the project, above contingency of the sealing element. Of the final seals, the Shire of Wickepin and the Shire of Nungarin have received quotes and require funding above contingency, The Wickepin variation arrived in time to be added to the agenda, and Nungarin was only able to notify the WSFN on Monday.

The WSFN is in the process of contacting the other projects to confirm costs.

Consultation:
Nil

Proposal:
The Program Management Team is proposing that in the circumstances where:

- The new quote exceeds the estimate by greater than the contingency.
- The ability to seek TC review and then SC approval is not practical.
- The timeline is too short to wait for TC review and SC approval.
- There is budget available.

Then the Program Director be given the discretion and authority to approve the Shire to proceed on the basis that the required variation documentation is provided prior to the approval.
This would apply for stand-alone sealing projects and sealing within a construction project.
The SC would then be requested to ratify the discretionary approval at the next meeting.

Financial Implications:
Rise and Fall is the industry standard delivery contract for sealing. It has financial benefits in that the risk does not need to be quantified at the time of estimate, nor does it need to be carried by the contractor both options will result in a much larger cost per m2 to deliver.

Local Government has shield away from the rise and fall delivery model because it has budget fluctuations that are hard to allow for in July. They do pay a premium and then struggle to get contractors.

Risk Assessment:
Rise and Fall contracts work both ways sometimes the actual is far less than the quote or estimate, this is the fall at work. Rise and Fall contracts require that a quote/estimate check be completed as good project management practice so that in budget implications are known prior to the works being delivered. This is a good practice regardless of the contract type.

The primary risk is that the decisions regarding sealing and contractors and timelines need to be made quickly to be able to capitalise on any alternatives that might be available, slow or late decision lock the Shire and the WSFN into the last remaining option. This is usually not always the worst and most expensive option.

Comment:
Sealing is an item that there is very little option for alternatives, by the time the item gets before the TC then SC the alternatives are usually no longer available.

Decisions are often required quickly to capitalise on any options.

Rise and Fall contracts mean that the Shire does not have to go back out to market they only have to deal with the selected contractor from the original estimate process.

RESOLUTION SC2026 / 10-164

That the Steering Committee **provides** the Program Director approval authority for increased costs of sealing on the basis of:

- The new quote exceeds the estimate by greater than the contingency.
- The ability to seek Steering Committee approval is not practical.
- The timeline is too short to wait for Steering Committee approval.
- A Technical Committee flying minute approval is required in advance.

- There is budget available.

- The matter be referred to the next Steering Committee for ratification.

MOVED: **Cr Scott Ballantyne**
SECONDED: **Cr Paul Brown**
CARRIED **5/0**

Cr Jo Fulwood left the meeting at 11:40 am and did not return.

9.0 GENERAL DISCUSSIONS

The Steering Committee had a general discussion on funding the projects for 2027 / 2028.

10.0 DATE OF NEXT MEETING

The following are ***suggested*** future meeting dates and adequate notice will be provided if there are any changes:

Technical Committee	**Steering Committee**
27 November 2026	05 February 2027

11.0 CLOSURE

There being no further business to discuss the Chairperson closed the meeting at 11:50 am.

12.0 CERTIFICATION

I, Wayne Gibson certify that the Minutes of the Steering Committee meeting held on 23 October 2026 as shown were confirmed as a true record of the meeting.

_____ _____

CR WAYNE GIBSON **DATE**

CHAIRPERSON