

SHIRE OF KOJONUP

Kojonup



Roads and Technical Support Advisory Committee

Minutes

15 May 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 9.00am.

2. ATTENDANCE & APOLOGIES

Members

Cr Ned Radford	Member (Chair)
Cr Alan Egerton-Warburton	Member
Cr Mathwin	Member (Proxy)

Staff (Observers)

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

Apologies

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

3. CONFIRMATION OF MINUTES

Roads and Technical Services Committee Meeting held 13 February 2025

(Attachment 3.1)

OFFICER RECOMMENDATION/COMMITTEE DECISION

1RTCA/25 Moved Cr Egerton-Warburton Seconded Cr Mathwin

That the minutes of the Roads and Technical Services Committee Meeting held on 13 February 2025 be confirmed as a true and accurate record.

CARRIED 3/0

For: Cr Radford, Cr Egerton-Warburton, Cr Mathwin

4. BUSINESS ARISING

Nil

5. STATUS REPORT

Issue / Action #	Submitted By	Issue Description	Action(s)	Submitted Date	Actions Assigned Owner	Department	Due By Date	Category	Priority	Urgency	Action Approved	Risk	Comments/Variance Reporting on progress	Status	Estimated Completion Date	Closed Date	% ACTION COMPLETE
1	Roads and Technical Services Committee	Council to view roads	Take Council for a drive to view roads and projects	15/05/2025	MWI - Darryn Watkins	Works & Infrastructure	1/07/2025	Assets & Infrastructure	MEDIUM	Must Have - 6 months		LOW		Not Started			0%

- a. Current Road Projects Status Report – MWI, Darryn Watkins
- Shamrock Road, Complete
 - Kojonup-Darkan Road, Complete
 - Kojonup-Frankland Road, Complete
 - Tambellup West Road, Complete
 - Broomehill Road Various Patches, Complete
 - State Blackspot Kojonup-Darkan Road, Complete
 - Tone Road Failures, Complete
 - Qualeup South Road, Complete
 - Reillys Creek Road, In Progress, to be completed by end of May 2025
 - Spring Street, In Progress deferred to next budget year

6. GENERAL BUSINESS

a. 10 yr Plant Replacement Program – Wishlist 25/26

Wishlist:

- CEO Vehicle
- Works Supervisor Vehicle
- Road Crew Vehicle
- Traffic Ute
- Can-Am Defender
- Small Power Tools
- HF Radio Repeater
- Compaction Tester – Clegg Hammer
- Laser Level
- 1000l Trailer Sprayer
- 250l Squat Pak with 20m hose reel
- Tractor Sweeper attachment

b. Capex Program – Discussion

Plant Capex

- For Ranger, purchased
- Shoulder Master, recommended not to purchase.
- Skid Steer Trailer, Outstanding
- Fuel Pump System, Complete

25/26 Road Capex

- Newton Street, Concrete Pathway and Kerbing
- Church Avenue, Kerbing and Reseal
- Thornbury Close and Fire Access, Construct new pavement and reseal.

c. Roads to Recovery Projects – Discussion.

24/25 Carry Over Projects

- Spring Street
- Soldier Road
- Mission Road
- Wanwindup Road
- Newton Street

25/26 Projects

- Balgarup Road
- Boscabel-Chittinup Road
- Old Broomehill Road
- Tone Road

d. Regional Road Group (RRG) projects – Discussion.

Applied for six (6) RRG projects and got approved for funding for four (4) projects

- Shamrock Road, widen road and seal
- Darkan-Kojonup Road, pavement repairs and reseal
- Darkan-Kojonup Road, reconstruct failed pavement, stabilise and reseal
- Jingalup Road, pavement repairs and reseal

e. Capital Road Projects Funding – Discussion

There has been a new funding announced, applied for funding to seal shoulders on Broomehill road to the border. If successful, project is 100% funded. Will find out by July 2025 if approved.

Nothing in the Main Roads budget for the Samson Road entry onto Albany Hwy. Still working with Main Roads to resolve.

f. Construction Works 25-26 Calendar - Discussion

g. Condition Rating Table - Discussion

7. OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

Proposed Tree pruning for 25/26 – Eatt Road, Potts Road, Forrest and Kestonvale Road, Old Broomehill Road 2-3km. Balgarup Road.

8. NEXT MEETING

The next meeting of the Roads and Technical Support Advisory Committee is scheduled to be held 11 September 2025.

9. CLOSURE

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 11.05am.

ATTACHMENTS (SEPARATE)

3.1 - Unconfirmed Roads and Technical Services Committee Minutes 13 February 2025

5A - Current Road Projects Status Report

6A1 - Plant replacement program 25-26

6A2 - Plant Replacement 25-26 Wishlist

6B1 - 2024-25 Plant Capex

6B2 - 25-26 Council Capex Projects

6C1 - 24-25 Roads to Recovery Carry Over

6C2 - 25-26 Roads to Recovery Projects

6D - 25-26 RRG Projects

6E - 25-26 Capital Road Projects Funding

6F - Construction Works 25-26 Calendar

UNCONFIRMED