



UNCONFIRMED MINUTES

**Audit and Risk Committee Meeting
Tuesday, 7 September 2021**

Date: Tuesday, 7 September 2021

Time: 3.00pm

Location: Council Chambers, York Town Hall, York

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**MINUTES OF SHIRE OF YORK
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON TUESDAY, 7 SEPTEMBER 2021 AT 3.00PM**

1 OPENING

1.1 Declaration of Opening

Cr Denese Smythe, Presiding Member, declared the meeting open at 3.02pm.

1.2 Disclaimer

The Presiding Member advised the following:

"The York Shire Council acknowledges the traditional owners of the land on which this meeting is held.

This meeting is being recorded on a digital audio device to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of York Local Government (Council Meetings) Local Law 2016 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of the Committee without the written permission of the presiding member.

I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."

1.3 Standing Orders

Nil

1.4 Announcement of Visitors

Nil

1.5 Declarations of Interest that Might Cause a Conflict

Nil

1.6 Declaration of Financial Interests

Nil

1.7 Disclosure of Interests that May Affect Impartiality

Nil

2 ATTENDANCE

2.1 Members

Cr Denese Smythe, Presiding Member

Cr Jane Ferro; Cr Pam Heaton; Cr Stephen Muhleisen; Cr Kevin Trent

2.2 Staff

Chris Linnell, Chief Executive Officer; Alina Behan, Executive Manager Corporate & Community Services; Sinead McGuire, Executive Manager Infrastructure & Development Services, Vanessa Green, Council & Executive Support Officer

2.3 Apologies

Cr Ashley Garratt

2.4 Leave of Absence Previously Approved

Nil

3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4 PRESENTATIONS

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RECOMMENDATION

Moved: Cr Kevin Trent

Seconded: Cr Jane Ferro

That the minutes of the Audit and Risk Committee Meeting held on 1 June 2021 be confirmed as a correct record of proceedings.

CARRIED: 5/0

6 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

7 OFFICER'S REPORTS

7.1 APPLICATIONS FOR EXTERNAL MEMBER REPRESENTATION TO THE AUDIT AND RISK COMMITTEE

File Number:	FI.FRP.6
Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	22 June 2021 (140621)
Appendices:	1. Application - Confidential

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

Review

PURPOSE OF REPORT

For the Audit & Risk Committee to consider applications for appointment as an external member.

BACKGROUND

At its October 2020 Ordinary Meeting Council considered the membership of the Audit & Risk Committee (the Committee) and resolved, in part, that the Chief Executive Officer be requested to prepare a report that would include independent members onto the Committee.

At its May 2021 Concept Forum Council were presented with an update on the report and the proposal to include external, independent members on the Committee. The general direction given by Council was to proceed with the process. Therefore, Officers developed documentation to include:

- Expression of Interest (EOI)
- EOI Advertisement
- EOI Application Form
- Review of Terms of Reference (ToR)

That documentation was presented to Council at its June 2021 Ordinary Meeting where Council resolved (140621):

“That, with regard to the Audit & Risk Committee - Review of Terms of Reference and External Representation, Council:

- 1. Adopts the Terms of Reference, as presented in Appendix 1.***
- 2. Requests the Chief Executive Officer to conduct an advertising process of not less than 14 days calling for expressions of interest from suitably qualified and skilled persons to be appointed as external representatives to the Shire of York Audit & Risk Committee, utilising the documentation presented in Appendix 2.***
- 3. Requests the Chief Executive Officer to present all applications received to the next available meeting of the Audit & Risk Committee for consideration and recommendation to Council.***
- 4. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the documentation prior to publication.”***

Subsequently, Local Public Notice calling for EOIs was published from 1 July 2021 with the closing date for applications being Thursday 29 July 2021. Three requests for the EOI documentation were received and following the close of applications, two (2) applications had been submitted. One of the applicants has since withdrawn their application for personal reasons, leaving one (1) application received.

The application is presented for the Committee's consideration. As the application contains personal details of the applicant it is provided as a Confidential Appendix.

COMMENTS AND DETAILS

Having external representation on audit committees has been a long-established practice in other states, and local governments in Western Australia have been increasingly moving in that direction in recent times. External representation can not only assist with the monitoring the Shire's governance environment, but also help to identify and drive improvement initiatives which will deliver gains to Council, staff and the wider community.

External members would be appointed for a period of two years, in line with the normal terms of office for Council. It is essential that applicants can commit to the term of office and attend the meetings (preferably in-person) during that period. Section 5.11(1)(d) states that a committee member's membership continues until the next ordinary elections day. As the next ordinary elections are being held in October 2021 there is little point in formally appointing the members at this time. Therefore, the Officer's recommendation suggests the applicant be selected for appointment, with the formal appointment to occur at the first Council meeting following the October 2021 election.

The Committee may wish to close the meeting to the public in accordance with Section 5.23(2)(b) of the *Local Government Act 1995* to discuss the application in detail.

The Committee's Terms of Reference states that "up to two (2) external members be appointed". As one application has been received this allows the Committee to still recommend the appointment to Council if it wishes, with or without the need to undertake another EOI process.

OPTIONS

The Audit & Risk Committee has the following options:

- Option 1:** Recommend that Council could select the applicant as the external member to the Committee.
- Option 2:** Recommend that Council could select the applicant as an external member to the Committee and readvertise for a second external member.
- Option 3:** Recommend that Council could reject the application and readvertise the EOI for external representation.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Council Concept Forums and Meetings

Executive Leadership Team

Community advertising period from 2 July 2021 to 29 July 2021

Strategic

Goal 5: Strong Leadership and Governance

To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together.

Policy Related

E1 Code of Conduct – Council Members – Committee Members – Candidates

Financial

Section 5.100(1) of the *Local Government Act 1995* prohibits a person who is a committee member but who is not a council member or an employee to be paid a fee for attending any committee meeting. However, subject to an appropriate resolution of Council, upon submission of receipts, reimbursement of reasonable expenses in accordance with Section 5.100(2) of the *Local Government Act 1995* may be provided to the external representatives. Should that occur, an allocation for an amount considered suitable would need to be included in future annual budgets for that purpose. Such reasonable expenses would include travel, childcare, information technology/data as specified in Regulation 31 of the *Local Government (Administration) Regulations 1996*.

Legal and Statutory

Sections 5.10, 5.11 and 5.100 of the *Local Government Act 1995* are applicable and state:

“5.10. Committee members, appointment of

- (1) *A committee is to have as its members —*
 - (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
 - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
 - (a) *to be a member of the committee; or*
 - (b) *that a representative of the CEO be a member of the committee,*

the local government is to appoint the CEO or the CEO’s representative, as the case may be, to be a member of the committee.”

“5.11. Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person’s membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO’s representative, as the case may be; or*

- (b) *the person resigns from membership of the committee; or*
- (c) *the committee is disbanded; or*
- (d) *the next ordinary elections day,*

whichever happens first.

- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*

- (a) *the term of the person's appointment as a committee member expires; or*
- (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
- (c) *the committee is disbanded; or*
- (d) *the next ordinary elections day,*

whichever happens first.

5.100. Payments for certain committee members

- (1) *A person who is a committee member but who is not a council member or an employee is not to be paid a fee for attending any committee meeting.*

- (2) *Where —*

- (a) *a local government decides that any person who is a committee member but who is not a council member or an employee is to be reimbursed by the local government for an expense incurred by the person in relation to a matter affecting the local government; and*
- (b) *a maximum amount for reimbursement of expenses has been determined for the purposes of section 5.98(3)(b),*

the local government must ensure that the amount reimbursed to that person does not exceed that maximum."

Section 7.1A of the *Local Government Act 1995* is also applicable and states:

"7.1A. Audit committee

- (1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- (2) *The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

** Absolute majority required.*

- (3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*
- (4) *An employee is not to be a member of an audit committee."*

Regulation 16 and 17 of the *Local Government (Audit) Regulations 1996* are applicable to the functions of an audit committee and state:

“16. Functions of audit committee

An audit committee has the following functions —

- (a) *to guide and assist the local government in carrying out —*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO’s report**) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO’s report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor’s other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.”*

Risk Related

Council could be exposed to legislative risk by not complying with the requirements for committee membership as outlined in the *Local Government Act 1995*.

By enabling external representation to the Committee, it can be considered the level of risk is reduced due to greater transparency and oversight.

Workforce

The time to administer the Committee is managed within existing resources.

VOTING REQUIREMENTS

Absolute Majority: Yes

COMMITTEE RECOMMENDATION

Moved: Cr Jane Ferro


Seconded: Cr Kevin Trent

That, with regard to Applications for External Member Representation to the Audit and Risk Committee, the Audit and Risk Committee recommends to Council that it:

- 1. Selects Mr Peter Carden as the proposed external member of the Audit & Risk Committee.**
- 2. Notes the appointment of the external Audit and Risk Committee member will be formally determined by Council at its Ordinary Council Meeting on 26 October 2021 following the 2021 Ordinary Elections.**

CARRIED: 5/0

7.2 ROAD RISK REGISTER

File Number:	WK.RDM.3
Author:	Sinead McGuire, Executive Manager Infrastructure & Development Services
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	23 March 2021 – (060321) 22 June 2021 – (030621)
Appendices:	1. Road Risk Register September 2021 ↓ 

NATURE OF COUNCIL'S ROLE IN THE MATTER

Administrative

PURPOSE OF REPORT

To provide a review of the Road Risk Register (the Register) through regular reporting of the Register back to Council through the Audit and Risk Committee.

BACKGROUND

A key element in the Talis Report - 'Review of Delivery Against Road Design and Construction Guideline Standards, 2016', previously presented to Council, referenced road risk management in its Summary of Findings, as below:

4. Assessment of Risks to Road Users

'The failures to implement appropriate road management practices, particularly given the shortfall in required funding, has the potential to pose risks to road users associated with the failure to use detailed design when necessary, appropriate construction methods and a risk based maintenance strategy to make best use of the available funds. The risks to road users relate to the potential for increased crashes and increased vehicle operating costs associated with lower levels of service from the road system'.

Taking on board the Talis comments and previous commitments, Shire staff developed the Register to assist in tracking road safety risks.

At its March 2021 meeting Council considered the Register and resolved in part (060321):

"That Council:

- 1. Resolve to adopt the "Road Risk Register", with the understanding that it is a living document that will be updated on an as needs basis.***
- 2. Endorse the use of the Road Risk Register as a method of informing the budget process of the importance of road safety projects.***
- 3. Requests the CEO to present the first formal Road Risk Register to the Audit and Risk Committee in June 2021 and then every six months, commencing with the September 2021 Audit and Risk Committee meeting."***

At its June 2021 meeting Council again considered the Register and resolved (030621):

"That, with regard to the Minutes of the Audit & Risk Committee Meeting held on 1 June 2021, Council:

- 1. Receives the minutes of the Audit & Risk Committee Meeting held on 1 June 2021 and adopts the following recommendations of the Committee:***

- (b) ***Receives the Road Risk Register with the understanding that it is a living document that will be updated on an as needs basis.***
- (i) ***Requests the Chief Executive Officer to present the next review of the Road Risk Register to the Audit and Risk Committee in September 2021.***

In accordance with Council's resolutions, the Register is presented to the Audit and Risk Committee for consideration as Appendix 1.

COMMENTS AND DETAILS

Appendix 1 identifies the current Register.

Multiple severe weather events throughout July have resulted in significant damage to the Shire's road and drainage infrastructure. Out of the sixteen (16) new additions to the Register, fifteen (15) can be attributed to these events.

Road inspections over this period have been focused on assessing damage from the severe weather events.

OPTIONS

The Audit & Risk Committee has the following options:

- Option 1:** Recommend to Council that it receives the review of the Register as presented and its operation and reporting as mentioned in this report.
- Option 2:** Recommend to Council that it not receive the review of the Register.
- Option 3:** Recommend to Council that it not receive the review of the Register and request the Chief Executive Officer to include additional information (which is to be identified).

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Whilst no formal consultation process has been undertaken in relation to development of the Register, the feedback and complaints received by the Shire relating to roads has been included in the Register, and this will continue to occur.

Strategic

Goal 4: Built for Lifestyle and Resilience

4.1. Upgrade roads and complete footpath networks

Policy Related

G 4.6 Risk Assessment and Management. While a Road Risk Register is not specifically mentioned in the Policy, the Policy principals apply.

Financial

The timely management of road risks will reduce the Shire's exposure to civil action regarding road conditions. It will also assist in the forward planning of works to ensure the most efficient use of Shire resources.

Legal and Statutory

Civil Liabilities Act 2002

Risk Related

If no formal Road Risk Register is kept there is a risk that road risks will not be enacted on in a timely and efficient manner.

Workforce

There is minimal additional work in keeping the Register up to date and reporting to the Audit and Risk Committee on a regular basis.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

Moved: Cr Kevin Trent

Seconded: Cr Pam Heaton

That, with regard to the Road Risk Register, the Audit and Risk Committee recommend to Council that it:

- 1. Resolves to receive the Road Risk Register, as presented in Appendix 1, with the understanding that it is a living document that will be updated on an as needs basis.**
- 2. Requests the Chief Executive Officer to present the next review of the Road Risk Register to the Audit and Risk Committee in March 2022.**

CARRIED: 5/0

Shire of York Road Risk Register							
Damage Parameters:				Timing Parameters:			
1 Damage to Road				1 Within 6 months			
2 Geometric clearance				2 From 6-12 months			
3 Overgrown vegetation				3 From 12-24 months			
4 Drainage				4 From 24-36 months			
5 Signage							
Type of Damage	Road Name	ROAD number	SLK From	SLK to	Damage Description	Proposed Remediation	Level
4	Allen Road	4330040	5	5.5	Wind row needs to be pulled across road		1
4	Allen Road	4330040	4.08	4.08	Culverts need cleaned up LHS ONLY	Clean up culverts	1
4	Allen Road	4330040	3.34	3.36	LHS Drainage needs cleared out to allow for flow of water	Clean out Drain on LHS	1
4	Allen Road	4330040	2.08	2.13	LHS Drainage needs cleared out to allow for flow of water	Clean out Drain on LHS	1
4	Allen Road	4330040	1.85	1.88	LHS Drainage needs cleared out to allow for flow of water	Clean out Drain on LHS	1
4	Ashworth Road	4330051	5.95	6.08	RHS of Road Entire road needs to be lifted	Lift entire road running course so that drain can be inserted	3
4	Ashworth Road	4330051	5.6	5.95	RHS Needs Drain	Grade a drain into RHS shoulder	3
1	Ashworth Road	4330051	2.72	5.6	Requires seal	Road to have design and Sealed	4
1	Ashworth Road	4330051	1.23	2.24	Requires seal	Road to have design and Sealed	3
4	Boging Road	4330026	2.35	2.35	Drainage scouring due to storm event.	Reform drains	1
4	Boging Road	4330026	0.84	0.84	Storm damage to culvert crossing	Major repairs and upgrade of drainage required (multiple years). Requires redesign.	1
4	Boyercluty Road	4330015	4.15	5.25	LHS Drain needs material brought back across road	Remove material to middle of road	1
1	Cameron Road	4330043	0	11.98	Requires Regrading	Regrade and compact in entirety	1
1	Cameron Road	4330043	6.53	6.57	Requires to be built up with the look at a RCP culvert	Increase height of material to not allow water to surge over top of road	3
1	Carter Road	4330108	0.54	0.54	RHS drainage needs to be cleared out to allow for flow of water.	Clean vegetation	4
4	Crawford Court	4330164	0.14	0.14	Drainage scouring due to storm event.	Reform and clean out drains	1
4	Cut Hill Road	4330020	0.25	0.46	Drainage LHS	Requires cleaning / Possible Rock protection	3
4	Cut Hill Road	4330020	0.29	0.29	Crossover Full	Requires cleaning	3
4	Cut Hill Road	4330020	0.46	0.46	Culvert RHS	Requires extension	1
4	Cut Hill Road	4330020	0.57	0.57	Culvert Both sides	Requires Extension/ Headwall added	1
4	Cut Hill Road	4330020	1.6	1.75	Shoulder scour	Requires cleaning / Possible Rock protection	2
4	Cut Hill Road	4330020	2.06	2.06	Debris-buildup	Requires cleaning	2
1	Doodenanring Road	4330008	12	12.75	Sealed jumpup	Nothing needed	4
1	Doodenanring Road	4330008	7.35	10.05	Sealed-Old	Reseal in 5 years	4
1	Doodenanring Road	4330008	4.7	7.35	Sealed	Nothing needed	4
1	Doodenanring Road	4330008	3.9	4.7	Sealed-Old	Reseal in 5 years	4
1	Doodenanring Road	4330008	1.77	3.9	Sealed	Nothing needed	4
1	Doodenanring Road	4330008	0	1.77	Sealed	Nothing needed	4
1	Greenhills-South Road	4330016	2.52	2.52	Culvert-Needs-reworked	Reconstruct material	4
1	Greenhills-South Road	4330016	2.5	2.5	Culvert-Needs-reworked	Reconstruct material	4
1	Greenhills-South Road	4330016	2	2	Culvert-Needs-reworked	Reconstruct material	4
2	Knotts Road	4330028	0	1.668	Drainage not constructed to satisfaction	Construct drainage to standard	1
2	Knotts Road	4330028	0	1.668	Shoulders need to be uniform-both sides	Construct shoulders	2
2	Knotts Road	4330028	0	0.2	Water in the stopping zone	Need to review to ensure that water is either drained away/the stopping zone needs to be built up to ensure capability of raining	2
1	Knotts Road	4330028	3.65	4.65	Shoulders need to be uniform-both sides	Construct and seal Shoulders (Death on Road)	2
4	Mackie Siding	4330022	0.48	0.48	Significant damage to river crossing as a result of storm event.	Major repairs and upgrade of drainage required (multiple years). Requires redesign.	4
1	Mannvale Road	4330002	6.35	12.6	Widening and Reseal	Widen road by including shoulders and reseal entire road (Multiple years)	3
0	Marwick Road	4330069	0	0	N/A	N/A	0
4	Mokine Road	4330010	0	0.85	Drain needs to be cleared	clean drain on RHS Only	4
5	Mokine Road	4330010	0.85	0.85	All four delineators need to be replaced	Replace signage on the LHS in this area only	4
4	Moore Road	4330063	0	2.5	Drainage needs cleared out	Requires cleaning	4
4	Moore Road	4330063	1.95	1.95	Culvert needs cleaning/Extension	Clean/ Extend	3
4	Moore Road	4330063	1.74	1.74	Culvert needs cleaning/Extension	Clean/ Extend	3
0	Penny road	4330219	0	0	N/A	N/A	0
4	Qualen West Road	4330019	10.69	10.69	Drainage scouring due to storm event.	Reform drain and shoulder.	2
4	Quellington Road	4330006	1.64	1.81	LHS Drain needs to clear the vegetation	Requires Cleaning	3
4	Quellington Road	4330006	1.88	2.21	LHS Drain needs to clear the vegetation	Requires Cleaning	3

Shire of York Road Risk Register							
Damage Parameters:				Timing Parameters:			
1 Damage to Road				1 Within 6 months			
2 Geometric design				2 From 6-12 months			
3 Overgrown vegetation				3 From 12-24 months			
4 Drainage				4 From 24-36 months			
5 Signage							
Type of Damage	Road Name	ROAD number	SLK From	SLK to	Damage Description	Proposed Remediation	Level
4	Quellington Road	4330006	3.6	3.65	LHS Drain needs to clear the vegetation	Requires Cleaning	3
4	Quellington Road	4330006	4.3	4.3	Culvert needs cleaning/Extension	Requires Cleaning	2
1	Quellington Road	4330006	10.04	11.09	Seal needs replacement Shoulder build up	Road widening needs to go ahead	2
1	Quellington Road	4330006	11.15	14.58	Seal needs replacement Shoulder build up	Road widening needs to go ahead	2
1	Quellington Road	4330006	14.73	16.66	Seal needs replacement Shoulder build up	Road widening needs to go ahead	2
1	Quellington Road	4330006	16.85	17.6	Shoulders need to be uniform-both sides	Road widening needs to go ahead	2
3	Quellington Road	4330006	17.6	19.34	Tree trimming require on RHS	Trim trees	2
4	Sees Road	4330023	0.37	0.37	Drainage scouring and road blow out due to storm event.	Regrade road and clear out drains.	1
4	Spencers Brook York Road	4330004	18.62	18.62	Drainage scouring due to storm event.	Clear out drain on LHS.	2
2	Talbot Road	4330003	4.4	4.4	Geometric Issue LHS	Requires Redesign	4
2	Talbot Road	4330003	4.53	4.53	Flat Road surface/ Slick surface	Requires Redesign	1
2	Talbot Road	4330003	4.71	4.77	Incorrect Superelevation/transition LHS	Requires Redesign	1
4	Talbot Road	4330003	4.8	4.8	No Crossover LHS	Install Crossover	3
4	Talbot Road	4330003	4.92	4.92	No drainage LHS	Requires cleaning	3
2	Talbot Road	4330003	5.1	5.1	Incorrect Camber RHS	Reform to correct camber	1
2	Talbot Road	4330003	5.1	5.1	Shoulder Narrow	Increase Shoulder	1
2	Talbot Road	4330003	5.1	5.1	Embankment Steep	Increase embankment	1
2	Talbot Road	4330003	9.77	10.12	Narrowing of Road on Bend and Crest	Increase seal width to 7.2 metres	1
2	Talbot Road	4330003	10.12	10.16	Narrowing of Culvert	Increase Culvert width	1
2	Talbot Road	4330003	10.16	11.52	Narrowing of Road Drainage scouring and road blow out due to storm event.	Increase seal width to 7.2 metres	3
4	Talbot Road	4330003	4.47	4.47	Drainage scouring and road blow out due to storm event.	Repair road, shoulder and drain.	1
2	Talbot west road	4330012	30.85	30.95	Inter Section Redesign	Redesign intersection To today's standards	1
3	Talbot West Road	4330012	0	2	Vegetation overgrown	Clear vegetation Both Sides	4
1	Talbot West Road	4330012	12	12.5	LHS Shoulder needs extension	Build up and seal shoulder	2
1	Talbot West Road	4330012	15.5	16.7	LHS Shoulder needs extension	Build up and seal shoulder	2
3	Talbot West Road	4330012	19.4	19.6	Vegetation overgrown	Clear vegetation LHS	2
3	Talbot West Road	4330012	27.5	27.7	Vegetation overgrown	Clear vegetation LHS	2
4	Top Beverley road	4330009	6.06	6.06	Drainage RHS	Requires Cleaning	1
4	Top Beverley road	4330009	10.12	10.12	Drainage LHS	Requires Cleaning	1
1	Top Beverley road	4330009	13.36	13.38	Rutting of surface	Relaying of Surface, Removing Seal, Rework pavement, Reseal section of road	1
4	Trigg Road	4330201	0	0.22	Insufficient drainage causing damage to road.	Design drainage system, reconstruct road where required.	4
4	Wallaby Road	4330030	0.2	0.2	Culverts needs to be cleaned out.	Clear out Drain.	1
4	Wamblyn Road	4330014	3.18	3.22	LHS Drain needs to clear the vegetation	Clear vegetation	2
1	Wamblyn Road	4330014	5.33	5.6	Rocks jutting through road.	Resheet road to higher level, or redesign.	3
1	Waterfall road	4330050	0	8	Resheet required	Resheet Road	2
4	Waterfall road	4330050	1.55	1.55	River crossing embankment scouring near culvert.	Reform embankment	1
4	Waterfall road	4330050	4.58	4.58	Scouring of road due to inadequate drainage.	Clear out drain and investigate culvert installation.	3
4	Waterfall road	4330050	7.92	7.92	Drains blocked and drain scouring due to storm event.	Clear out and reform drains.	1
1	Wilberforce Road	4330049	0	5.84	Entire road requires either a complete resheet/ regrade	Resheet road	3
1	Wilberforce Road	4330049	1.78	1.8	Massive Blow out HUGE SCOURING	Repair Blow out	1
4	Wilberforce Road	4330049	0.91	0.91	Significant damage to river crossing as a result of storm event.	Major repairs and upgrade of drainage required (multiple years). Requires redesign.	3
3	York-Tammin Road	4330001	33.2	33.5	Both sides Vegetation clearing	Clear vegetation	4
1	York-Tammin Road	4330001	32.15	33.2	Both sides Edge line - Seal	Extend shoulders and seal	3
1	York-Tammin Road	4330001	31.15	31.5	Both shoulders require rework and seal extension	Extend shoulders and seal	3
1	York-Tammin Road	4330001	31.1	31.3	Floodway needs work. Has small potholes throughout the area.	Rework pavement and reseal	4
1	York-Tammin Road	4330001	29.3	29.6	Stripping of sealed section	Reseal	4

8 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

10 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

11 CLOSURE

The Presiding Member thanked everyone for their attendance and closed the meeting at 3.08pm.