



MINUTES

Roadworks Advisory Committee Meeting

Tuesday, 15 September 2026

Date: Tuesday, 15 September 2026

Time: 11.00AM

**Location: Council Chamber
110 Massingham Street
Kellerberrin WA 6410**

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**MINUTES OF SHIRE OF KELLERBERRIN
ROADWORKS ADVISORY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 110 MASSINGHAM STREET, KELLERBERRIN WA 6410
ON TUESDAY, 15 SEPTEMBER 2026 AT 11.00AM**

1 DECLARATION OF OPENING

The Chairperson declared the meeting open at 11:05 am.

2 RECORD OF ATTENDANCE / APOLOGIES

PRESENT:

Cr Dennis Reid (Chairperson)

Cr Matt Steber

Mr Kelvin Tiller

Mr Grant Gardiner

Mr Eric Newman

Cr Paul Brown

IN ATTENDANCE:

Raymond Griffiths (Chief Executive Officer)

Morgan Ware (Manager of Governance)

APOLOGIES

Chris Zalmstra (Manager of Works and Services)

Mr Mark Ryan

3 DISCLOSURE OF INTEREST

Note: Under Section 5.60 – 5.62 of the Local Government Act 1995, care should be exercised by all Councillors to ensure that a “financial interest” is declared and that they refrain from voting on any matters which are considered may come within the ambit of the Act.

A Member declaring a financial interest must leave the meeting prior to the matter being discussed or voted on (unless the members entitled to vote resolved to allow the member to be present). The member is not to take part whatsoever in the proceedings if allowed to stay.

4 PUBLIC QUESTION TIME

Council conducts open Council meetings. Members of the public are asked that if they wish to address the Council that they state their name and put the question as precisely as possible. A maximum of 15 minutes is allocated for public question time. The length of time an individual can speak will be determined at the President’s discretion.

5 CONFIRMATION OF PREVIOUS MEETING MINUTES**5.1 MINUTES OF THE ROADWORKS ADVISORY COMMITTEE MEETING HELD ON 16 JUNE 2026**

File Ref: MIN
Author: Shaan Wood, Executive Assistant
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: 1. Minutes of the Roadworks Advisory Committee Meeting held on 16 June 2026

STAFF RECOMMENDATION

That the Minutes of the Roadworks Advisory Committee Meeting held on 16 June 2026 be received as a true and correct record of the meeting.

COMMITTEE RESOLUTION

MIN 013/26 MOTION - Moved Cr. Brown Seconded Cr. Steber

That the Minutes of the Roadworks Advisory Committee Meeting held on 16 June 2026 be received as a true and correct record of the meeting.

In Favour: Crs Matt Steber, Kelvin Tiller, Grant Gardiner, Eric Newman, Paul Brown and Dennis Reid

Against: Nil

CARRIED 6/0

6 REPORTS

6.1 STATUS REPORT OF ACTION SHEET

File Ref: Various
Author: Raymond Griffiths, Chief Executive Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: 1. Status Report of Action Sheet September 2026

BACKGROUND

The Roadworks Advisory Committee requested at its March 2021 Committee Meeting to have an action sheet completed to ensure that members are aware of each items status.

STAFF COMMENT

This report has been presented to provide an additional measure for the Roadworks Advisory Committee to be kept up to date with progress on items presented to the committee.

The concept of the report will be that every action from Council's Roadworks Committee Meetings will be placed into the Status Report and only when the action is fully complete can the item be removed from the register. However the item is to be presented to the next Committee Meeting shading the item prior to its removal.

This provides the committee with an explanation on what has occurred to complete the item and ensure they are happy prior to this being removed from the report.

TEN YEAR FINANCIAL PLAN

There is no direct impact on the long term financial plan.

FINANCIAL IMPLICATIONS

Financial implications will be applicable depending on the decision of Council. However this will be duly noted in the Agenda Item prepared for this specific action.

STATUTORY IMPLICATIONS

Local Government Act 1995 (as amended)

5.60. When person has an interest

For the purposes of this Subdivision, a relevant person has an interest in a matter if either —

- (a) the relevant person; or
 - (b) a person with whom the relevant person is closely associated,
- has —
- (c) a direct or indirect financial interest in the matter; or
 - (d) a proximity interest in the matter.

[Section 5.60 inserted by No. 64 of 1998 s. 30.]

5.60A. Financial interest

For the purposes of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

5.60B. Proximity interest

- (1) For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns —
 - (a) a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b) a proposed change to the zoning or use of land that adjoins the person's land; or
 - (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.
- (2) In this section, land (**the proposal land**) adjoins a person's land if —
 - (a) the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3) In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No. 64 of 1998 s. 30.]

5.61. Indirect financial interests

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

5.62. Closely associated persons

- (1) For the purposes of this Subdivision a person is to be treated as being closely associated with a relevant person if —
 - (a) the person is in partnership with the relevant person; or
 - (b) the person is an employer of the relevant person; or
 - (c) the person is a beneficiary under a trust, or an object of a discretionary trust, of which the relevant person is a trustee; or
 - (ca) the person belongs to a class of persons that is prescribed; or
 - (d) the person is a body corporate —
 - (i) of which the relevant person is a director, secretary or executive officer; or
 - (ii) in which the relevant person holds shares having a total value exceeding —
 - (I) the prescribed amount; or
 - (II) the prescribed percentage of the total value of the issued share capital of the company,whichever is less;or
- (e) the person is the spouse, de facto partner or child of the relevant person and is living with the relevant person; or
- (ea) the relevant person is a council member and the person —
 - (i) gave a notifiable gift to the relevant person in relation to the election at which the relevant person was last elected; or
 - (ii) has given a notifiable gift to the relevant person since the relevant person was last elected;or
- (eb) the relevant person is a council member and since the relevant person was last elected the person —
 - (i) gave to the relevant person a gift that section 5.82 requires the relevant person to disclose; or
 - (ii) made a contribution to travel undertaken by the relevant person that section 5.83 requires the relevant person to disclose;

- or
- (f) the person has a relationship specified in any of paragraphs (a) to (d) in respect of the relevant person's spouse or de facto partner if the spouse or de facto partner is living with the relevant person.
- (2) In subsection (1) —
- notifiable gift** means a gift about which the relevant person was or is required by regulations under section 4.59(a) to provide information in relation to an election;
- value**, in relation to shares, means the value of the shares calculated in the prescribed manner or using the prescribed method.
- [Section 5.62 amended by No. 64 of 1998 s. 31; No. 28 of 2003 s. 110; No. 49 of 2004 s. 51; No. 17 of 2009 s. 26.]*

5.63. Some interests need not be disclosed

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
- (a) an interest common to a significant number of electors or ratepayers;
 - (b) an interest in the imposition of any rate, charge or fee by the local government;
 - (c) an interest relating to a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers;
 - (d) an interest relating to the pay, terms or conditions of an employee unless —
 - (i) the relevant person is the employee; or
 - (ii) either the relevant person's spouse, de facto partner or child is the employee if the spouse, de facto partner or child is living with the relevant person;
 - [(e) deleted]*
 - (f) an interest arising only because the relevant person is, or intends to become, a member or office bearer of a body with non-profit making objects;
 - (g) an interest arising only because the relevant person is, or intends to become, a member, office bearer, officer or employee of a department of the Public Service of the State or Commonwealth or a body established under this Act or any other written law; or
 - (h) a prescribed interest.
- (2) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by —
- (a) any proposed change to a planning scheme for any area in the district;
 - (b) any proposed change to the zoning or use of land in the district; or
 - (c) the proposed development of land in the district,
- then, subject to subsection (3) and (4), the person is not to be treated as having an interest in a matter for the purposes of sections 5.65, 5.70 and 5.71.
- (3) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by —
- (a) any proposed change to a planning scheme for that land or any land adjacent to that land;
 - (b) any proposed change to the zoning or use of that land or any land adjacent to that land; or
 - (c) the proposed development of that land or any land adjacent to that land,
- then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.
- (4) If a relevant person has a financial interest because any land in which the person has any interest other than an interest relating to the valuation of that land or any land adjacent to that land may be affected by —
- (a) any proposed change to a planning scheme for any area in the district;

- (b) any proposed change to the zoning or use of land in the district; or
- (c) the proposed development of land in the district,

then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.

- (5) A reference in subsection (2), (3) or (4) to the development of land is a reference to the development, maintenance or management of the land or of services or facilities on the land.

[Section 5.63 amended by No. 1 of 1998 s. 15; No. 64 of 1998 s. 32; No. 28 of 2003 s. 111; No. 49 of 2004 s. 52; No. 17 of 2009 s. 27.]

[5.64. Deleted by No. 28 of 2003 s. 112.]

5.65. Members' interests in matters to be discussed at meetings to be disclosed

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.

Penalty: \$10 000 or imprisonment for 2 years.

- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know —
 - (a) that he or she had an interest in the matter; or
 - (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.66. Meeting to be informed of disclosures

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

[Section 5.66 amended by No. 1 of 1998 s. 16; No. 64 of 1998 s. 33.]

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) preside at the part of the meeting relating to the matter; or
- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter,

unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

5.68. Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —
 - (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b) may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if —

- (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest —
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3) This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.

5.69. Minister may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.
- (2) An application made under subsection (1) is to include —
 - (a) details of the nature of the interest disclosed and the extent of the interest; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if —
 - (a) there would not otherwise be a sufficient number of members to deal with the matter; or
 - (b) the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.
Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69 amended by No. 49 of 2004 s. 53.]

5.69A. Minister may exempt committee members from disclosure requirements

- (1) A council or a CEO may apply to the Minister to exempt the members of a committee from some or all of the provisions of this Subdivision relating to the disclosure of interests by committee members.
- (2) An application under subsection (1) is to include —
 - (a) the name of the committee, details of the function of the committee and the reasons why the exemption is sought; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may grant the exemption, on any conditions determined by the Minister, if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.
Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69A inserted by No. 64 of 1998 s. 34(1).]

5.70. Employees to disclose interests relating to advice or reports

- (1) In this section —

employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.

Penalty: \$10 000 or imprisonment for 2 years.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Manager Works and Services
- Manager of Governance
- Roadworks Advisory Committee

STAFF RECOMMENDATION

That the Roadworks Advisory Committee receive the status report.

COMMITTEE RESOLUTION

MIN 014/26 MOTION - Moved Cr. Brown Seconded Mr. Newman

That the Roadworks Advisory Committee receive the status report.

In Favour: Crs Matt Steber, Kelvin Tiller, Grant Gardiner, Eric Newman, Paul Brown and Dennis Reid

Against: Nil

CARRIED 6/0

6.2 MANAGER OF WORKS REPORT

File Ref: ENG45.1

Author: Chris Zalmstra, Manager Works and Services

Authoriser: Raymond Griffiths, Chief Executive Officer

Attachments: Nil

BACKGROUND

The Roadworks committee at its February 2025 meeting requested that a report be completed by the Manager of Works and Services.

STAFF COMMENT**Town crew**

- Tree and culvert clean-up works have continued throughout the townsite and along the main street following the heavy rainfall.
- The whipper-snipping and road-patching program is continuing, and town weed spraying remains underway to manage increased growth following the rains.
- The Doodlakine toilet block is complete and fully operational, including the accessible ramp. The Town Crew services the facility weekly.
- A major clean-up is underway throughout the town and surrounding areas, including the removal of fallen and damaged trees caused by the heavy rainfall.
- Town Crew employees have completed their spraying and chemical-handling training.
- Peter Fairless and Michael Fiffiet have completed DrumMUSTER training. The program will operate every second Tuesday from 9:00 am to 11:00 am.

Road crew

The Road Crew has commenced construction works on Kwolyin West Road.

Shire Maintenance Grading

Shire maintenance grading has been completed on the following roads:

- Mission Road
- Harvey Road
- Brown Road
- Deep Well Road
- Scott Road
- Nicholls Road
- Kwolyin West Road - southern section
- Daadening Creek Road

Gravel Sheeting

Gravel sheeting has been completed on:

- Woolundra North Road
- Doodlakine-Kununoppin Road

Contract Maintenance-Grading Team 1 - North-Eastern Area

- McBolt Road
- North Baandee Road
- Beresford Road
- Giles Road
- Fisher East Road
- Hearle Road

Contract Maintenance-Grading Team 2

- Badgetopping South Road
- Innes Road
- Stone Giles Road
- Stevens Road
- Johns Road
- Simms Road
- Steber Road
- Yerapin Road

Gravel Supply

The Jones and Gardners gravel pits have been pushed up, and test results for the available gravel were very positive.

The Shire has also secured access to additional gravel sources from Peter Tiller, Coles, Gardners, Jones and Stebers. Their cooperation is greatly appreciated and will provide valuable material for the Shire's future roadworks program.

Workshop

- Ongoing maintenance
- Upkeep of services and repairs are ongoing
- Fuel trailer has all been upgraded
- Ebony is back from TAFE studies

Road and Drainage Maintenance**Completed Culvert Works**

Replacement of the existing culvert on Mission Road, adjacent to Gavin Morgan's property, has been completed. Culvert works on Heal Road have also been finalised.

Ongoing Inspections and Repairs

The crew continues to clear blocked culverts and repair damaged infrastructure, including a collapsed culvert on McNeil Road.

Town and rural drainage systems will continue to be inspected following rainfall. Blocked outlets and accumulated material will be removed where practical to restore drainage capacity and reduce the risk of further damage.

Areas damaged by the heavy rainfall have been identified. Repairs will be prioritised and undertaken progressively, subject to site conditions, available resources and operational priorities.

A signage improvement plan for outlying road areas is currently being developed.

Vegetation and Mosquito Management

Joe's Trees is undertaking road-verge mulching and sucker removal at the following locations:

- Daadening Creek Road
- Smith Road
- The area immediately past the intersection of Kwolyin West Road and Shackleton Road

Mosquito fogging will commence shortly, as mosquito activity is expected to increase following the recent rainfall.

Summary

Works during July, August and September focused on rainfall recovery, road construction, maintenance grading, gravel sheeting, culvert and drainage repairs, vegetation management, mosquito control and townsite clean-up. Staff and contractors will continue to monitor affected areas and address priority defects in accordance with operational priorities and available resources.

Upcoming Projects

- Sewell Street
- Forrest Street
- Rason Street
- Bruce Rock – Doodlakine Road

Bridges

Bridge works have been completed on the Kellerberrin Bencubbin bridge (0641)

Bridge works have been completed Mooranoppin Goldfields bridge (4096)

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities, and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place.

- Chief Executive Officer
- Manager of Works and Services
- Manager of Governance
- Team Leader – Road Crew

STAFF RECOMMENDATION

That the Committee note the Manager of Works and Services report.

COMMITTEE RESOLUTION

MIN 015/26 MOTION - Moved Mr. Gardiner Seconded Mr. Tiller

That the Committee note the Manager of Works and Services report.

In Favour: Crs Matt Steber, Kelvin Tiller, Grant Gardiner, Eric Newman, Mark Ryan, Paul Brown and Dennis Reid

Against: Nil

CARRIED 7/0

7 GENERAL BUSINESS

7.1 GENERAL BUSINESS

File Ref: Roads
Author: Raymond Griffiths, Chief Executive Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

For the committee members to raise items on the day of the Committee Meeting.

STAFF COMMENT

This agenda is provided for Committee members to bring up General Business items;

The committee will recognise that Council is now providing weekly updates through social media and the email distribution lists highlighting works completed etc.

Dennis Reid

- Burgess Springs: Feedback from ratepayers to turn to single pass with signage – approx. 100m
- Yelbini Rd: any clean-up of edges before harvest 400-500m that are chopped out
- Scott Rd: Advised that it needs a maintenance grade.

Matt Steber

- Morrison Rd – Concrete spoon drain required as always washes out with every rain. This is new L Steber's property.
- Culvert near Simms Rd on Morrison Road has a hole in it.

Paul Brown

- McCulloch St condition, this was sent to Chris.

Kelvin Tiller

- Oversize trees (height and side clearance) on Bencubbin and Yoting Rd. Some was done on Yoting although still causing issues.
- CBH: Anything going to happen on the two corner access nears Hobbs & Jones with road access/maintenance?
Future planning for Yoting Road and access to the GEH. Planning for redirecting from Scott street heading directly east to the Shack Road.
- When the roads are closed to heavy vehicles, what happens if you have a load on the way?

Mark Ryan

- N/A

Rick Newman

- Goldfields Rd between Mission & Morrinoppin Rd – Will need to be actioned before Harvest, since the rain damage.
- Goldfields Rd section Mission through to Doodli-Kunno that was done 3 years ago has held up well, except for the last maintenance grade wasn't levelled properly.

- Woolundra North Rd – small section has been done, will this be completed this year? No ripping happen, just gravel loaded in.
- Wallitin Rd: Going out to Bonsers, beyond Walsh Rd, will need a maintenance grade.
- Arthur Rd: Doesn't get a lot of use, but will need maintenance grade
- What happened with the draft policy for events?

Grant Gardiner

- Pot holes on S bend on Mitchell St are becoming dangerous

STAFF RECOMMENDATION

That the Committee have an open discussion.

COMMITTEE RESOLUTION

MIN 016/26 MOTION - Moved Mr. Gardiner Seconded Mr. Tiller

That the Committee receive the items of General Business.

In Favour: Crs Matt Steber, Kelvin Tiller, Grant Gardiner, Eric Newman, Paul Brown and Dennis Reid

Against: Nil

CARRIED 6/0

8 CLOSURE OF MEETING

The Meeting closed at 12:10pm

The minutes of this meeting were confirmed at the Roadworks Advisory Committee held on .

.....
CHAIRPERSON