

SHIRE OF KOJONUP

# Kojonup



Roads and Technical Support Advisory Committee

Minutes

13 February 2025

## **TERMS OF REFERENCE**

### **ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE (RTSAC)**

#### **Terms of Reference**

To oversee and make recommendation to the Council on all matters pertaining to the long term planning of civil and technical services to assets and roads, and on all matters concerning the capital upgrades and to the maintenance of those assets. This includes roads and all civil or technical works.

RTSAC is not responsible for the operational and executive management of Works and/or Technical Services as per the *Local Government Act 1995*. The RTSAC will engage with the Chief Executive Officer (CEO), Manager Works and Services, and/or Manager Financial and Corporate Services in a constructive and professional manner in order to discharge its advisory responsibilities and formulate its advice to Council.

#### **Duties and Responsibilities:**

Members of RTSAC are expected to observe the legal and regulatory obligations of local government.

RTSAC members must not use or disclose information obtained through the RTSAC except in meeting the RTSAC's responsibilities, or unless expressly agreed by the President of the Shire.

RTSAC Members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates, and demonstrate behaviour which reflects the Shire of Kojonup's (Shire) desired culture.

#### **Members are expected to:**

1. act in the best interests of the Shire as a whole;
2. apply good analytical skills, objectivity and good judgment ;
3. express opinions constructively and openly, raise issues that relate to the RTSAC's responsibilities and pursue lines of enquiry in relation to Roads and Technical Services; and
4. exercise due care, diligence and skill when performing their duties.

#### **Members Duties and responsibilities:**

1. Oversee the Shire's Road and Technical Management Strategies and Plans, through:
  - a) Advising Council on Works & Services long term plans for civil works in the Shire;
  - b) Receiving the 10 year Plant & Equipment Plan, the 10 year Road Capital and Maintenance Plan and recommending adoption to Council;
  - c) Overseeing the inputs and specifications required for future road and depot projects across the Shire;
  - d) Reviewing reports on the level of the Shire's current road funding risks, and the emergence of road and technical services strategic risks; and
  - e) Monitor and receive performance reports concerning the performance of tenders and contractor works, specifications and the effectiveness of the Shire's Road & Technical Services Management Framework.
2. Discuss and recommend naming frameworks for roads.
3. Oversee the Shire's financial management of road contracts, by:
  - a) Reviewing the Shire's road and technical services actual financials against the long term plans including reviewing benchmarks for performance;
  - b) Receiving and reviewing reports from the CEO and Manager Works & Services regarding the appropriateness and effectiveness of the Shire's Road and Technical Services Management Framework and ensuring any non-compliances are rectified on a timely basis; and
  - c) Consider and recommend the adoption of the Roads & Technical Services Annual Operating

Plans & Budget to the Council.

**Membership**

Three (3) Councillors; and

Two (2) Proxy Delegates (Councillors)

**Supporting Team Members**

Manager Works and Infrastructure

Chief Executive Officer or delegated nominee

Manager Financial and Corporate Services

Governance and Rates Officer

**Meetings**

Quarterly for meetings and as required related to Council requests for information on roads and technical services.

**Open to Public:** No, Internal Committee

**Voting:** Voting is in accordance with Section 5.21 of the *Local Government Act 1995 (Act)*.

**Confidentiality:** All Committee members will be required to adhere to the Shire's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

**Conduct of Meetings:** RTSAC meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire of Kojonup Local Government (Council Meetings) Local Law 2020.

**ROADS AND TECHNICAL SUPPORT ADVISORY COMMITTEE**

**MINUTES**

**1. DECLARATION OF OPENING**

The Chairperson declared the meeting open at 9.14am.

**2. ATTENDANCE & APOLOGIES**

**Members**

|                           |                |
|---------------------------|----------------|
| Cr Ned Radford            | Member (Chair) |
| Cr Alan Egerton-Warburton | Member         |

**Staff (Observers)**

|                |                                  |
|----------------|----------------------------------|
| Grant Thompson | Chief Executive Officer (CEO)    |
| Tonya Pearce   | Governance and Rates Officer     |
| Darryn Watkins | Manager Works and Infrastructure |

**Apologies**

|              |        |
|--------------|--------|
| Cr Paul Webb | Member |
|--------------|--------|

**3. CONFIRMATION OF MINUTES**

NA

**4. BUSINESS ARISING**

NA

**5. STATUS REPORT**

- a. Current Road Projects Status Report – MWI, Darryn Watkins
  - Shamrock Rd Carry Over
  - Shamrock Rd bitumen reseal
  - Kojonup Darkan Rd bitumen reseal
  - Kojonup-Frankland Rd bitumen reseal
  - Tambellup West Rd bitumen reseal
  - Broomehill Rd stabilisation and bitumen reseal
  - Blackspot Kojonup Darkan Rd additional signage to be installed
  - Reillys Creek Rd Gravel re-sheeting
  - Tone Rd stabilisation and bitumen reseal
  - Mission Rd floodway repairs
  - Wanwindup South Rd culvert repair
  - Qualeup South Rd stabilisation and reseal
  - Spring St asphalt overlay discussion
  - Soldier Rd asphalt overlay discussion
  - Newton St discussion

Water from Soldier Rd usually travels down Spring St, with further works to both streets, this could be stopped.

Spring St could potentially be done in two zones, Albany Hwy to Pensioner Rd and then Pensioner Rd to Soldier Rd.

- b. Current Request for Quotes/Tenders updates
  - Bitumen resealing via WALGA Equotes and others
  - Stabilisation works
  - Shoulder Master works
  - Aggregate supply

Shire is starting to buy smarter

Will look to do expressions of interest for gravel supply in the near future

## 6. GENERAL BUSINESS

- a. 10 yr Plant Replacement Program – Update
  - MWI presented an overview of the 10 year plant replacement program.
  - Drain cleaner has gone unused, committee to consider selling the asset in the next budget
  - Expression of interest went out for a new automated and secure fuel system
- b. 10 Year Road Capex Program – Discussion
  - MWI presented on the 10 Year Road Program
  - Cars and Utes are usually with local government for 3yrs or 150,000km
  - Trade the Equinox for a Utility, justification required before any decisions.
  - Heavy vehicles - for the minimal hours used on the roller, the shire could hire for a lesser cost. MWI to analyse and report back to Council.
- c. 26-27 Road Capex Projects – Discussion.
  - MWI presented on the 26-27 Road Program.
- d. MWI presented on the conditions for use of Roads to Recovery (RTR) funds as Council co-contribution to Regional Road Group (RRG) projects – Discussion.
- e. Road Specification - Discussion
  - Tree pruning – the shire has permits for clearing vegetation on the verges for vegetation that is in early growth stages, if the re-growth is older than 10 years old, the shire needs to reapply for the permits to manage verges.
  - Mechanical solution and processes in the Shire are not necessarily best practice, in this current environment, and requires a review of requirements and a process overhaul.
  - Mulchers throw a lot of debris around into neighboring properties causing increased fire fuel loads. In the short term, the shire team and mulcher will be fully utilised until MWI can review and plan a solution for best practice implementation to be utilized.
  - A spraying program is under review by MWI to be put in place reducing suckers from regrowing along road verges.

**7. OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH**

- Analysis on vehicle usage – net value of owning vs leasing. MWI to analyse and report back.
  - MWI discussed with Council the number of projects versus scale of projects. The correlation between doing a lesser number of projects but on a larger scale should be analysed.
- Committee to consider and provide initial feedback and questions to the presentation.

**8. NEXT MEETING**

The next meeting of the Roads and Technical Support Advisory Committee is scheduled to be held 15 May 2025.

**9. CLOSURE**

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 10.47am.

**ATTACHMENTS (SEPARATE)**

Project Report MWI Feb 25  
RFQ Kojonup- Cement Stabilisation Works 24-25  
RFQ-Bitumous\_Surfacing\_Kojonup\_2024  
Plant replacement program 25-26 rev 1 (version 1)  
24-25 Capex Procurement Update  
2024-25 Plant Capex notes  
25-26 RRG Projects  
Capital Works Program Kojonup 10 Year Program 24-25 Distn  
Specification-515-in-situ-stabilisation-of-pavement-materials