SHIRE OF KOJONUP



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Roads and Technical Support Advisory Committee

Minutes

07 October 2026

Reception Room
Shire of Kojonup
Administration Building

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.

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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 Corporate Community

Executive Assistant

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.

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ROADS AND TECHNICAL SUPPORT ADVISORY COMMITTEE MEETING MINUTES

1. DECLARATION OF OPENING

The Chairperson declared the meeting open at 10.10am.

2. ATTENDANCE & APOLOGIES

Members

Cr Michael Mathwin	Member (Presiding Member)
Cr Ned Radford	Member
Cr Craig Mitchell	Member
Cr Roger Bilney	Proxy Member

Staff/Council (Observers)

Grant Thompson	Chief Executive Officer (CEO)
Darryn Watkins	Manager Works and Infrastructure (MWI)
Jill Johnson	Deputy Chief Executive Officer
Judy Stewart	Governance Officer

Apologies

3. CONFIRMATION OF MINUTES

Roads and Technical Services Committee Meeting held 03 February 2026
(Attachment 3.1)

OFFICER RECOMMENDATION/COMMITTEE MOTION That the minutes of a Roads and Technical Services Advisory Committee Meeting held on 03 February 2026 be confirmed as a true and accurate record.	
MOTION #:	RATSAC 2/26
MOVED:	Cr Radford
SECONDED:	Cr Mitchell
VOTE:	4/0
FOR:	Cr Mathwin, Cr Radford, Cr Mitchell, Cr Bilney
AGAINST:	

4. BUSINESS ARISING

Discussion – 3rd grader

5. STATUS REPORT

Current Road Projects Status Report – Darryn Watkins, WMI – *see presentation*
(Attachment 5.1)

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6. GENERAL BUSINESS

Capital Road Projects 2026/27

Status report

- Darkan/Kojonup Road: should be completed by December
- Spring Street/Soldier Road parking options: lot of infrastructure in verge – quite complex (power/water/NBN)
- Asphalt price is approximately $200K over budgeted amount - bitumen is fall back option (concrete is now being replaced with bitumen in USA due to the increased maintenance costs of concrete) – originally $200K budget, now $400K.
- Normal bitumen doesn't include rubber, very thin blanket to lay aggregate on (30mm thick layer)
- 2.1 ltrs per metre bitumen has a lifespan of 12-15 years, asphalt (including bitumen and fillers) has a 20-30 year lifespan
- Spring Street budgeted at $120K, now costing $200K+
- Funding bodies – scope variation/back to R2R to discuss, RRG covered
- Forecasted increase in costings – now do gravel overlay and bitumen
- DWER contaminated site – not allowed to approve development application until site has been remediated; will talk to DWER again
- Spring Street drain is not in this scope of work – will be correcting road geometry so it is not across the road
- Mobrup Road – waiting on results
- Cr Bilney - Sunday 04th October (2 vehicles/3 people) traffic management - stop signs etc. on bend, 40 kph speed limit/in place 8am & still there midday in relation to Bloom Festival. Not Shire traffic management.
- MWI/CEO – unknown but need to seek Shire approval – will research
- Mobrup North Road – excavate 1mtr deep to get rid of clay, will monitor over harvest and keep speed restrictions in place
- On Potts Road currently, then Lowden (mulching) – using internal labour
- Delay in Spring Street – will hit hard when back in town
- Cr Bilney – staff using blower and not wearing a mask – can we obtain proper/better fitting masks with cannister/filter?
- MWI – normally worn (part of Take 5), will raise at next pre-start discussion
- Creek – checking DPLH compliance maintenance after Christmas – cleaning out, spraying weeds now, will give a sweep to finish off
- MPS/NRM is in contact with Wagyl Kaip
- Skid steer/slasher – MWI, Works Supervisor and MPS/NRM have planned for block slashing

Monthly expenditure

- Potts Road: October overlapped from September but believe will still get done, have allowed for break over peak fire season
- Mulching will be done pre fire season
- MWI - email to DCEO for cashflow

Aggregate procurement

$173K - required 3 quotes

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Regional Road Group 2027/28

- RRG programme – Shamrock back to start, widening done that has failed – need to go back and treat, re-seal full width
- Darkan/Kojonup re-construct: coming past Boilup North rise/crest – cutting the crest out, looking at geometry changes from 50% to 1/3rd
- Frankland Road patching/re-seal – submitted to RRG

Bridge Maintenance 2026/27

- Periodic maintenance procurement
  Periodic maintenance work after Christmas
  March 2026 - went out with MRWA and consultant engineers – faults found – preliminary for replacement funding

Bridge props

- Round Pool Road and Balgarup Road – will apply for emergency funding (quarterly photos of props) – not for this financial year
- MRWA happy hasn't moved
- Balgarup Roa d bridge has been propped, doing quarterly monitoring to MRWA and will apply for funding (FAGs not available for this work)
- Emergency funding is only fixing issues not whole bridge – replacement in for 2029/30
- Approximately $30K per year for insurance

Safer Local Roads Infrastructure Program (SLRIP)

- Information for applicants
  See presentation
  - Maximum value is $5 million – we don't have to contribute, can use Federal funding
  - #1 project - Samson Road/Albany Highway
  - Black Spot is always over prescribed and doesn't have enough to fix Samson Road
  - Cr Bilney – MRWA would come onboard?
  - MWI – MRWA would support but don't believe would contribute – will come back to Briefing Session with concept/costs - submissions due by 31 January 2027
  - MRWA won't extend the overtaking lane
  - First option is from Samson Road alongside Albany Highway on Prasser-Jones property
  - Delivery over 4 years
  - RATSAC support the concept (MWI will speak to surveyors and see if they can fit in) and supports a development proposal to Council as soon as practical - $2 million over the next 2 years (not bitumenising from Samson Road)

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COMMITTEE MOTION That it be recommended to Council that Council supports, in principle, a funding application through the grant process for re-alignment of Samson Road, Kojonup.	
MOTION #:	RATSAK 03/26
MOVED:	Cr Mitchell
SECONDED:	Cr Radford
VOTE:	4/0
FOR:	Cr Mathwin, Cr Radford, Cr Mitchell, Cr Bilney
AGAINST:	

Saleyards toilet/showers/truck bay area

- Conceptually could look to talk to Mint Energy – energy services next to them - they could assist to fund and use saleyards for something different
- Cr Michael – Shire owns land next to saleyards – could be looked at
- No limit for number of projects
- Cr Bilney – start putting on the table (shower/toilets etc.)
- Parker Road - can turn left but not right – if intersection changed, could turn both. MWI to investigate.
- MWI – address outside this funding as not complex (could do under R2R – put in budget next year)

Geotechnical Testing

- Jingalup Rd
- Mobrup Rd
- Drill hole 1m deep, SLK 6.61 – no ground water, decomposed quartz - SLK 7.75 – moist clay, bitumen down through layers
- Bitumen/other material/clay – have to remove (approximately 50 truckloads) into old gravel pit on Parker Road or unconstructed road reserve
- Mobrup – will construct side road and manage with traffic lights

Regional Road Safety Program

- Tranche 3
- Didn't get funding for Frankland Road – too expensive, project value above benefit cost ratio benchmark (letter from Minister – welcome to re-submit in tranche 3, fine tune cost and increase our score to hopefully get over the line)
- MWI will re-submit with more defined cost estimate on per km basis
- CEO & Cr Bilney – discussion on sharing crew for Broomehill project

Muradup Cemetery Vegetation

- Investigations revealed adjoining property western most boundary fence is in incorrect location. Unconstructed road reserve.

Street Name Tag Replacement

- 60-70 missing (at $60-70 each) – approximately $300 to replace each when including manpower

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- Only replaced when multiple complaints – either keep replacing as they go missing or wait until multiple complaints
- MRWA standard specification is aluminium
- Cr Radford – advertise cost of signs
- CEO – can do

Grader Disposal

- CAT 12M – parked up since beginning of financial year, needs cylinder and tyres (7), recommend sell and hire another as required
- Presently 7,000 hours, value between $130-$160K
- Usually sell after harvest; if not doing 1,000 hours per year, better off to hire Grader - $750 dry hire per day – 10 hour day + diesel = approximately $1,000 per day

COMMITTEE MOTION That it be recommended to Council that Council explore the process at its 2026/2027 budget review, of disposing of one grader.	
MOTION #:	RATSAK 04/26
MOVED:	Cr Bilney
SECONDED:	Cr Mitchell
VOTE:	4/0
FOR:	Cr Mathwin, Cr Radford, Cr Mitchell, Cr Bilney
AGAINST:	

- MWI – to Pickles Auction with a reserve, would repair (stays on site) – budgeted approximately $10,000 for a cylinder plus $12,000 for tyres
- Consumables are our responsibility if hiring – can stand down operation and not be charged

7. OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

- Truck Bay (Darkan/Changerup Road)
- Dumping of rubbish (paying for tyre disposal in Katanning) - suggest close truck bay (don't need that close to town)
- Cr Bilney – keep signage
- CEO - Jingalup Golf Club – call from Department 06 October 2026
- MWI – put up signage and video surveillance signage

8. NEXT MEETING

The next meeting of the Roads and Technical Support Advisory Committee is scheduled to be held 04 November 2026.

9. CLOSURE

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 12.20pm.

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ATTACHMENTS (SEPARATE)

3.1 Roads and Technical Services Committee Meeting 03 February 2026 Minutes - Unconfirmed

5.1 Current Road Projects Status Report – Darryn Watkins, WMI

Confirmed as a true record -

_____ _____

Presiding Member Date

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Roads and Technical Services Advisory Committee Meeting

Wednesday 7th October 2026

Status Report

Capital Road Projects 2026/27

Project	SLK	Scheduled Completion Date	Scheduled Progress	Actual Progress	Status	Comments
Regional Road Group						
Shamrock Rd - Reconstruction	18.8 – 22.04	12 February 2027	0%	5%	As scheduled	Survey plans received
Darkan Kojonup Rd - Reconstruction	0.0 – 1.9	23 October 2026	50%	50%	As scheduled	Stabilising complete
Jingalup Rd - Reseal	4.0 – 6.00	20 March 2027	0%	10%	Ahead of schedule	Geotech testing complete
Kojonup Frankland Rd 1 - Reseal	31.0 – 33.0	20 March 2027	0%	0%	As scheduled	February start
Kojonup Frankland Rd 2 - Reseal	33.0 – 35.0	20 March 2027	0%	0%	As scheduled	February start
Roads to Recovery (Carry Over)						
Spring St – Asphalt Treatment	0.00 – 0.67	27 November 2026	0%	10%	Ahead of schedule	Finalising design
Soldier Rd– Asphalt Treatment	0.63 – 0.89	27 November 2026	0%	10%	Ahead of schedule	Finalising design
Roads to Recovery						
Mobrup Rd - Reseal	4.00 – 4.50	17 April 2027	0%	10%	Ahead of schedule	Geotech testing complete
Verge Maintenance - Pruning	-	12 March 2027	0%	0%	As scheduled	Confirm contractor
Verge Maintenance - Mulching	-	27 November 2026	47%	40%	Behind schedule	Samson Rd & Grahams Well Rd complete Potts Rd & Lowden Rd ongoing
Municipal						
Kojonup Brook - Creek Maintenance	-	31 January 2027	0%	0%	As scheduled	January start

Monthly Expenditure

Capital Road Projects 2026/27

Month	Job Code	Project	Cost	Total Monthly Expenditure
August	R2R427	Samson Rd mulching	$26,000	$26,000
September	RRG007	Darkan Rd reconstruction	$630,000	
	R2R421	Grahams Well Rd mulching	$15,000	
	R2R426	Potts Rd mulching	$97,000	$742,000
October	R2R411	Alger Rd mulching	$28,000	
	R2R422	Lowden Rd mulching	$60,000	
	R2R424	Parker Rd mulching	$33,000	
	R2R425	Pearce Rd mulching	$20,000	$301,000
November	C507	Spring St asphalt treatment	$766,000	
	C509	Soldier Rd asphalt treatment	$143,000	
	R2R412	Anderson Rd mulching	$54,000	
	R2R413	Armstrong Rd pruning	$8,000	
	R2R415	Boilup North Rd pruning	$33,000	
	R2R423	Neymerup Rd pruning	$25,000	
	R2R428	Tenner Rd mulching	$8,000	
	R2R429	Tunney Rd mulching	$13,000	
	R2R430	Wongerup Rd mulching	$11,000	$1,061,000
December	R2R420	Eriswell Rd pruning	$44,000	$44,000
January	RRG006	Shamrock Rd reconstruction	$750,000	
	R2R414	Ashe Rd pruning	$25,000	
	R2R416	Dalton Rd pruning	$25,000	$800,000
February	RRG008	Kojonup Frankland 1 reseal	$225,000	
	RRG009	Jingalup reseal	$345,000	
	RRG010	Kojonup Frankland 2 reseal	$225,000	
	R2R417	Delaney Rd pruning	$8,000	
	R2R418	Denny Rd pruning	$9,000	$812,000
March	R2R410	Mobrup Rd repair	$85,000	$85,000
		Total	$3,871,000	$3,871,000

Aggregate Procurement

Capital Road Projects 2026/27

Request for Quote	Supplier	Quote Received	Rank
Darkan Kojonup Rd 275t 14mm agg 275t 10mm agg Delivery Changerup Hall **Shamrock Rd** 385t 14mm agg 385t 10mm agg Delivery Shamrock Rd (TBC) **Jingalup Rd** 275t 10mm agg Delivery Jingalup Tennis Club **Kojonup Frankland Rd** 550t 10mm agg Delivery Mobrup Rd (TBC)	Matthews Transport	Quote for agg + delivery per project: $40,000 (Darkan Kojonup Rd) $62,000 (Shamrock Rd) $26,000 (Jingalup Rd) $45,000 (Kojonup Frankland Rd) **Total = $173,000.00 incl GST**	1
	Klopper Contracting	Quote per tonne: $59.00/t +GST (2145t agg = $126,555.00) $18.50/t +GST (2145t delivery = $39,682.50) Subtotal = $166237.50 +GST **Total = $182861.26 incl GST**	2
	Dumbleyung Earthmoving	No Response	3

Submissions

Regional Road Group 2027/28

Project #	Road	Description	SLK	Grant Contribution	Local Government Contribution	Total Project Value
KO1	Shamrock Rd	Repair failed pavement and reseal to 7m width.	0.00 – 2.00	$140,000	$70,000	$210,000
KO2	Darkan Kojonup Rd	Reconstruct failed pavement, reseal to 9m width, and install audio-tactile line marking (ATLM).	18.00 – 21.00	$466,667	$233,333	$700,000
KO3	Kojonup Frankland Rd	Reconstruct failed pavement and reseal to 7m width.	0.02 – 2.50	$466,667	$233,333	$700,000
KO4	Jingalup Rd	Repair failed pavement and reseal to 6.2m width.	6.00 – 8.00	$160,000	$80,000	$240,000
KO5	Broomehill Kojonup Rd	Reseal pavement to 7m width.	16.00 – 16.80	$60,000	$30,000	$90,000
			Total	**$1,293,334**	**$464,666**	**$1,940,000**

Procurement

Bridge Maintenance 2026/27

Request for Quote	Supplier	Quote Received	Rank
Bridges 0487A - Kojonup Frankland Rd 4926A - Boilup South Rd 4309 - Old Broomehill Kojonup Rd 4853 - Marron Pool Rd 4312A - Samson Rd	Asset Worx	$46,110.00	1
4934 - Pensioner Rd 4313 - Samson Rd 4869 - Balgarup Rd 4299A - Darkan Rd	Rhythm Civil	$57,013.55	2
Maintenance works include: • Fungicide treatment to pile ground line, outside stringers, inside stringers • End grain treatment • Shimming stringer, corbel and halfcap • Pile banding • Install missing top pieces wing capping, abut LHS wingwall • Stringer bolting	C & D Cutri	$115,053.65	3

Prop Installation

Bridge Maintenance 2026/27

- Bridge 4320 - Round Pool Rd





Prop Installation

Bridge Maintenance 2026/27

- Bridge 4869 - Balgarup Rd





Safer Local Roads Infrastructure Program

SLRIP

About the program

- To deliver safer and more productive roads
- $200 million per year
- Application-based, merit-assessed
- Two application rounds per year
- Open to state and territory governments and LGAs





Changes since last funding round

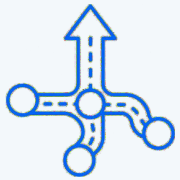
1. 4 program objectives
2. 3 project streams
3. Greater emphasis on road safety
4. Up to 90% funding for remote projects
5. Removal of the HVRA-specific assessment criterion
6. Two funding rounds per year
7. New application form



Program objectives



01 | **Road safety**
(key objective, required)



02 | **Productivity**

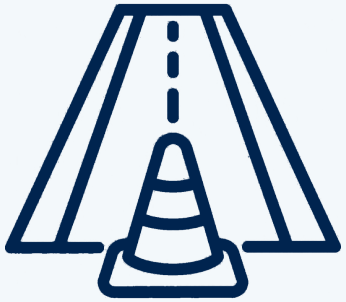


03 | **Road resilience**



04 | **Sustainability**

Project Streams



Road construction and upgrades



Bridge renewal



Heavy vehicle facilities

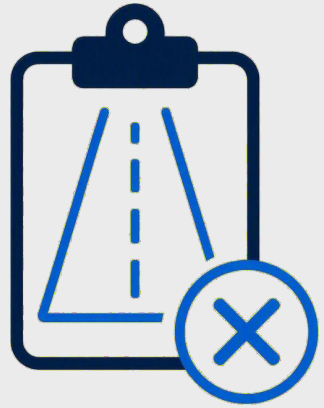
Eligibility criteria

Applications are open to state and territory governments, and Local Government Authorities



1. **Deliver a road safety outcome**
2. **Align with one of the project streams**
3. **Be for construction on an existing or proposed public road**
4. **Be a whole and complete project**

Examples of ineligible projects



- Projects that are on private roads
- Projects that have started construction
- Projects that operate on a user-pays basis
- Design only projects
- Projects that are not whole and complete
- Projects that do not comply with funding rules
- Maintenance projects
- Projects that are not on or associated with a public road
- Resealing a section of road where you have applied to reseal an adjoining section in the same funding round
- Projects where the applicant has already secured full funding from other sources

Funding rules

Maximum Program funding per project

$5 million



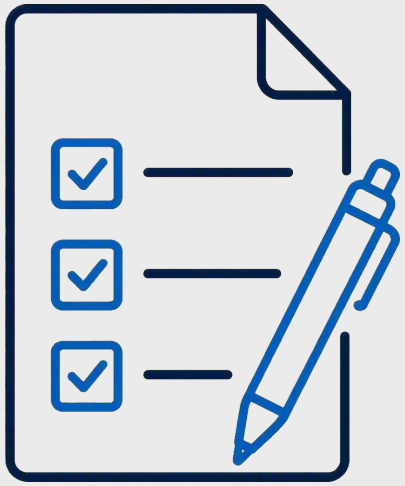
For projects submitted by LGAs, the Program will contribute:
• up to 90% projects located in remote areas
• up to 80% projects located in regional areas
• up to 50% projects located in urban areas
For projects submitted by state and territory governments, the Program will contribute:
• up to 50% for all projects, regardless of project location

*Use **maps.abs.gov.au** to determine whether your project is in an urban, regional or remote location*

Project delivery timeframes

Delivery milestone	Construction only projects	Design and construction projects
Completion of pre-construction design	Not applicable	Within 12 months of funding offer approval
Commencement of construction	Within 12 months of funding offer approval	Within 12 months of completion of design
Completion of construction	Within 2 years of construction start	Within 2 years of construction start

How to apply



1. **Read the guidelines and other resources**
2. **Complete project details in RPM**

   rpmportal.infrastructure.gov.au
3. **Prepare application form and supporting documents, and upload to RPM**
4. **Submit by 31 January 2027**

Merit assessment

1 **Strategic fit**



2 **Project benefits and impact**



3 **Project deliverability**



60% minimum score against each assessment criterion to be considered meritorious

Decision making and outcomes

1. Assessments complete
2. Recommendations prepared
3. Minister decision
4. Applicants notified



Successful applicants



1. Department contacts proponent
2. Inception meeting
3. Confirm arrangements
4. Funding offer issued
5. Funding offer returned

Jingalup Rd

Geotechnical Testing

- SLK 6.61



- SLK 7.75



Mobrup Rd

Geotechnical Testing

- SLK 3.87



- SLK 3.91



Mobrup Rd


P416249
P
ROAD
P
ROAD
Mobrup North Rd
P205669
8850
P
ROAD
P146642
6749
P
ROAD
Mobrup Rd
P201876
7791

Tranche 3

Regional Road Safety Program

- Kojonup Frankland Rd
- Seal shoulder to achieve 9m formation (3.5m lane width and 1m shoulder). Install AEL/ACL
- SLK 0.00 – 44.02
- Resubmit application for tranche 3 funding round
- More defined cost estimate on per km basis

Vegetation Management

Muradup Cemetery



Vegetation Management

Muradup Cemetery



Street Name Tag Replacement

Discussion Topic

CAT 12M

Grader Disposal

- Year: 2016
- Hours: 17,020
- Valuation: $130,000 - $160,000 (Pickles Auction)





Truck Bays

Darkan Kojonup Rd (Collie Changerup Rd)

