

COUNCIL MEETING

AGENDA



For the Ordinary Meeting of Council to be held on

20 August 2025

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook will be held on Wednesday, 20 August 2025 at the Cranbrook Council Chambers commencing at 3.00pm.

A handwritten signature in black ink that reads 'L Gray'. The signature is fluid and cursive, with the first letter 'L' being particularly large and stylized.

Linda Gray
Chief Executive Officer



PUBLIC QUESTION TIME – RULES AND PROCEDURES

The Shire of Cranbrook provides the public with the opportunity to raise questions (as per Section 5.24 of the Local Government Act 1995), or to make a brief statement on issues of concern at all Ordinary Meetings, Special Meetings and Standing Committee Meetings of Council.

The Local Government (Administration) Regulations 1996 requires that a minimum of 15 minutes is to be provided at the beginning of the meeting for question time (where members of the public wish to ask questions).

Question time is the first item on the agenda and the following procedures apply:

1. A member of the public who raises a question during question time is to state his or her name and address. Questions should be directed to the Shire President (or Chairman at Committee Meetings).
2. A question may be taken on notice by the Council or committee for later response.
3. When a question is taken on notice under sub-clause (2) a response is to be given to the member of the public in writing by the CEO, and a copy is to be included in the agenda of the next meeting of the Council or committee as the case requires.
4. Council encourages input from the public but will not debate any issue with those in attendance at meetings.
5. The President (or Chairman) has the right to determine any address, question or statement made by a member of the public to be out of order if it is considered to be:
 - (i) a personal attack or adverse reflection on the integrity of Elected Members or Employees;
 - (ii) inappropriate behaviour and use of public question time. **Such behaviour will not be permitted or tolerated.**
6. Prevention of Disturbance (refer to Standing Order Local Law clause 8.6)
 - a) Any member of the public addressing the Council or a committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so. (Penalty \$1,000)
 - b) No person observing a meeting is to create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means. (Penalty \$1,000)
7. Copies of “Public Question Time – Rules and Procedures” will be distributed at each Council/Committee Meetings where members of the public are in attendance.

Recording Of Proceedings

1. No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.
2. Subclause (1) does not apply if the record is taken by or at the direction of the CEO, with the permission of the Council or committee.

DISCLAIMER

This agenda has yet to be dealt with by the Council. The recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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Defamation – cl 14K Local Government (Administration) Regulations 1996

- (1) A local government is not liable to an action for defamation in relation to any of the following done by the local government as required or authorised under this Part —
- (a) publicly broadcasting a meeting;
 - (b) making a recording of a meeting;
 - (c) making a recording of a meeting publicly available;
 - (d) retaining a recording of a meeting or a copy of a recording;
 - (e) providing a copy of a recording of a meeting to the Departmental CEO.

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AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Cr Pollard as Presiding Member will declare the meeting open at pm.
The Shire President will alert the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

President	Cr G (George) Pollard
Deputy President	Cr DM (Daisy) Egerton-Warburton
Councillors	Cr JA (Jennifer) Quick
	Cr RW (Robert) Johnson
	Cr P (Peter) Denton
	Cr P (Perin) Mulcahy

Chief Executive Officer	Ms LA (Linda) Gray
Acting Manager of Finance	Miss C (Chelsea) Paterson
Acting Manager of Works	Mrs S (Stevie) Egerton-Warburton
Executive Officer	Miss JL (Jo) Scott

Members of the Public

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Cr Casson has a leave of absence for the 20 August 2025 Ordinary Council Meeting.

3. APPLICATIONS FOR LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTIONS

5. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

7. DISCLOSURE OF INTEREST

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 16 July 2025

That the minutes from the Ordinary Meeting of Council held on 16 July 2025, be confirmed as a true and correct record.

10. REPORTS OF OFFICERS

10.1 CORPORATE AND COMMUNITY SERVICES

10.1.1 LIST OF PAYMENTS

RESPONSIBLE OFFICER:	Chelsea Paterson - Acting Manager of Finance
REPORT AUTHOR:	Chelsea Paterson - Acting Manager of Finance
FILE REFERENCE:	FM2
APPLICANT:	N/A
DATE OF REPORT:	13 August 2025
ATTACHMENTS:	List of Payments – 1 July 2025 to 31 July 2025

Purpose

The purpose of this report is to advise the Council of payments made during the period 1 July 2025 to 31 July 2025.

Background

Nil

Officer's Comment

Nil

Statutory Environment

Local Government (Financial Management) Regulation 13 and 13A states:

13. List of accounts

(1) If the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared — (a) the payee's name;

- (b) the amount of the payment;
- (c) the date of the payment;
- (d) sufficient information to identify the payment.

(2) A list prepared under sub regulation (1) must be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Applicable – Implications

Council Policy 4.8 – 'Purchasing', states that:

"The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

- a) *The payee's name*
- b) *The amount of the payment*
- c) *The date of the payment*
- d) *Sufficient information to identify the transaction.*

The list referred to above is to be presented to the Council at each ordinary meeting of the Council and is to be recorded in the minutes of the meeting at which it is presented.

It is considered appropriate to delegate this authority to the Chief Executive Officer as the payment of accounts is the final process after debts have been incurred through other processes and systems in place."

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Errors, Omissions and Delays
- Failure of IT and or Communication Systems and Infrastructure
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Supplier/Contract Management

The **impacts** of the risk are: Financial, Non-Compliance and Reputational,

The **consequences** of these risks are considered to be: Major

The **likelihood** is: Rare

Hence the **risk rating** for this report is: Low

Risk mitigation includes the Council having strong financial policies and procedures in place and the requirement to report to the Council on a monthly basis.

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Key Pillar: Connect

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation was not required for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That the payment of accounts totalling \$1,111,715.19 per the attachment be noted:

- **Electronic Funds Transfers EFT 16750 to EFT 16839 - \$878,685.24 including fuel card purchases of \$642.26;**
- **Internal Account Transfers (Payroll) - \$179,884.42;**
- **Cheque 12293 to 12293 - \$1,633.50 and**
- **Direct Debit - \$51,512.03 including credit card purchases of \$6,402.05.**

10.1.2 RATES DISCOUNT RESERVE ACCOUNT

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Linda Gray – Chief Executive Officer
FILE REFERENCE: FM203
APPLICANT: Nil
DATE OF REPORT: 11 August 2025
ATTACHMENTS: Nil

Purpose

The purpose of this report is to enable Council to consider the continuance of the “no discount” for the early payment of rates.

Background

Section 6.12(1)(a) of the Local Government Act 1995 permits a local government to grant discount or incentive for the early payment of rates. Prior to the 2006/2007 Financial Year the Council offered a 10% discount to all property owners who paid their rate account in full and by the due date which was within 35 days of the date of issue of the rate notice. For the 2006/2007 Financial Year the Council altered the requirements to be able to receive the discount by reducing from 35 days to 21 days of the date of issue of the rate notice, therefore meeting the criteria of “early payment of rates”. This was followed in the next financial year, by another change in which Council resolved to discontinue the 10% discount for the early payment of rates for five years with a review being held at the end of this period. The funds were then to provide revenue to pay for the construction of sporting facilities in Cranbrook and Frankland River. The amount was to be transferred to existing Reserve Accounts (Cranbrook and Frankland River Sporting Facilities) and accounted separately each year in the Financial Statements.

In the 2013/2014 Financial Year, the matter was reviewed by Council, and it was agreed that the ‘no discount’ had worked extremely well for the past five years and should be continued. No end date was confirmed.

Officer’s Comment

By the end of the 2020/2021 Financial Year, the Rates Discount Reserve had its own specific Reserve that stated it was to be used to fund improvements to existing and new community facilities. The amount in the Rates Discount Reserve Account at the time was \$740,538. It had been pledged at that stage as the Shire’s contribution to the new build of the Frankland River Sporting Club in partnership with the Federal Government’s fund called Building Better Regions Fund – Infrastructure Project (BBRF). Part of this project was to demolish the old Frankland River Country Club and Frankland River Hall, and build a new combined building. Unfortunately, the grant was unsuccessful and Council had to look for an alternative way forward for the buildings involved.

After the Covid years, increased funding was received from the Federal Government’s Local Roads and Community Infrastructure program (LRCI) and Council decided to renovate the old Frankland River Hall using the funds from the LRCI Stage 4 program. This work commenced in 2024 and will be finalised in late 2025. The introduction of Stages 1 to 4 of the LRCI funding has resulted in Council not having to utilise the Reserve to pay for any upgrades and the Reserve funds have built to a very reasonable amount. The LRCI funding source has now closed.

Funds from the Rates Discount Reserve have been identified in the 2025/26 Financial Year Budget for the purpose of upgrading to commercial kitchen standard both kitchens in the Frankland River Hall and the Cranbrook Sporting Club, being \$100,000 each. Also identified is the co-contribution from Council for the upgrade of the stormwater drainage system in the Cranbrook town centre; if the grant is successful the amount that Council must contribute is \$282,000. The \$20,000 upgrade from the old gas heaters to a new airconditioning system in the Cranbrook Town Hall has also been included in this year's budget. If all these funds are withdrawn, the amount in the Rates Discount Reserve will be reduced to \$726,012 as the closing balance as at 30 June 2026 plus any interest it has earned throughout the year.

The calculation of the amount to be transferred to this Reserve was previously calculated at 5% in the 24/25 budget year of the total amount of rates raised. Over time the amount of rates paid within the 21 days period has reduced as there is obviously no incentive to pay early. Also payment patterns have changed as the community changes, and it could be said that more people are not as keen to make a payment in full or early as older generations have previously done.

It may be appropriate to put a shorter time frame on a review of the practice and bring it back to Council in two years' time. Another recommendation is that the name "Rate Discount Reserve" does not reflect its purpose and should be changed to "Community Facilities Upgrade Reserve".

Statutory Environment

Local Government Act 1995

Section 6.12(1)(a) of the Local Government Act 1995 permits a local government to grant discount or incentive for the early payment of rates.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

The financial implication from this decision is that 5% of the total proposed rates raised for the Shire of Cranbrook in the 2025/26 Financial Year which would be approximately \$160,000. However, the final amount of rates discount can not easily be determined once the budget has been adopted and the rate in the dollar has been set and payments received within the 21 days. As it is important to determine an amount to be included in the proposed budget, an assumption needs to be set and used consistently. As in previous financial years, the proposal is for the Rates Discount amount to be set at 5% of the total raised excluding ex gratia rates.

Risk Implications

The risks associated with matters in this report are:

- Business and Community Disruption
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Engagement Practices

The **impact** of the risk is Non-Compliance and Reputational

The **consequences** of these risks are considered to be Major

The **likelihood** is Possible

Hence the **risk rating** for this item is Major

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Key Pillar: Connect

Outcome 16 – High-performing Local Shire: An accountable and respected Local Shire, investing in its people and structures.

Deliverable 16.1: A Local Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation for this report included the Chief Financial Officer.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Continue to not offer any discount for the early payment of rates, and
2. The Rate Discount Reserve's name be changed to the Community Facilities Upgrade Reserve with the purpose remaining the same, and
3. The amount that would normally be offered as discount for early payment and be transferred to the renamed Community Facilities Reserve should be assessed at 5% of the total rates raised excluding ex gratia rates, and
4. The practice of not offering any discount for the early payment of rates be reviewed in two years' time.

10.1.3 ADOPTION OF THE 2025-2026 BUDGET

RESPONSIBLE OFFICER: Linda Gray - Chief Executive Officer
REPORT AUTHOR: Kerry Fisher - Chief Financial Officer
FILE REFERENCE: FM6
APPLICANT: N/A
DATE OF REPORT: 14 August 2025
ATTACHMENTS: 1. 2025-2026 Draft Annual Budget
 2. 2025-2026 Fees and Charges

Purpose

The purpose of this report is for Council to adopt the Annual Budget for the 2025-2026 financial year.

Background

The draft 2025-2026 budget has been compiled based on the principles contained in the Strategic Community Plan and Corporate Business Plan. The 2025-2026 draft budget has been prepared in accordance with discussions held at recent Executive Management Team meetings between councillors and executive staff, and the presentation made at the July Budget Workshop 2025.

Officer's Comments

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include:

RATES

The budget has been prepared with a 3.8% rate increase in line with the Long-Term Financial Plan which was based on CPI (2.8%) plus 1%. This increase applies to all rating categories.

FEES & CHARGES

The fees and charges for the 2025–2026 financial year were adopted at the Ordinary Meeting of Council held on 21 May 2025 and local public notice was then given. There were two changes; these were the inclusion of an abandoned vehicle recovery (\$150 inc. GST) and storage charge (\$10 per day inc. GST) and an amendment to the Extractive Industries Licence fees as follows which reflects a change in conditions but not in the cost, they remain the same:

Current	Amendment
3. Extractive Industry - determining a development application where the development has not commenced or been carried out. \$739.00 <i>If commenced or been carried out, the fee plus an additional amount of twice the fee by way of penalty.</i>	Extractive Industry - determining a development application where the development has not commenced or been carried out. \$739.00 <i>If the work has already commenced or been carried out, the application fee must still be paid.</i>

Current	Amendment
Transfer of extractive industry licence. \$250	Transfer of extractive industry licence – <i>must provide proof of original licence.</i> \$250

An amended 2025-2026 Schedule of Fees and Charges is included with the budget for adoption.

Due to the increase in contractor collection charges, ratepayers will notice an increase on their rates notice of household and commercial waste charges of approximately 3.6% from the previous 2024-2025 fees.

OPERATING

The recurrent operating budget reflects the increase in utilities of 2.5% and between 2.8% - 3.2% increases in materials and contracts. The biggest increase to costs for the Shire of Cranbrook in the new financial year has been insurance expenses increasing by 15.69%. Of which the largest increase is due to workers' compensation.

The continued focus has been to improve on service delivery to the community.

Items of note include:

- Ongoing financial support of the Gillamii Centre and Frankland River CRC. There is also increased on the ground support for Gillamii with the Shire taking on responsibility for the maintenance of the ground west of their building. Also included in the budget is the removal and disposal of the fibro painted fence (\$18,700)
- Ongoing support to assist doctor visits to Cranbrook and Frankland River, including additional visits to Frankland River and medical receptionist support.
- Continued funding from Department of Fire and Emergency Services (DFES) for the Local Grants Scheme providing funding for clothing, equipment, maintenance of fire trucks, insurance etc for fire brigade volunteers.
- A new partnership between DFES, and the Shires of Gnowangerup and Kojonup for the Community Emergency Services Manager (CESM) position with Kojonup taking on responsibility for the administration of the CESM position for the new three year contract.
- Continuation of the grant funded After School Activities Program.
- Continuation of the Shire's 0-4 years Smart Start Program for preschool children.

Bridges

The Shire has continued to make bridge maintenance a priority in order to meet the Main Roads requirements and improve its eligibility for future bridge funding. Preventative maintenance is scheduled for Shamrock Road and Yeriminup Road Bridges (\$202k) and to demolish the remains of the old Cranbrook/Frankland Bridge (\$30k).

As mentioned previously the Shire of Cranbrook has had Federal Government approval for the redevelopment of the Poison Hill Bridge and the realignment of Wingebellup Road based on safety concerns in the 2026/27 financial year. In order to be prepared for this work, the Shire have included the following in the 2025/26 budget.

- Poison Hill/Wingebellup Road Bridge - design, survey, land acquisition \$65k - funded from Bridge Reserve.

GRANT FUNDING

Principal grant funding for the year for projects is from:

- Department of Fire and Emergency Services - \$543,847 (Cranbrook Fire Shed)
- DFES Disaster Ready Fund Round 3 (Stormwater drainage - \$292,878 pending approval)
- Roads to Recovery - \$712,173
- Regional Road Group - \$910,000
- Secondary Freight Network - \$1,271,000
- Main Roads Direct Grant - \$234,910

CAPITAL

A capital works program totalling \$8,065,001 is planned for investment in infrastructure, land and buildings, and plant and equipment.

The budgeted infrastructure spend includes \$4.11m for Council's ongoing road construction program. Infrastructure drainage expenditure of \$585k (pending approval), Infrastructure Bridge works of \$629k and Infrastructure - other projects of \$265k.

Road infrastructure projects:

- Salt River Road \$287k, Shamrock Road \$580k, Wingebellup Road \$580k, continue to widen bitumen edges, clean drains and culverts, replace signs and white posts
- Yeriminup Road \$356k and Boyup Brook Cranbrook Road \$356k – widen and seal
- Yeriminup Road \$460k – seal
- Shamrock Road \$811k – shoulder widen and reseal
- Completion of the work on Yeriminup Road funded through Main Roads Secondary Freight Network 24-25

Drainage infrastructure projects:

- Cranbrook Dunn St Drainage upgrade – 50/50 funded from DFES Disaster Ready Fund Round 3.

Bridge infrastructure projects:

- Boyup Brook – Cranbrook Road Bridge \$564k refurbishment – Special bridge funding.
- Poison Hill/Wingebellup Bridge design, survey, land acquisition \$65k - funded from Bridge Reserve.

Other infrastructure projects:

- Permanent VMS sign Board outside the Shire Buildings – to communicate with the community and provide for people who are not on social media or others travelling through.
- Heritage Walk Trail – interpretive signs, sculpture and walk trail – in acknowledgement of the centenary of the separation of the Shire of Cranbrook from Plantagenet (2026).
- Completion of the Cranbrook Bowling Green insurance works.

An amount of \$0.95m is provided for buildings projects. The main projects include:

- Cranbrook Fire Shed – carry over for the new shed - \$578k provided by Department of Fire and Emergency Services funding and Reserve transfer.
- Frankland River Hall – \$100k to upgrade the kitchen.
- Cranbrook Hall – \$100k to upgrade the kitchen.
- Cranbrook Works Depot – carry over completion of new ablution block, to include the upgrade to the men's \$140k.
- Cranbrook Town Hall – air conditioning upgrades \$35k

An amount of \$1.52m is included for the purchase of plant in accordance with the Shire's 10 Year Plant Replacement Program.

BORROWINGS

The Shire currently has no long-term borrowings.

RESERVES

The overall reserves balance is budgeted to decrease \$659k to \$2.99m in 2025-2026. This is partly due to budgeted 2024-2025 transfers for works depot ablution block, Cranbrook Fire Shed and Cranbrook Bowling Club not fully completed. These transfers have been included in the 2025-2026 budget.

Transfers from Rate Discount Reserve include \$282k to fund the Cranbrook Dunn St drainage investigation; to facilitate the 50% shire contribution to DFES Disaster Ready Fund grant revenue should the Shire be successful in its grant application.

The Rate Discount Reserve is for the purpose of funding improvements or new community facilities so in compiling this budget, any funding taken from that Reserve account must meet that criteria. In recognition of that, there are several other community projects scheduled this financial year which are funded out of the Rate Discount Reserve. They include \$200k to Frankland River and Cranbrook Town Halls for kitchen upgrades, the Cranbrook Heritage Trail for \$20k, and a permanent Message Board to be placed outside the Shire of Cranbrook's offices (\$66k) and the Cranbrook Town Hall upgraded heating for \$35k.

Other projects funded from other Reserves include \$62k towards the Poison Hill/Wingebellup Bridge works from the Bridge Reserve, and to ensure that the plant changeovers costs are fully covered, funds will have to be transferred from the Plant Replacement Reserve (\$100K).

OPENING SURPLUS

An estimated surplus of \$2,026,212 is anticipated to be brought forward from 30 June 2025. This amount includes federal Financial Assistance Grants of \$1.069m received in advance for the 2025-26 financial year and other revenue recognised in accordance with Australian Accounting Standards. Some carry overs are included in this figure, due to delays in completing works and have been considered in setting the 2025-2026 budget. The closing surplus is unaudited and may change. Any change will be addressed as part of a future budget review.

The draft 2025-2026 budget continues to deliver on other strategies adopted by the council and maintains a high level of service across all programs ensuring roads and associated infrastructure remain a high priority as well as renewing assets at sustainable levels.

Statutory Environment

The *Local Government Act 1995*, S6.2 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the LGA refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2024-2025 budget as presented is considered to meet statutory requirements.

Section 5.98 of the *Local Government Act 1995* sets out fees etc payable to Council members.

Section 5.98A of the *Local Government Act 1995* sets out allowances payable to Deputy Presidents.

Section 7B(2) of the *Salaries and Allowances Act 1975* requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine –

- The amount of fees to be paid to Council members;
- The amount of expenses to be reimbursed to Council members;
- The amount of allowances to be paid to Council members.

Regulations 30-34AD of the *Local Government (Administration) Regulations 1996* sets the limits, parameters and types of allowances that can be paid to elected members.

Policy Applicable – Implications

There are no known policy implications arising from this report.

Financial Implications

Specific financial implications are as outlined in the body of this report and as itemised in the draft 2025-2026 budget attached for adoption.

Risk Implications

The risks associated with matters in this report are:

- Business and Community Disruption
- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impacts** of the risk are: Financial, Service Interruption, Non-Compliance and Reputational

The **consequences** of these risks are considered to be: Major

The **likelihood** is: Possible

Hence the **risk rating** for this report is: High

Risk mitigation includes the adoption of the budget by 30 August each year and a structured approach to the delivery of the programmes and projects identified and approved in the budget. Mitigation also includes sound supervision of the various projects by members of the Executive Management Team and the staff under their direct control.

Strategic Community Plan Reference

The 2025-2026 budget has been developed having regard for the Shire's Strategic Corporate Plan and Corporate Business Plan adopted by Council.

Key Pillar: Connect

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

While no specific consultation has occurred on the draft of the 2025-2026 budget, community consultation and engagement has previously occurred during the development of the Strategic Community Plan from which the Corporate Business Plan was developed.

Extensive internal consultation has occurred with the executive management team and through briefings and workshop with elected members.

Voting Requirements

Recommendation 1 – Absolute Majority Required
Recommendation 2 - Absolute Majority Required
Recommendation 3 - Absolute Majority Required
Recommendation 4 – Absolute Majority Required
Recommendation 5 - Simple Majority Required

OFFICER'S RECOMMENDATION

RECOMMENDATION 1 – BUDGET OF 2025-2026

Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, Council adopt the Budget as contained in the attachment of this agenda and the minutes, for the Shire of Cranbrook for the 2025-2026 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Cash Flows
- Statement of Financial Activity
- Notes to and Forming Part of the Budget.

RECOMMENDATION 2 – GENERAL RATES, MINIMUM PAYMENTS, INSTALMENT PAYMENT ARRANGEMENTS, DISCOUNTS, AND INTEREST

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Recommendation 1 above, Council pursuant to Sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* imposes the following differential general rates and minimum payments on Gross Rental and Unimproved Values:
 - 1.1 General Rates:

Gross Rental Value	10.6600 cents in the dollar
Unimproved Value	0.4824 cents in the dollar
 - 1.2 Minimum Payments:

Gross Rental Value	\$770.00
Unimproved Value	\$810.00
2. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:
 - Option 1 (Full Payment) – full amount of rates and charges including arrears, to be paid on or before 2 October 2025 or 35 days after the date of issue appearing on the rate notice whichever is later.
 - Option 2 (Two Instalments) – First instalment to be made on or before 2 October 2025 or 35 days after the date of issue appearing on the rate notice whichever is later, including all arrears and half the current rates and service charges; and, second instalment to be made on or before 5 February 2026, or four months after the due date of the first instalment, whichever is later.
 - Option 3 (Four Instalments) – First instalment to be made on or before 2 October 2025 or 35 days after the date of issue appearing on the rate notice whichever is later; second instalment to be made on or before 4 December 2025 or two months after the due date of the first instalment whichever is later; third instalment to be made on or before 5 February 2026 or two months after the due date of the second instalment, whichever is later; and fourth instalment to be made on or before 9 April 2026, or two months after the due date of the third instalment, whichever is later.
3. Pursuant to Section 6.45 of the *Local Government Act 1995*, and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an administration charge where the owner has elected to pay rates and charges through an instalment option of \$11.00 for each instalment after the initial instalment is paid.

4. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
5. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995*, and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates and service charges that remains unpaid after becoming due and payable.

RECOMMENDATION 3 – FEES AND CHARGES FOR 2025-2026

Pursuant to section 6.16 of the *Local Government Act 1995* and other relevant legislation, council adopts the Fees and Charges included in the draft 2025-2026 budget as presented in the report and attachment to this agenda.

RECOMMENDATION 4 – ELECTED MEMBERS FEES AND ALLOWANCES FOR 2025-2026

1. In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Shire President annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$11,879.00.
2. In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Deputy Shire President and Councillor annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$5,939.00.
3. In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 *Local Government (Financial Management) Regulations 1996*, Part 7.2(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, annual allowance for the Shire President be set at \$14,664.00.
4. In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 *Local Government (Financial Management) Regulations 1996*, Part 7.3(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, annual allowance for the Deputy Shire President be set at \$3,666.00.
5. In accordance with Section 5.99A(b) of the *Local Government Act 1995*, Regulation 34A *Local Government (Financial Management) Regulations 1996*, and Part 9.2(2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the annual allowance for ICT expenses for the Shire President be set at \$1,330.00.
6. In accordance with Section 5.99A(b) of the *Local Government Act 1995*, Regulation 34A *Local Government (Financial Management) Regulations 1996*, and Part 9.2(2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the annual allowance for ICT expenses for the Deputy Shire President and Councillors be set at \$665.00.

RECOMMENDATION 5 – MATERIAL VARIANCE REPORTING FOR 2025-2026

In accordance with regulation 34(5) of the *Local Government (Financial Management) regulations 1996*, the level to be used in statement of financial activity in 2025-2026 for reporting material variances shall be 10% with a minimum value of \$10,000.

10.2 GOVERNANCE AND EXECUTIVE SERVICES

10.2.1 WALGA LOCAL GOVERNMENT CONVENTION 2025

RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jo Scott – Executive Officer
FILE REFERENCE:	GO24
APPLICANT:	N/A
DATE OF REPORT:	23 August 2025
ATTACHMENTS:	Nil

Purpose

The purpose of this report is to allow Councillors the opportunity to attend the annual Western Australian Local Government Association (WALGA) Local Government Convention 2025.

Background

The annual WALGA Local Government Convention for 2025 will be held between Monday, 22 and Wednesday, 24 September 2025 at the Perth Convention and Exhibition Centre. The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held on Tuesday, 23 September 2025.

Officer's Comment

The full Convention programme is available from the Chief Executive Officer.

This convention includes the Annual General Meeting of WALGA. The Shire President and Deputy Shire President are the Council's voting delegates at this event. The convention has been well attended in recent years by the Council, however consideration may want to be given to those Councillors who have not previously attended.

The convention provides the year's most important professional development and networking opportunity for Councillors. Prior to and after the convention, there are normally several elected member professional development modules also being offered.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

Council Policy 1.6 – (Local Government Convention - Attendance) states that:

- The Shire President, Deputy Shire President and Chief Executive Officer will attend the annual WALGA Local Government Annual General Meeting and Local Government Convention;
- That the Council may decide and make a resolution to send other Elected Members as appropriate each year on a rotational basis to the WALGA Local Government Convention; and
- The expenditure for the conference be contained responsibly by all attendees and be consistent with the Financial Policies and Code of Conduct of the Shire of Cranbrook.

Financial Implications

The 2025/2026 budget includes provision under Members' Conference Expenses for attendance at this year's convention. The average cost per person to attend the convention in recent years has ranged from \$1,500 in 2022 to \$1,300 in 2024.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil statutory, regulatory or compliance requirements

The impacts of these risks are Non-Compliance and Reputational

The consequences of these risks are considered to be Minor

The likelihood is Unlikely

Hence the **risk rating** for this item is Low

Risk mitigation includes adherence to Council Policies 1.6 – Local Government Convention – Attendance, and 1.7 – Elected Members – Allowances and Reimbursements, as well as the Shire of Cranbrook Code of Conduct.

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Key Pillar: Work

Outcome 5 – Business Engagement: A resilient, knowledgeable and networked local business sector.

Deliverable 5.1: An accessible data-base of businesses in and around the region.

Deliverable 5.2: A data-base of extra or shared workers is in reach.

Key Pillar: Connect

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation was not required for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That:

1. The Shire President, Deputy Shire President, and Chief Executive Officer, be authorised to attend the 2025 WALGA Local Government Convention from 22 to 24 September 2025 at the Perth Convention and Exhibition Centre;
2. The Shire President and Deputy Shire President be nominated as the Voting Delegates at the WALGA Annual General Meeting (AGM) on Tuesday, 23 September 2025; and
3. The Chief Executive Officer be nominated as the Proxy delegate at the Annual General Meeting of the Association in the event that either the President or Deputy President is unable to attend the Annual General Meeting of the Association on Tuesday, 23 September 2025.

10.2.2	CRANBROOK REGIONAL COMMUNITY HUB – MEDICAL SERVICE AGREEMENT AND MEMORANDUM OF UNDERSTANDING FOR PLANTAGENET MEDICAL
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	CP145 & GO27
APPLICANT:	N/A
DATE OF REPORT:	30 July 2025
ATTACHMENTS:	1. Medical Services Agreement 2. Memorandum of Understanding

Purpose

The purpose of this report is for the Council to consider the Medical Services Agreement and Memorandum of Understanding with Plantagenet Medical for the medical rooms in the Cranbrook Regional Community Hub.

Background

At the 16 May 2018 meeting of Council, it was resolved that:

- 1. Council approve the attached Memorandum of Understanding between the Shire of Cranbrook and Plantagenet Medical.**
- 2. The Chief Executive Officer be authorised to execute the said document.**

The service agreement between the Shire of Cranbrook and Plantagenet Medical was renewed in January 2023 and is now up for renewal as the 2-year term has expired. Through mutual agreement of both parties, a review of the service agreement and the memorandum of understanding has occurred in 2025.

Officer's Comment

The Memorandum of Understanding (MOU) has not been reviewed since 2018, and changes have occurred with both parties within this time. Consultation has been conducted between the Plantagenet Medical General Manager and the Shire of Cranbrook's Community Development Manager with the proposed memorandum of understanding being produced in final draft form.

The Plantagenet Medical Services Agreement, expired in January 2025, with Plantagenet Medical Services continuing to service the Cranbrook community, with the view to update the agreement. The Agreement is for a term of 2 years, with a review to be conducted annually.

Plantagenet Medical services sit within the Shire of Cranbrook's Public Health Plan 2022 – 2026. The approved desktop review in May 2025, within the Community Participation operational objectives states to welcome, promote, encourage and accommodate Health Professionals/Agencies to visit and utilise facilities. Resources within the Public Health Plan includes allowances in the annual financial year budget for support towards health professionals and daily fees associated with facilities.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

Council Policy 7.1 Community Facilities and Equipment – Usage, relates to this report.

Financial Implications

The 2025/2026 draft budget includes \$31,250, expenditure as per the MOU. (\$24,000 twice monthly visits, \$7,250 for medical reception services)

Risk Implications

The risks associated with matters in this report are:

- Business and Community Disruption
- Errors, Omissions and Delays
- Failure of IT and or Communication Systems and Infrastructure
- Inadequate Document Management Processes
- Inadequate Engagement Practices
- Inadequate Asset Sustainability Practices
- Ineffective Employment Practices
- Inadequate Project/Change Management
- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are Financial, Service Interruption, Property,

The **consequences** of these risks are considered to be: Moderate

The **likelihood** is: Unlikely

Hence the **risk rating** for this report is: Medium

Risk mitigation includes having an MOU in place with Plantagenet Medical

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Key Pillar: Live

Outcome 1 - Community: A safe and friendly community that is well-known for support, which can be defined with a measurement of 'proud'.

Deliverable 1.2: A culture-enhancement program where all community members are proud of living in and around our region.

Outcome 3 - Health: A well-defined primary and emergency health positioning, focussed attention on mental health and proactive leadership on next-frontier health provisions.

Deliverable 3.1: A well-defined health positioning, formed of strong partnerships, alliances and volunteerism.

Outcome 4 - Priority Amenities: A strong knowledge base on amenity usage and asset management, and a focussed support for aged-care, youth, disabilities facilities and programs.

Deliverable 4.2: An ideal service provision for aged-care, youth and people living with a disability.

Key Pillar: Connect

Outcome 13 – Knowledge: A community driven by data, not opinions and can see the balance between investing in work, live and visit.

Deliverable 13.1: A digital knowledge hub collecting and housing all data on the Shire of Cranbrook being proactive, sustainable, safe, friendly and prosperous.

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation for this report included Shire Executive Management and representatives from Plantagenet Medical

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Approve the attached Memorandum of Understanding between the Shire of Cranbrook and Plantagenet Medical and authorise the Chief Executive Officer to execute the document.**
- 2. Approve the attached Medical Services Agreement between the Shire of Cranbrook and Plantagenet Medical and authorise the Chief Executive Officer to execute the document.**

10.2.3	FRANKLAND RIVER COMMUNITY CENTRE – MEDICAL SERVICE AGREEMENT AND MEMORANDUM OF UNDERSTANDING FOR ST LUKE’S FAMILY PRACTICE
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	CS201 & GO27
APPLICANT:	N/A
DATE OF REPORT:	31 July 2025
ATTACHMENTS:	1. Medical Services Agreement 2. Memorandum of Understanding

Purpose

The purpose of this report is for the Council to consider the Medical Services Agreement and Memorandum of Understanding (MOU) with St Luke’s Family Practice for the medical room in the Frankland River Community Centre.

Background

The last signed medical services agreement expired in September 2023, with a new proposed agreement between St Luke’s Family Practice and the Shire of Cranbrook required. The proposed term would be for 2 years, commencing 2025 to 2027.

With reviewing Shire records there has not been a Memorandum of Understanding proposed, approved or signed by either party previously.

Officer’s Comment

The Shire of Cranbrook and St Luke’s Family Practice have had Medical Service Agreements in the past. There has been lapses of time where Frankland River has not been able to secure a doctor. This proposed service agreement will assist with providing regular medical services to Frankland river. It is suggested that the proposed medical services agreement includes a memorandum of understanding to ensure both parties are aware of both financial obligations and roles and responsibilities regarding the facilities.

St Luke’s Family Practice has not signed a memorandum of understanding in the past with the Shire of Cranbrook. To keep consistency with all long-term users of Shire facilities, it is recommended and is beneficial for both parties to understand their roles and responsibilities throughout the agreed period.

St Luke’s Family Practice sit within the Shire of Cranbrook’s Public Health Plan 2022 – 2026. The approved desktop review in May 2025, within the Community Participation operational objectives states to welcome, promote, encourage and accommodate Health Professionals/Agencies to visit and utilise facilities. Resources within the Public Health Plan includes allowances in the annual financial year budget for support towards health professionals and daily fees associated with facilities.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

Council Policy 7.1 Community Facilities and Equipment – Usage, relates to this report.

Financial Implications

The 2025/2026 draft budget includes \$29,000, expenditure. (\$24,000 twice monthly visits, \$5,000 for medical reception services)

Risk Implications

The risks associated with matters in this report are:

- Business and Community Disruption
- Errors, Omissions and Delays
- Failure of IT and or Communication Systems and Infrastructure
- Inadequate Document Management Processes
- Inadequate Engagement Practices
- Inadequate Asset Sustainability Practices
- Ineffective Employment Practices
- Inadequate Project/Change Management
- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are Financial, Service Interruption, Property,

The **consequences** of these risks are considered to be: Moderate

The **likelihood** is: Unlikely

Hence the **risk rating** for this report is: Medium

Risk mitigation includes having an MOU in place with St Luke's Family Practice

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Key Pillar: Live

Outcome 1 - Community: A safe and friendly community that is well-known for support, which can be defined with a measurement of 'proud'.

Deliverable 1.2: A culture-enhancement program where all community members are proud of living in and around our region.

Outcome 3 - Health: A well-defined primary and emergency health positioning, focussed attention on mental health and proactive leadership on next-frontier health provisions.

Deliverable 3.1: A well-defined health positioning, formed of strong partnerships, alliances and volunteerism.

Outcome 4 - Priority Amenities: A strong knowledge base on amenity usage and asset management, and a focussed support for aged-care, youth, disabilities facilities and programs.

Deliverable 4.2: An ideal service provision for aged-care, youth and people living with a disability.

Key Pillar: Connect

Outcome 13 – Knowledge: A community driven by data, not opinions and can see the balance between investing in work, live and visit.

Deliverable 13.1: A digital knowledge hub collecting and housing all data on the Shire of Cranbrook being proactive, sustainable, safe, friendly and prosperous.

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation for this report included Shire Executive Management and representatives from St Luke's Family Practice

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 3. Approve the attached Memorandum of Understanding between the Shire of Cranbrook and St Luke's Family Practice and authorise the Chief Executive Officer to execute the document.**
- 4. Approves the attached Medical Services Agreement between the Shire of Cranbrook and St Luke's Family Practice and authorise the Chief Executive Officer to execute the document.**

10.3 WORKS

11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

13. MATTERS BEHIND CLOSED DOORS

14. CLOSURE OF MEETING

There being no further business to discuss, the Shire President, Cr Pollard will declare the meeting closed at pm.