



Chairperson:

Cr E O'Connell

Secretary:

Mr R Munns

Deputy Chairperson:

Cr W Della Bosca

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Unconfirmed Minutes of the Sub Regional Road Group meeting held via Zoom Video Conference on Tuesday the 23rd July 2024 commencing at 9.00 am.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 9.00am, and welcomed everyone in attendance.

2. ATTENDANCE/APOLOGIES

Attendance

Cr Eileen O'Connell	Shire of Nungarin	(Chairperson & Voting Delegate)
Cr Nick Chandler	Shire of Koorda	(Voting Delegate)
Cr Dale Naughton	Shire of Trayning	(Voting Delegate)
Cr Tanya Gibson	Shire of Mt Marshall	(Voting Delegate)
Cr Wayne Della Bosca	Shire of Yilgarn	(Voting Delegate)
Cr Romina Nicoletti	Shire of Mukinbudin	(Voting Delegate)
Cr Daimon Geier	Shire of Westonia	(Voting Delegate)
Cr Justin Begley	Shire of Wyalkatchem @ 9.04am	(Voting Delegate)
Cr Brian Close	Shire of Yilgarn	(Proxy Delegate)
Ms Leanne Parola	CEO – Shire of Trayning	
Mr Zac Donovan	CEO – Shire of Koorda	
Mr Darren West	Manager of Works – Shire of Koorda	
Mr Grant Cross	Manager of Works – Shire of Trayning	
Mr Glen Brigg	Manager of Works – Shire of Yilgarn	
Mr Allister Butcher	Consultant – Shire of Wyalkatchem @ 9.04am	
Mr John Nuttall	Program Director - WSN	
Ms Allison Hunt	Secretary WN RRG – MRWA	
Mr Rod Munns	Consulting Engineer - RMECS	(Secretary)

Apologies

Mr Bill Price	CEO – Shire of Westonia
Ms Sabine Taylor	CEO - Shire of Wyalkatchem
Mr Nic Warren	CEO – Shire of Yilgarn
Mr Ben McKay	CEO – Shire of Mt Marshall
Ms Tanika McLennan	Acting CEO – Shire of Mukinbudin
Mr Dave Nayda	Acting CEO – Shire of Nungarin
Mr Aaron Wooton	Manager of Works – Shire of Mt Marshall
Mr David Dhu	Acting Manager of Works – Shire of Nungarin

3. CONFIRMATION OF MINUTES OF MEETING 23th April 2024

Resolution 2024 - 005	
That the Minutes of the WNE SRRG Meeting, held on the 23 rd April 2024, be confirmed as a true and correct record of proceedings.	
Moved Cr D Naughton	Seconded Cr D Geier
Carried: Yes (7/0)	

4 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

5 CORRESPONDENCE

5.1 Correspondence In

- a) Request for status of 23/24 Yr Project Completion and Recoup as part of EOFY Accrual Process – received via email from Allison Hunt (Att 2a) on 4th June 2024.
- b) Reminder of State Blackspot Program submission closure date – received via email from Allison Hunt (Att 2b) on 11th June 2024.
- c) Advice of MRWA / IPWEA-WA Online Safety Training – received via email from Allison Hunt (Att 2c) on 20th June 2024.
- d) Advice of 24/25 Yr Direct Grant Allocations – received via email from Allison Hunt (Att 2d) on 24th June 2024.
- e) Advice of Ministerial Approval of 24/25 Yr Local Government Roads Program – received via email from Allison Hunt (Att 2ei) on 26th June 2024, with 24/25 Yr Local Roads Program (Att 2eii).
- f) Request for 25/26 Yr RRG Road Programs by 9th August 2024 – received via email from Allison Hunt (Att 2f) on 27th June 2024.
- g) Advice of 24/25 Yr WN RRG Recoup Register – received via email from Allison Hunt (Att 2gi) on 3rd July 2024 with WNE SRRG section of Recoup Register (Att 2gii).
- h) Advice of Commodity Route Funding submissions to be due by 13th September 2024 – received via email from Allison Hunt (Att 2h) on 16th July 2024.

5.2 Correspondence Out

- i) Request for endorsement of 2024/25 Yr Program changes for the Shire's of Mt Marshall and Trayning – sent to all Group Delegates via email from Rod Munns (Att 2i) on 6th May 2024.
- j) Request for endorsement of funding re-allocations within the Shire of Koorda's 23/24 Yr Program Projects, to permit final claims to be made – sent to all Group Delegates via email from Rod Munns (Att 2j) on 4th June 2024.

Resolution 2024 - 006	
That the Incoming and Outgoing Correspondence be accepted.	
Moved Cr D Naughton	Seconded Cr D Geier
Carried: Yes (8/0)	

6 BUSINESS ARISING FROM CORRESPONDENCE

Nil.

7 GENERAL BUSINESS

7.1 Ratify Out-Of-Session Endorsement – Changes to Mt Marshall and Trayning’s 24/25 Yr Road Program

On the 6th May 2024, I emailed out a request for an Out-Of-Session endorsement to Group Delegates in relation to the following 2024/25 Yr Program Changes:

- 1) The Shire of Mt Marshall requested the following changes to their program:
 - a) Remove the RCN Project on the Koorda / Bullfinch Rd from SLK 14.15 – 15.15 at a TEC = \$ 158,400 and MCA Score = 112.
 - b) Include a new RCN Project on the Kellerberrin / Bencubbin Rd from SLK 8.25 – 9.25 at a TEC = \$ 158,400 and MCA Score = 111 (Note that the proposed program change is cost neutral).

I attached the new signed MCA for the Kellerberrin / Bencubbin Rd and a cover letter from the Shire of Mt Marshall explaining the reason for the program change.

- 2) The Shire of Mt Trayning requested the following changes to their program:
 - a) Revise the Scope of Works on their currently endorsed Shoulder Widening Project on Harrods Rd, by applying an alternative shoulder widening treatment, which includes a reseal of the existing bitumen surface – which is required and was not allowed for in their currently endorsed scope of works. This overall treatment is more costly per km, and as a result the scope of works has been decreased from currently endorsed SLK 0.0 – 6.10, to SLK 0.0 – 4.20. Despite the reduction of project length, the TEC has increased from \$ 494,900 to \$ 548,055

The proposed program change is cost neutral to the RRG despite the additional TEC cost of \$53,155, since the Shire of Trayning is proposing to increase their matching funding allocation to well above their minimum required 1/3 of TEC, to offset the additional TEC cost above their currently endorsed program.

I attached the revised signed MCA for Harrods Rd.

I received emails from seven (7) of the eight (8) Delegates, endorsing these requested Program changes and forwarded copies of these endorsement emails onto Ms Alli Hunt at MRWA. Copies of these endorsement emails are attached (Att 3). As per standard Meeting Procedures, Out-Of-Session endorsements are required to be ratified at the next meeting.

Resolution 2024 - 007

That the requested changes to the Shire of Mt Marshall’s and Trayning’s 24/25 Yr Program, that were endorsed Out-Of-Session via flying emails between the 6th to 17th May 2024, be ratified.

Moved Cr R Nicoletti

Seconded Cr T Gibson

Carried: Yes (8/0)

7.2 Ratify Out-Of-Session Endorsement – Changes to Koorda’s 23/24 Yr Road Program Funding Allocations

On the 4th June 2024, I emailed out a request for an Out-Of-Session endorsement to Group Delegates in relation to a request from the Shire of Koorda to permit funding be re-allocated between 23/24 Yr Projects, to permit expenses to match funding amounts for their Projects. The nett effect being that these proposed funding re-allocations will be cost neutral.

Minutes of Wheatbelt North East SRRG 23rd July 2024

The Shire of Koorda completed their four (4) projects within their RRG Funded Road Program for the 23/24 Yr - to their Scopes of Works. In summary, they had one (1) Project that had been overexpended and the other three (3) Projects had been underexpended. The total Actual Program Costs were only \$ 3,668 less than the approved total Program Costs, which comprises \$ 2,445 of RRG Funding. Subsequently, the Koorda Shire requested the Group's approval to reallocate RRG funding between Projects to balance the funding to the final costs. The Shire of Koorda also provided a letter to explain the RRG funding re-allocations between the Projects. There was \$ 2,445 of RRG Funding that was underspent and this was to be carried into the 24/25 Yr for re-allocation early in the next financial year.

Until these requested changes to funding were endorsed, and Alli Hunt at MRWA had received sufficient endorsement emails from the Group's Delegates, the Shire of Koorda would not have been able to submit their final Certificates of Completion (Final Recoups).

I received emails from six (6) of the eight (8) Delegates, endorsing these requested funding re-allocations and forwarded copies of these endorsement emails onto Ms Alli Hunt at MRWA. Copies of these endorsement emails are attached (Att 4). As per standard Meeting Procedures, Out-Of-Session endorsements are required to be ratified at the next meeting.

Resolution 2024 - 008

That the requested funding re-allocations between the Shire of Koorda's 23/24 Yr Projects to permit final recoups at neutral cost, that were endorsed Out-Of-Session via flying emails between the 4th to 9th June 2024, be ratified.

Moved Cr N Chandler

Seconded Cr T Gibson

Carried: Yes (8/0)

7.3 Allocation of Unallocated 24/25 Yr RRG Road Project Funding

Our Group currently has a considerable amount of RRG Funding that is unallocated for our 2024/25 Yr Road Program. This comprises:

- 1) **\$ 61,996** - from historical unspent funding via five (5) Member Councils following completion of the 23/24 Yr – see which Councils and amounts on the sheet in Attachment 5A.
- 2) \$ 139,750 of funding received above our currently endorsed program.

Obviously, these figures are RRG Funding allocations, and to take up this funding, Member Councils will be required to match half the RRG allocation.

Post Meeting Note

Note that in this Meeting Agenda, the \$ 61,996 figure highlighted in red font above, was originally \$ 101,996 – but was incorrect and has been corrected here.

The Group needs to discuss and consider:

- Whether the unallocated funding in 1) above should be permitted to be re-allocated to the affected Member Councils, at the amounts each Council underspent, OR it is added to the general unallocated funding pot, and
- How the unallocated \$139,750 is to be allocated to the Member Councils 24/25 Yr Program.

As can be seen on our current 24/25 Yr Program Summary Sheet (Att 5B) and applying the Group's current APV pro-rata percentages to our 24/25 Yr RRG Funding allocation of \$ 4,186,109:

Minutes of Wheatbelt North East SRRG 23rd July 2024

- The Shire of Wyalkatchem’s currently endorsed Program allocation is already \$ 44,730 over allocated.
- The Shire of Mukinbudin’s currently endorsed Program allocation is already \$ 4,114 over allocated.
- The main Member Councils that are currently underallocated, are the Shire’s of Koorda (by \$ 81,268) and Trayning (by \$ 40,956).
- The Shire of Trayning has allocated much more than the minimum required 1:2 matching funding in their currently endorsed Project on Harrods Rd, and taking on some of this unallocated RRG funding will permit them to reduce their matching funding amount to the minimum 1:2 matching amount and maintain the current Project TEC value of \$ 736,438.

Resolution 2024 - 009

That the unallocated \$ 101,996 of historical RRG carryover funding be allocated to the following affected Member Councils currently endorsed 24/25 Yr RRG Road Program Projects, as detailed below:

- a) **\$ 12,097 of RRG Funding be added to the Shire of Koorda’s Burakin / Wialki Rd RCN Project from SLK 4.2 – 5.4 (Project # 3598), and this funding plus matching funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases.**
- b) **\$ 10,744 of RRG Funding be added to the Shire of Nungarin’s Danberrin Rd Resealing Project from SLK 0.21 – 1.60 (Project # 3610), and this funding plus matching funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases.**
- c) **\$ 1,848 of RRG Funding be added to the Shire of Trayning’s Harrod’s Rd Shoulder Widening and Reseal Project from SLK 0.0 – 6.10 (Project # 3611), and this funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases (will reduce the matching funding allocation which is currently much greater than the minimum 1:2 ratio – current TEC = \$ 736,438 will stay the same).**
- d) **\$ 17,659 of RRG Funding be added to the Shire of Westonia’s Warralakin Rd RCN Project from SLK 33.00 – 36.30 (Project # 3612), and this funding plus matching funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases.**
- e) **\$ 19,648 of RRG Funding be added to the Shire of Yilgarn’s Bodallin Bin Rd RCN and Large Culvert Replacement Project from SLK 0.90 – 3.10 (Project # 3614), and this funding plus matching funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases.**

Moved Cr D Naughton

Seconded Cr J Begley

Carried: Yes (8/0)

Post Meeting Note

Following this meeting, it was realized that the amount of carryover funding from the 23/24 Yr for the Shire of Yilgarn, was only \$ 19,648 (shown in item e in the resolution above in red), not \$ 59,648 as referenced in this Meeting Agenda and discussed within the meeting. To permit MRWA to accurately update the Recoup Register, this value has been updated within this Resolution. If at the next meeting, this requires an additional resolution to correct, it can be considered at that time.

Representative’s from the Shire of Koorda and Mt Marshall advised that they had set their 2024/25 Yr Budgets and did not want to take on any more of the available \$ 139,750 of unallocated RRG Funding. The Group discussion on the allocation of this RRG funding finally realized that the allocation process to be via:

- Firstly, allocating a portion of this funding to bring the RRG funding allocations up to each Member Council’s appropriate portion of the 24/25 Yr allocation figure of \$ 4,186,109, based upon APV pro-rata (Nungarin \$ 6,004, Trayning \$ 40,956,

Minutes of Wheatbelt North East SRRG 23rd July 2024

Westonia \$ 16,749 & Yilgarn \$ 25,019 – totalling \$ 88,728. Shire's of Mukinbudin and Wyalkatchem already overallocated and Koorda and Mt Marshall declined funding).

- Secondly, allocating the remaining RRG funding to each Member Council's appropriate portion based upon APV pro-rata – for those six (6) Member Councils that requested additional funding (Mukinbudin \$ 7,224, Nungarin \$ 4,213, Trayning \$ 6,254, Westonia \$ 7,010, Wyalkatchem \$ 5,988 and Yilgarn \$ 20,333 – totalling \$ 51,023).

Resolution 2024 - 010

That the additional unallocated \$ 139,750 of 24/25 Yr RRG funding be allocated to the following Member Councils currently endorsed 24/25 Yr RRG Road Program Projects, as detailed below:

- a) \$ 7,224 of RRG Funding be added to the Shire of Mukinbudin's Burakin / Wialki Rd RCN Project from SLK 8.49 – 11.83 (Project # 3609), and this funding plus matching funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases.**
- b) \$ 10,217 of RRG Funding be added to the Shire of Nungarin's Danberrin Rd Resealing Project from SLK 0.21 – 1.60 (Project # 3610), and this funding plus matching funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases.**
- c) \$ 47,210 of RRG Funding be added to the Shire of Trayning's Harrod's Rd Shoulder Widening and Reseal Project from SLK 0.0 – 4.20 (Project # 3611), and this funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases (will reduce the matching funding allocation which is currently much greater than the minimum 1:2 ratio – current TEC = \$ 736,438 will stay the same).**
- d) \$ 23,759 of RRG Funding be added to the Shire of Westonia's Warralakin Rd RCN Project from SLK 33.00 – 36.30 (Project # 3612), and this funding plus matching funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases.**
- e) \$ 5,988 of RRG Funding be added to the Shire of Wyalkatchem's Wyalkatchem North Rd RCN Project from SLK 0.00 – 1.61 & 6.91 – 7.80 (Project # 3613), and this funding plus matching funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases.**
- f) \$ 45,352 of RRG Funding be added to the Shire of Yilgarn's Bodallin Bin Rd RCN and Large Culvert Replacement Project from SLK 0.90 – 3.10 (Project # 3614), and this funding plus matching funding be absorbed in the current Scope of Works to offset recent extraordinary cost increases.**

Moved Cr W Della Bosca

Seconded Cr T Gibson

Carried: Yes (8/0)

Note that the Shire of Yilgarn advised that their Bodallin Bin Rd RCN Project also comprises the replacement of an eighteen (18) barrel x 1200H x 1200W RCBC at SLK 1.33, and currently they have only been provided estimated costs to replace this culvert by Drainage Contractors. There are concerns that the eventual tendered cost for this culvert replacement may be greater than the estimated cost used in the Project submission cost estimate. Subsequently, they would like to use the additional funding in the first instance as contingency for this culvert upgrade work. If the eventual culvert cost is as per estimated cost, then the Shire of Yilgarn plan to complete additional pavement reconstruction works outside of the section from SLK 0.9 – 3.10, and will advise the Group as soon as they are aware of this scenario.

Minutes of Wheatbelt North East SRRG 23rd July 2024

All Member Councils with revised 24/25 Yr Project allocations (this excludes the Shire of Mt Marshall), are requested to provide updated signed and dated MCA submissions with new revised costs as soon as possible.

Post Meeting Note

Following this meeting, Mr Bill Price confirmed that the total additional carryover and unallocated RRG Funding amount of \$41,418 (from Resolutions 2024 – 009 & 010) with matching funding will be absorbed into the existing Scope of Works on the Shire of Westonia's Warralakin Rd Reconstruction Project to take up extraordinary costs that have occurred since Program submission, and also to cover additional culvert works that have also recently been realized.

7.4 WSNF Project Update

WSNF Program Director, John Nuttall provided an update on the WSNF Project. The information provided, comprised:

- The revised WSNF Governance Plan has been sent out to all Member Councils prior to being presented for endorsement at the scheduled September 2024 WN RRG and WS RRG Meetings.
- Within the WNE SRRG, those affected Member Councils have provided Development Project submissions on sections of Route #4 – Wongan Hills to Bullfinch, and Route #6 – Kellerberrin to Beacon. He and WSNF Program Manager visited the Shire's of Mukinbudin, Mt Marshall and Trayning last week.
- They (Project Management Team) have held ongoing meetings with representative's from MRWA in relation to securing additional WSNF Funding from 2026/27 and onwards once the existing funding allocation is expected to run out.

Cr O'Connell acknowledged the work that the WSNF Project Management Team have done in managing the Project to date.

8 OTHER BUSINESS

8.1 24/25 Yr RRG Road Program Completion

Ms Alli Hunt congratulated our Group for completing our 24/25 Yr Program, apart from a small amount of carryover from the Shire of Wyalkatchem to complete their Wyalkatchem North Rd in the 24/25 Yr.

8.2 24/25 Yr Direct and RRG Road Project Recoups

Ms Alli Hunt reminded all Member Councils to recoup their 24/25 Yr Direct Grant Recoups. The Shire's of Mt Marshall, Westonia and Yilgarn's Direct Grant Allocations have not been recouped to date. All Member Councils were also reminded to submit their first 40% recoups for 24/25 Yr RRG Road Projects asap.

9 NEXT MEETING DATES

9.1 Next WN RRG Meeting

The next WN RRG meeting is still to be scheduled for Monday 30th September 2024, at the Shire of Northam's Recreation Centre, at 44 Peel Terrace, commencing at 10.00am.

9.2 Next WN RRG Technical Committee Meeting

The next WN RRG Technical Committee meeting is expected to be held early – mid September 2024.

9.3 Next WNE SRRG Meeting

The next WNE SRRG meeting was tentatively scheduled for Tuesday 3rd September 2024, and to be conducted via a Zoom Video Conference Meeting (mainly to consider endorsing the 25/26 Yr RRG Road Program).

10 CLOSURE OF MEETING

The Chairperson thanked everyone for their attendance.

There being no further business, the meeting was closed at 9.43 am.