

COUNCIL MEETING

MINUTES



For the Ordinary Meeting of Council held on

17 December 2025



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.

ATTENTION/DISCLAIMER

These minutes will be confirmed at the next Ordinary Council Meeting. The minutes should be read to ascertain the decision of the Council.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Cranbrook for any act, omission, statement or intimation occurring during Council or Committee meetings.

The Shire of Cranbrook disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement of intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or Officer of the Shire of Cranbrook during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Cranbrook.

The Shire of Cranbrook advises that anyone who has any application lodged with the Shire of Cranbrook must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Cranbrook in respect of the application.

The Shire of Cranbrook advises that any plans or documents contained within these minutes may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that Copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

Recording of Meetings

- All Council Meetings are digitally recorded, for audio only, except for Confidential Agenda Items (in accordance with Section 5.23(2) of the *Local Government Act 1995*) during which time recording ceases.
- Following publication and distribution of the meeting minutes to Council Members the digital audio recording will be available on the Shire's website.

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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MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Cr Mulcahy as Presiding Member declared the meeting open at 3.02pm. The Shire President alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

SUSPENSION OF STANDING ORDERS

Motion 01122025

Moved Cr Quick, seconded Cr Denton that Standing Orders be suspended at for the duration of this meeting to facilitate open discussion on items presented in this agenda.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

President	Cr P (Perin) Mulcahy
Deputy President	Cr DM (Daisy) Egerton-Warburton
Councillors	Cr JA (Jennifer) Quick Cr C (Chelsea) Lange Cr P (Peter) Denton

Chief Executive Officer	Ms LA (Linda) Gray
Community Development Manager	Mrs J (Jenny) Cristinelli
Executive Officer	Miss JL (Jo) Scott

Members of the Public	Hilary Watterson Sharon Robert Carl Roberts
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2.2 APOLOGIES

Manager of Finance	Miss C (Chelsea) Paterson
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2.3 APPROVED LEAVE OF ABSENCE

Cr G (George) Pollard has an approved leave for the December Ordinary Council Meeting.

Cr RW (Robert) Johnson has an approved leave for the December Ordinary Council Meeting.

3. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Sharon and Carl Roberts attended the meeting. Sharon Roberts raised concerns about the frequency of heavy vehicle usage of Grantham Street in Cranbrook due to harvest vehicles utilising the Frankland/Cranbrook Road East (Two Mile) to access the CBH facility.

The CEO noted road safety is under the Road Traffic Act which is the WA Police's responsibility. However, the CEO has requested that the Shire's VMS trailer be placed on the end of the road to deter heavy vehicles from using this route through Cranbrook townsite.

Further measures will be investigated.

Sharon and Carl Roberts left the meeting at 3.14pm.

5. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Cr Mulcahy made the following statement;

Before we proceed, I would like to acknowledge the tragic events that have occurred recently, both within our own community and across the country. These events have deeply affected many individuals and families, and our thoughts are with all those who are grieving or impacted.

We offer our condolences to the Shire of Ravensthorpe on the recent passing of Deputy Shire President Mark Mudie, and to Mark's family and friends. Mark's service and commitment to his community will be long remembered.

We also acknowledge the loss of local Woodgenellup farmer Mark Adams, and extend our sympathies to his family, friends, and all those impacted by his passing.

We also offer our condolences to the families of our local resident Lloyd Dawson.

We further recognise the profound tragedy of the recent events in Bondi, and our thoughts are with the victims, their families, and everyone affected by this senseless act.

On behalf of the Council, I extend our sincere condolences to those who have suffered loss, and our support to anyone in our community who may be struggling at this time. Moments like these remind us of the importance of compassion, connection, and looking out for one another.

I invite everyone to stand to join me in a moment of quiet reflection.

SHIRE PRESIDENTS REPORT:

The CEO and Cr Mulcahy attended the Great Southern Development Commission (GSDC) Board Meeting that was held in Cranbrook on the 4th of December to give an overview of the Shire's future aspirations and recent activities. There was a lot of compliments received on the Hub facility as it was a hive of action that day.

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Staff from the Cranbrook Public Library and Gillamii Centre will be presenting their annual reports to Council.

Hilary Watterson left the meeting at 3.37pm.

7. DISCLOSURE OF INTEREST

Impartiality Interest

Cr P Mulcahy

Item 10.1.3

Type: Impartiality Interest pursuant to the Shire of Cranbrook Code of Conduct for Council Members, Committee Members and Candidates

Nature: Councillor Delegate for the Gillamii Committee.

Impartiality Interest

Cr J Quick

Item 10.1.4

Type: Impartiality Interest pursuant to the Shire of Cranbrook Code of Conduct for Council Members, Committee Members and Candidates

Nature: Committee Member and Casual Employee of the Frankland River Community Resource Centre.

Impartiality Interest

Cr D Egerton-Warburton

Item 10.1.4

Type: Impartiality Interest pursuant to the Shire of Cranbrook Code of Conduct for Council Members, Committee Members and Candidates

Nature: Committee Member of the Frankland River Community Resource Centre.

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

The meeting was closed to discuss Confidential Items 13.1 Tender – Supply, Delivery & Spraying of Bitumen and Item 13.2 Request to Quote for SF007 Shamrock Road.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY COUNCIL MEETING – 26 November 2025

Motion 02122025

Moved Cr Denton, seconded Cr Quick that the minutes from the Ordinary Meeting of Council held on 26 November 2025, be confirmed as a true and correct record.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

9.2 SPECIAL COUNCIL MEETING – 26 November 2025

Motion 03122025

Moved Cr Egerton-Warburton, seconded Cr Quick that the minutes from the Special Meeting of Council held on 26 November 2025, be confirmed as a true and correct record.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

10. REPORTS OF OFFICERS

10.1 CORPORATE AND COMMUNITY SERVICES

10.1.1 LIST OF PAYMENTS

RESPONSIBLE OFFICER:	Chelsea Paterson - Manager of Finance
REPORT AUTHOR:	Madeleine Hammond – Finance Administration Officer
FILE REFERENCE:	FM2
APPLICANT:	N/A
DATE OF REPORT:	01/12/2025
ATTACHMENTS:	List of Payments – 1 November 2025 to 30 November 2025

Purpose

The purpose of this report is to advise the Council of payments made during the period 1 November 2025 to 30 November 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/COUNCIL DECISION

Motion 04122025

Moved Cr Denton, seconded Cr Quick that the payment of accounts totalling \$819,670.60 per the attachment be noted:

- **Electronic Funds Transfers EFT 17140 to EFT 17247 - \$642,037.30 including fuel card purchases of \$743.84**
- **Cheque transfers 12298 - 12298 - \$174.00**
- **Internal Account Transfers (Payroll) - \$159,699.27; and**
- **Direct Debit - \$17,760.03 including credit card purchases of \$7,920.03**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

10.1.2 MONTHLY FINANCIAL REPORT – NOVEMBER 2025

RESPONSIBLE OFFICER:	Chelsea Paterson – Acting Manager of Finance
REPORT AUTHOR:	Chelsea Paterson – Acting Manager of Finance
FILE REFERENCE:	FM12
APPLICANT:	N/A
DATE OF REPORT:	09 December 2025
ATTACHMENTS:	Financial Statements for November 2025

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as of 30 November 2025.

Background

The Local Government (Financial Management) Regulations 1996 require a statement of financial activity to be prepared each month and prescribe the contents of that report and accompanying documents. The report is to be presented at an ordinary meeting of the Council within two months after the end of the month to which the report relates.

Officer’s Comment

In the Local Government (Financial Management) Regulations 1996, part 4, which outlines the monthly financial reporting requirements, has recently been amended with changes effective from 1 July 2023. The statement of financial activity in the monthly report is now required to be structured in the same way as the annual budget and is to be shown according to nature classification. The monthly report must also include a statement of financial position as at the last day of the previous month. These reports must be presented within 2 months after the end of the previous month and be recorded in the minutes of the meeting at which it is presented.

The template for the Monthly Financial Report has been updated to comply with industry standards and all statutory reporting requirements are contained within the report.

The attached November 2025 Monthly Financial Report represents Five (5) months of the financial year. The following items are worthy of noting on the November 2025 report:

- Closing surplus position of \$4,096,839 (shown on page 2).
- Cash and cash equivalents of \$6,630,082 of which \$3,668,675 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of \$915,303 equates to 26.4% of the 2025/2026 rates levied and arrears from previous years (shown on page 15); and
- Explanation of material variances is shown by nature on page 6.

Statutory Environment

The Local Government (Financial Management) Regulations 1996 define the requirements for monthly financial reporting (Regulations 34 and 35).

Policy Applicable – Implications

Council Policy 4.1 Defining Material Variances

Financial Implications

The attached report represents the financial position of the Council at the end of the previous month and the adoption of the recommendation below does not have a financial impact.

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 **impact** of the risk is 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 item is Medium

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/COUNCIL DECISION

Motion 05122025

Moved Cr Quick, seconded Cr Egerton-Warburton that the attached Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 30 November 2025 be received.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

Impartiality Interest

Cr P Mulcahy

Item 10.1.3

Type: Impartiality Interest pursuant to the Shire of Cranbrook Code of Conduct for Council Members, Committee Members and Candidates

Nature: Councillor Delegate for the Gillamii Committee.

Cr Mulcahy declared that she will consider this matter on its merits and vote accordingly.

10.1.3 SUPPORT FOR WINDFARM FORUM – THE GILLAMII CENTRE

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer

REPORT AUTHOR: Linda Gray – Chief Executive Officer

FILE REFERENCE: ED105

APPLICANT: Nil

DATE OF REPORT: 10 December 2025

ATTACHMENTS: Nil

Purpose

The purpose of this report is to ask Council to support and approve the donation of \$2,000 towards a Windfarm Forum proposed by the Gillamii Centre to be held in 2026.

Background

Councils with the support of the Western Australian Local Government Association (WALGA), are continuing to educate themselves about wind farms as more large-scale projects are identified in Western Australia. The Shire of Cranbrook was aware that it had no current policy mechanism in place for wind farms and that the nearby Moonies Hill wind farm developed in neighbouring Shires had attracted some controversy, so in 2024 it commenced the process of compiling a draft Local Policy 2 – Wind farms.

Officer’s Comment

The draft Local Policy 2 – Wind farms was an opportunity for Council to decide how it seeks to control Wind Farms proposed in the Shire. The processes that had to be completed prior to final adoption of the policy which included a 42 day public advertising period, have been completed and the Policy was adopted in February 2025.

Council could decide that further promotion is required for the Local Policy 2 – Wind farms, and the support of the Gillamii’s proposed Wind Farm Forum would be an opportunity to do so. The Forum will also require funding and the Council have been requested to support the Forum and to fund \$2,000 towards the organising of the event, in particular to provide a professional host/Master of Ceremonies (MC).

Statutory Environment

Nil

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

\$2,000 from the current 25/26 Budget and from 10430210 Expense - Professional Services.

Risk Implications

The risks associated with matters in this report are:

- Business and Community Disruption
- Inadequate Engagement Practices

The **impact** of the risk is 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 Minor

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 Gillamii Centre and the Executive Officer.

Cr Mulcahy noted that it is a great initiative that the Gillamii Centre is running this forum. It will also provide exposure for the Shire's Local Planning Policy on Wind Farms.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 06122025

Moved Cr Quick, seconded Cr Lange that Council:

- 1. Support the Gillamii Centre in its decision to hold a Wind farm Forum in 2026; and**
- 2. Approve funding of \$2,000 towards a professional Host/Master of Ceremonies for the Gillamii Centre's Wind Farm Forum.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

Impartiality Interest

Cr J Quick

Item 10.1.4

Type: Impartiality Interest pursuant to the Shire of Cranbrook Code of Conduct for Council Members, Committee Members and Candidates

Nature: Committee Member and Casual Employee of the Frankland River Community Resource Centre.

Cr Quick declared that she will consider this matter on its merits and vote accordingly.

Impartiality Interest

Cr D Egerton-Warburton

Item 10.1.4

Type: Impartiality Interest pursuant to the Shire of Cranbrook Code of Conduct for Council Members, Committee Members and Candidates

Nature: Committee Member of the Frankland River Community Resource Centre.

Cr Egerton-Warburton declared that she will consider this matter on its merits and vote accordingly.

10.1.4	FRANKLAND RIVER COMMUNITY RESOURCE CENTRE – FUNDING AGREEMENT
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	GO28
APPLICANT:	Nil
DATE OF REPORT:	11 December 2025
ATTACHMENTS:	Frankland River Community Resource Centre Funding Agreement

Purpose

The purpose of this report is for the Council to consider renewing the funding agreement for the Frankland River Community Resource Centre.

Background

At the 21 September 2022 meeting of Council, it was resolved that Council:

- 3. Endorse the attached funding agreement and associated funding commitments with the Frankland River Community Resource Centre for the delivery of services to residents of Frankland River and the wider community on behalf of the Shire of Cranbrook for three years, and**
- 4. Authorise the Chief Executive Officer to execute the attached funding agreements described above.**

Officer’s Comment

It is considered best practice for all community organisations that receive funding from the Shire to have similar funding agreements that are for a set period. This enables all parties to regularly review the agreements to ensure they continue to work for both parties, as well as outlining some key performance indicators (KPI’s) to ensure the Council’s expectations are being met.

The Frankland River Community Resource Centre (FRCRC) currently receives \$37,000 per annum to deliver a range of Shire services to the Frankland River and Cranbrook communities. The review of the 2025–2028 funding agreement identifies the need to amend both the level and type of services required from FRCRC staff to better align with the Shire’s current operational priorities and service delivery model.

A reduction in administrative support for the Frankland River Caravan Park is proposed due to recent organisational changes, including the expansion of onsite caretaker hours and the implementation of an online booking and QR code access system. These improvements have reduced the need for FRCRC staff involvement in the caravan park administration.

Similarly, facility booking services for the Frankland River Town Hall, previously managed by the FRCRC have been streamlined through integration into the Shire of Cranbrook’s central booking calendar. The Frankland River Town Hall will now operate under this system, supported by the installation of a lock box to house keys for hirer access. The FRCRC will be advised of confirmed bookings for local communication purposes and for information from hirers within operating hours.

In addition, a request from the Frankland River Winemakers and Grape Growers Association within Frankland River for tourism administration support presents an opportunity for the FRCRC to expand its role in local tourism assistance and promotion. This aligns with the objectives of the Department of Primary Industries and Regional Development (DPIRD) funding which the FRCRC receive. The tourism administration service will work in partnership with the Frankland River based businesses, predominately the Frankland River Winemakers and Grape Growers Association. If agreed upon, the activity will be incorporated as a new Key Performance Indicator (KPI) within the proposed agreement.

The proposed agreement ensure that the funding agreement remains contemporary, reflects current operational structures, and continues to deliver effective community outcomes while supporting economic and tourism development within the Frankland River region.

All other activities outlined in Schedule 2 of the agreement will remain unchanged, with a reduction in reporting requirements to better align with the FRCRC’s DPIRD reporting obligations.

Statutory Environment

There is no specific legislation applicable to this report.

Financial Implications

The total cost of the matters in this report is anticipated to be \$111,000 spread over the 2025/2026, 2026/2027 and 2027/2028 financial years.

Any requested increase in the funding agreement by the FRCRC will be considered at the Budget Review and will be dependent upon available funds.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Business and Community Disruption
- External Theft and Fraud
- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes

- Inadequate Engagement Practices

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

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

The **likelihood** is: Possible

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

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 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 4.1: A transparent and accessible facility use analysis.

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

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: Visit

Outcome 9 – Experiences: A well-defined and celebrated community activity program for locals and visitors.

Deliverable 9.2: A stimulus into arts and culture participation.

Outcome 10 – Tourism: A strong positioning as a destination for external visitors.

Deliverable 10.1: A unique, well-known, regarded, accessible and measured tourism destination across the Shire of Cranbrook.

Outcome 12 – Brand: A growing distinguishable regional brand.

Deliverable 12.1: A defined brand which is translated consistently across the region and is celebrated as a community.

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 for this report included Shire of Cranbrook CEO, Community Development Manager, Frankland River Community Resource Centre Manager and Frankland River Community Resource Centre Committee.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 07122025

Moved Cr Egerton-Warburton, seconded Cr Denton that Council:

- 1. Endorse the attached funding agreement and associated funding commitments for the Frankland River Community Resource Centre for the next three years; and**
- 2. Authorise the Chief Executive Officer to execute the attached funding agreement described above.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

10.2 GOVERNANCE AND EXECUTIVE SERVICES

10.2.1 PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE – LOT 75 FERNGROVE ROAD, FRANKLAND RIVER

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Liz Bushby – Town Planning Innovations
FILE REFERENCE: A357
APPLICANT: Amplitel Pty Ltd C/- Ventia Pty Ltd
DATE OF REPORT: 3 December 2025
ATTACHMENTS: Development Plans

Purpose

The purpose of this report is for Council to consider an application for telecommunications infrastructure on Lot 75 Ferngrove Road, Frankland River.

The application is being advertised for public comment. Advertising closes on the 9 January 2026.

Council is to consider whether the proposal is consistent with the objectives of the Rural zone, and whether to grant delegated authority to the Chief Executive Officer to determine the application once advertising has closed.

Background

Lot 75 is used for agricultural purposes, and has an approximate lot area of 143.79 hectares. The closest intersection is Ferngrove Road and Scrublup Road.

A location plan is included below.



Above: Location plan

Officer's Comment

• ***Description of Application***

The applicant, Amplitel, is a company that forms part of the Telstra Group and are currently undertaking work across Australia to support and expand the new mobile phone infrastructure and coverage for Telstra and other carriers to improve customer experience through faster and more reliable voice and data services.

The applicant advises that this project forms part of a wider government funded mobile blackspot program where several areas across Australia, particularly more regional and remote areas have been designated as higher priority areas for improved mobile coverage. Frankland River has been identified as being in critical need for the delivery of such services.

Due to an industry-specific network requirement, Amplitel have identified the need to install a telecommunications facility on Lot 75 to improve both voice and data services within the surrounding area. The facility will provide 4G and 5G services to the surrounding Rocky Gully North area.

The application includes installation of:

- One (1) new 40m high monopole (max 41.26m to top of antennas);
- One (1) new triangular headframe;
- Six (6) new panel antennas (no greater than 2.8m in length);
- One (1) Telstra Equipment Shelter that is not more than 3m high with a base area of not more than 7.5m²
- Ancillary cabling and equipment; and
- A 10m x 10m fenced compound.

The tower is proposed to be setback over 400 metres from the Ferngrove Road frontage – refer to development plans in Attachment 1. Access will be via an existing cleared track on the property.



Above: Applicant provided photo showing view of location from Ferngrove Road

- **Zoning and Land Use Permissibility**

The lot is zoned Rural under the Shire of Cranbrook Town Planning Scheme No 4 ('the Scheme').

Under Clause 4.2 of the Scheme the objectives of the Rural zone are:

- To ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.
- To provide for intensive agricultural use in suitable areas.
- To consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.
- To allow for facilities for tourists and travellers, and for recreation uses.
- To help protect rural land from land degradation and further loss of biodiversity.
- To promote the sustainable management of natural resources, and the prevention of land degradation.
- To have regard to use of adjoining land at the interface of the rural zone with other zones to avoid adverse effects on local amenities.

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (i.e. if the land use is permitted, not permitted, discretionary or requires advertising).

The proposed land use is construed as 'telecommunications infrastructure' which is defined in the Scheme as '*means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.*'

Telecommunications Infrastructure is defined in the Shire's Scheme; however, it is not listed in Table 1 of the Scheme. This is referred to as a 'Use Not Listed'.

Council has three options in dealing with a 'Use Not Listed' under Clause 4.4.2 of the Scheme:

Option 1 Determine that the telecommunications infrastructure use is consistent with the objectives of the particular (Rural) zone and is therefore permitted.

Comment: TPI does not recommend Option 1, as it will set a precedent for all applications for telecommunications infrastructure to be treated as a permitted use in the Rural zone. This is undesirable as there may be locations or cases where the Shire Council does not support the land use.

Option 2 Determine that the proposed telecommunications infrastructure use may be consistent with the objectives of the Rural zone and thereafter follow the advertising procedures of Clause 64 in considering an application for development approval.

Comment: There are clear benefits to the district through any improved telecommunication service in the area. TPI recommends Council pursue Option 2.

If Council supports Option 2 then the application is required to be advertised for public comment.

Option 3 Determine that the telecommunications infrastructure use is not consistent with the objectives of the Rural zone and is therefore not permitted.

Comment: Option 3 is not recommended. The application has merit, and will not prevent the lot from being used for agricultural activities.

Statutory Environment

Planning and Development (Local Planning Schemes) Regulations 2015 - The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015, and became effective on 19 October 2015.

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Cranbrook Town Planning Scheme No 4.

The Regulations have been amended from time to time.

- *Advertising*

As the application is being processed as a 'Use Not Listed', it is classified as a 'complex application' under the revised *Planning and Development (Local Planning Schemes) Regulations 2015*. Under Clause 64 a complex application has to be advertised for 28 days (excluding the Christmas/New Year period).

The Western Australian Planning Commission has exempted the Shire from having to meet some or all of the advertising requirements where they are not practical to achieve (such as signage on site).

- *Matters to be considered by Council*

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

- *Delegated Authority*

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Shire of Cranbrook Town Planning Scheme No 4 – Explained in the body of this report.

The proposed tower siting meets the minimum setbacks required for the Rural zone, being a 20 metre front/rear setback, and a 10 metre side setback.

Policy Applicable – Implications

There is no Council policy applicable to this report. There is a Western Australian Planning Commission State Planning Policy 5.2 on Telecommunications Infrastructure.

Adequate and reliable telecommunications are essential for all aspects of contemporary community life, from supporting the State's economy to creating and maintaining connected and cohesive social networks.

The State planning policy aims to balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas.

This policy applies throughout Western Australia in respect to above and below ground telecommunications infrastructure other than those facilities exempted under the Commonwealth *Telecommunications Act 1997* (Telecommunications Act).

Financial Implications

The Shire pays consultancy fees to Town Planning Innovations (TPI) for planning advice.

Risk Implications

The risks associated with matters in this report are:

- Business and Community Disruption
- Errors, Omissions and Delays

The **impacts** of the risk are: People, Non-Compliance

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

The **likelihood** is: Unlikely

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

Risk mitigation includes engaging with the Shire's planning consultant for accurate advice and follow legislated requirements for advertising and decision making.

Strategic Community Plan Reference

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

Key Pillar: Live

Outcome 2 - Utilities: A strong base for modern living with adequate amenities such as water, energy, roads and digital.

Deliverable 2.1: A solution to water access which has enabled further economic success.

Deliverable 2.2: A long-term plan for equitable digital connectivity for increased safety and remote working.

Consultation

It is compulsory to advertise the application if Council pursues Option 2 as outlined in this report.

To expedite processing of the application, Shire Administration has commenced formal advertising which closes on the 9 January 2026.

Cr Denton queried the process on determining the application after the consultation period. The Executive Officer clarified the process and if there are any concerns raised through public consultation the Chief Executive Officer has the ability to return the application to Council for determination.

Voting Requirements

Absolute Majority (for delegated authority)

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 08122025

Moved Cr Lange, seconded Cr Egerton-Warburton that Council:

- 1. Determine that the proposed telecommunications infrastructure use may be consistent with the objectives of the Rural zone and thereafter follow the advertising procedures of Clause 64 in considering an application for development approval.**
- 2. Note that the application is being formally advertised for public comment, and advertising closes on the 9 January 2026.**
- 3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant delegated authority to the Chief Executive Officer to determine the application for telecommunications infrastructure on Lot 75 Ferngrove Road, Frankland River.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

By Absolute Majority

10.2.2	PROPOSED SHEEP FEEDLOT – LOT 115 (NO 491) ADDIS ROAD, CRANBROOK
RESPONSIBLE OFFICER:	Linda Gray - Chief Executive Officer
REPORT AUTHOR:	Liz Bushby, Town Planning Innovations (TPI)
FILE REFERENCE:	A1328
APPLICANT:	Gordon River Grazing
DATE OF REPORT:	3 December 2025
ATTACHMENTS:	Development S Report and Site Plan

Purpose

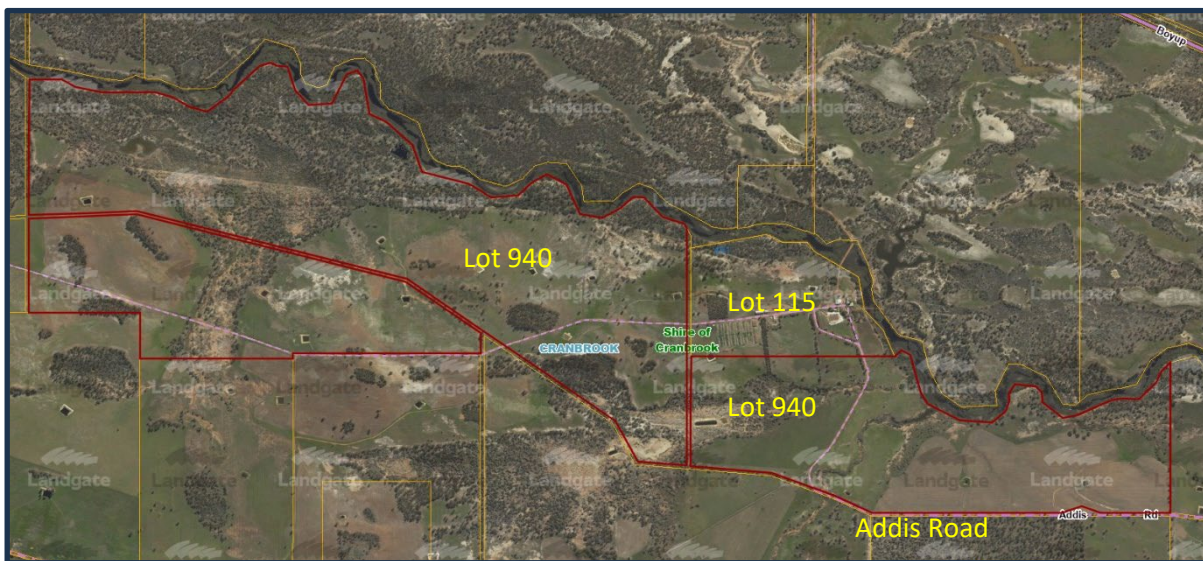
The purpose of this report is for Council to consider an application seeking planning approval for a sheep feedlot on Lot 115 (No 491) Addis Road, Cranbrook.

The application has been referred to the Department of Water and Environment Regulation (DWER) as the lot shares a boundary with the Gordon River to the north.

Council is to consider whether to grant delegated authority to the Chief Executive Officer to determine the application once comments from DWER have been obtained.

Background

Lot 115 contains an existing dwelling, agricultural sheds, dams and rainwater tanks. Access is via adjacent Lot 940 which is under the same ownership, and has frontage to Addis Road in Cranbrook.



Above: Location Plan

Lot 115 is used for agricultural purposes, and has an area of approximately 64.74 hectares. Adjacent Lot 940 (under the same ownership) has an approximate area of 683.41 hectares.

Officer’s Comment

- **Description of Application**

A 150 metre by 56 metre (8400m²) area is proposed to be used for sheep feedlot purposes, and will be located over 400 metres from the west lot boundary.

The applicant has advised that:

- The maximum feedlot capacity will be 2,500 lambs;
- The average Standard Sheep units in lambs in the feedlot will be 0.667 based on an average weight of 43 kilograms;
- The maximum capacity of the feedlot will be 1.688 Standard Sheep Units (SSU);
- The feedlot has been designed having regard for the Department of Primary Industry and Regional Development (2025) 'Best Practice for the Design, Construction and Operation of Sheep Feedlots' and the Meat and Livestock Australia (2020) 'National procedures and guidelines for intensive sheep and lamb feeding systems'.
- Based on the classifications detailed in the Meat and Livestock Australia guidelines, the proposal is a Class 3 feedlot, due to having less than 5,000 SSU, meeting the required separation distances, and having year round operation.
- Class 3 classification requires a 'basic' design, construction and operation standard due to the inherent low risk of impact due to the scale and siting of the operation.
- The proposed feedlot is significantly smaller than the threshold limit of 5,000 SSU.
- The proposed stocking density is less than the recommended density for outdoor intensive feeding of 3-5 head per m² under the Meat and Livestock Australia Guidelines.

The development proposal and site plan is included as Attachment 1.

- **Zoning and Land Use Permissibility**

The lot is zoned Rural under the Shire of Cranbrook Town Planning Scheme No 4 ('the Scheme').

Under Clause 4.2 of the Scheme the objectives of the Rural zone are:

- To ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.
- To provide for intensive agricultural use in suitable areas.
- To consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.
- To allow for facilities for tourists and travellers, and for recreation uses.
- To promote the sustainable management of natural resources, and the prevention of land degradation.
- To have regard to use of adjoining land at the interface of the rural zone with other zones to avoid adverse effects on local amenities.
- To help protect rural land from land degradation and further loss of biodiversity.

The feedlot is construed as 'animal husbandry – intensive' which '*means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock in feedlots*'.

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (ie if the land use is permitted, not permitted, discretionary and/or requires advertising).

TABLE 1 - ZONING TABLE

USES	TOURISM AMD 7 GG 25/8/23	RESIDENTIAL	TOWN CENTRE	INDUSTRIAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING	RURAL
7 animal husbandry - intensive	X	X	X	X	X	X	D

Animal Husbandry is listed as a 'D' use in the Rural zone, which 'means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.'

In other words, Council has discretion to consider approval of a feedlot in the Rural zone.

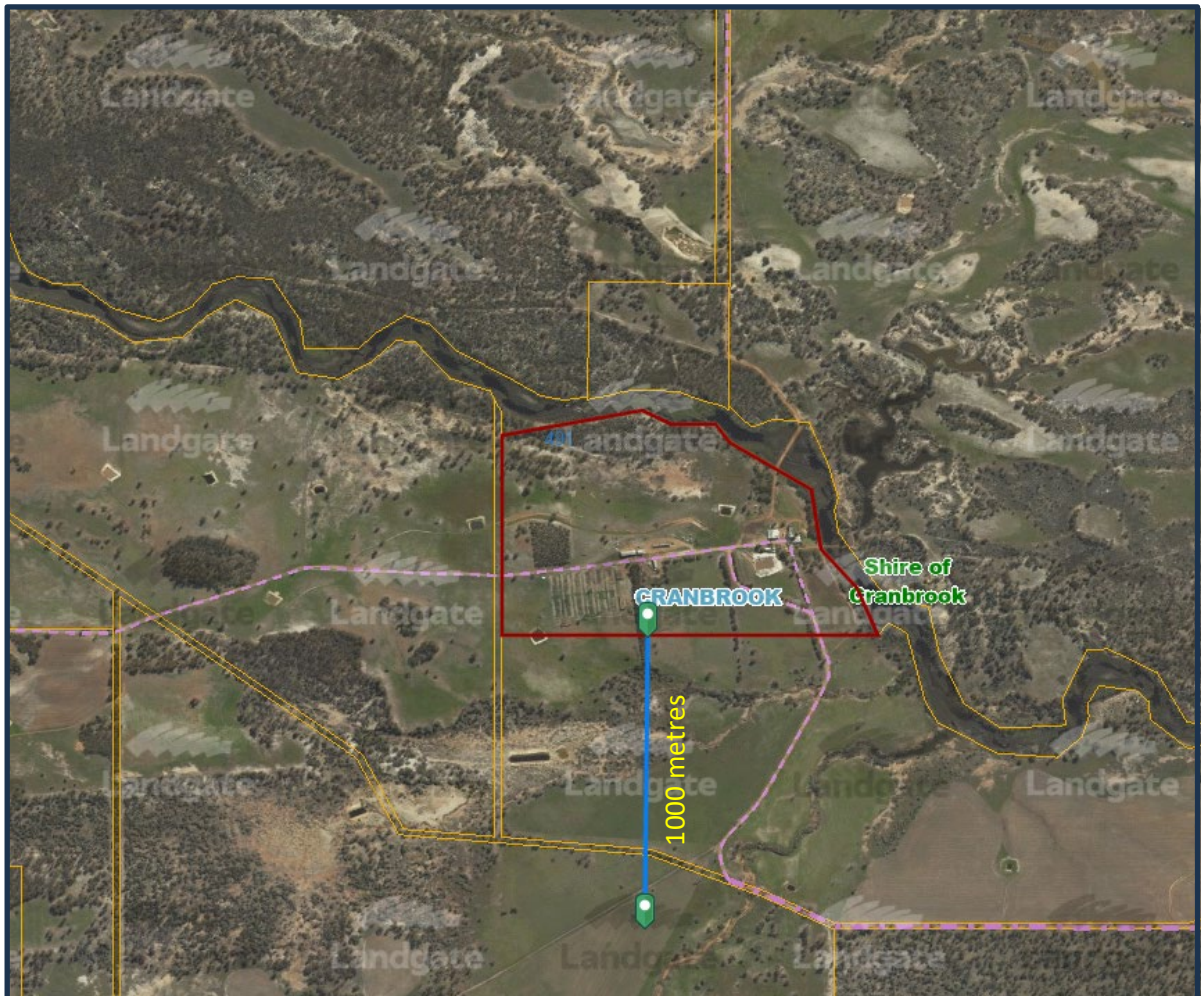
- **Feedlot Design**

The Department of Primary Industry and Regional Development (2025) 'Best Practice for the Design, Construction and Operation of Sheep Feedlots' recommendations are summarised in the table below.

Summary	Comment
Pens are sloped between 2% and 6% to encourage runoff, with runoff directed to waste containment infrastructure.	The feedlot is proposed on contours between 234 and 232 (sloping towards the existing dam).
The current recommended stocking density for outdoor feedlots is 3-5m ² per head (MLA, 2020).	There are 10 pens with a total area of 8,400m ² for 2500 sheep, so the stocking rate is 3.36m ² per head.
A Controlled Drainage Area (CDA) is required to contain runoff so that nutrient-rich wastes do not enter the surrounding environment.	The applicant has advised that surface runoff from the feedlot area will be captured by an existing drain and dam on site. It is noted that the owners house is to the north east of the feedlot so it is their own interest to control drainage.
Stockpile pads can be used for storing manure when it is unable to be spread to land.	Applicant advises that manure from the feedlot will be collected and spread on broadacre farming areas.
Carcasses can be disposed of via composting (see Manure Storage section above), taken off site to a facility that is licenced to accept that type of waste (such as a licenced rendering facility, composting or organics recycling facility, or solid waste landfill), or via burial (least preferred). If burial pits are utilised, they need to be constructed with appropriate lining to prevent leakage into the surrounding environment.	Applicant advises that carcasses will be buried on site and covered with 360cm fill in a nominated location. TPI has requested additional information on burials.
Separation Distances	Provided
Public Road 200 metres	Greater than 1000 metres
Major watercourse 200 metres	388 metres
Property boundary 20 metres	70 metres to internal farm boundary

- **Buffers and Landuse separation**

The Environmental Protection Authority 'Separation between Industrial and sensitive uses' recommends a buffer of 1000-2000 metres (depending on size) between sheep feedlots and any sensitive landuses (dwellings).



TPI has not identified any dwellings within 1000 metres of the proposed feedlot (apart from the owners house).

Statutory Environment

Planning and Development (Local Planning Schemes) Regulations 2015 –

Clause 67 outlines the matters to be considered by the local government including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Where an application is referred to a government agency (such as DWER) they have to be given 42 days to comment (excluding the Christmas/New Year period).

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Shire of Cranbrook Town Planning Scheme No 4 – Outlined in the body of this report.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for planning advice. The Shire obtained external advice on land use permissibility.

Risk Implications

The risks associated with matters in this report are:

- Inadequate Environmental Management
- Business and Community Disruption
- Errors, Omissions and Delays

The **impacts** of the risk are: People, Non-Compliance

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

The **likelihood** is Unlikely, Rare (delete those not relevant)

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

Risk mitigation includes engaging with the Shire's planning consultant for accurate advice and follow legislated requirements for advertising and decision making.

Strategic Community Plan Reference

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

Key Pillar: Work

Outcome 6 – Stimulated Economy: A strong relationship between our business community and the Shire.

Deliverable 6.2: Advanced local regulation which has encouraged start-up or expansion and diversity of local business.

Outcome 7 – Enabled Economy: A business system is well-functioning through partnerships and alliances.

Outcome 8 – Business Attraction: Attracted new business and industry to our region.

Deliverable 8.1: Additional business or micro-production has commenced or expanded in the region.

Consultation

The application has been referred to DWER for comment.

Voting Requirements

Absolute Majority (for delegated authority)

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 09122025

Moved Cr Denton, seconded Cr Egerton-Warburton that Council:

- A. Note that the application has been referred to the Department of Water and Environment Regulation (DWER) as the lot shares a boundary with the Gordon River to the north. Comments from DWER had not been received at the time of writing this report.**
- B. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant delegated authority to the Chief Executive Officer to determine the application for 'animal husbandry – intensive' (sheep feedlot) on Lot 115 (No 491) Addis Road, Cranbrook.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

By Absolute Majority

10.2.3 PROPOSED WATER BOTTLING BUSINESS – LOT 2083 (NO 341) PARSONS ROAD, TENTERDEN

RESPONSIBLE OFFICER: Linda Gray - Chief Executive Officer
REPORT AUTHOR: Liz Bushby, Town Planning Innovations (TPI)
FILE REFERENCE: A9747
APPLICANT: Brent Parsons
DATE OF REPORT: 3 December 2025
ATTACHMENTS: Development Plans

Purpose

The purpose of this report is for Council to consider an application seeking planning approval for a small scale water bottling business on Lot 2083 (No 341) Parsons Road, Tenterden.

The application is being advertised for public comment. Advertising closes on the 9 January 2026.

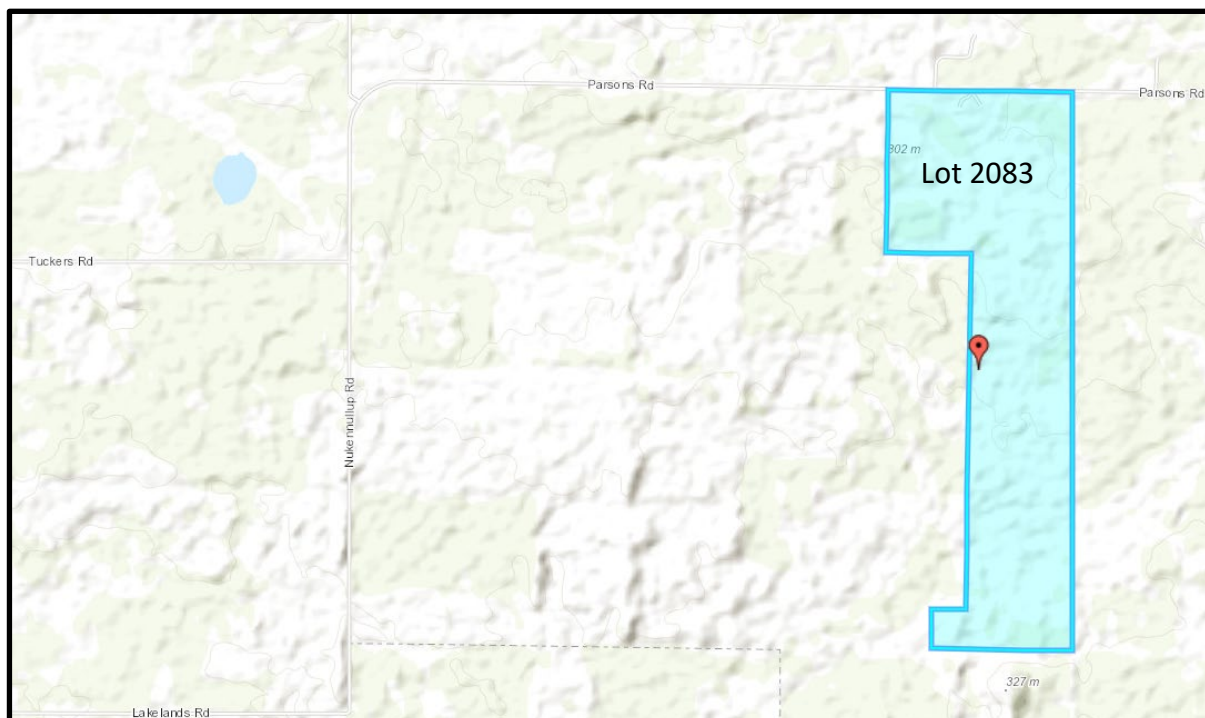
Council is to consider whether the proposal is consistent with the objectives of the Rural zone, and whether to grant delegated authority to the Chief Executive Officer to determine the application once advertising has closed.

Background

Lot 2083 contains an existing dwelling, outbuildings and rainwater tanks. All existing buildings are over 70 metres from Parsons Road, 500 metres from Lakeside Road, and 690 metres from the east lot boundary.

The lot is used for agricultural purposes, and has an area of approximately 364.57 hectares. The lot is located on the corner of Parsons Road and Lakeside Road in Tenterden.

A location plan is included below.



Above: Location Plan

Officer's Comment

- ***Description of Application***

The applicant has advised that:

- a. There are two stainless steel water tanks proposed for rainwater collection, each with a capacity of 5,500 litres, giving a total on-site storage capacity of 11,000 litres. These tanks collect rainwater directly from the existing shed roof catchment area via guttering and a sediment pre-filtration system.
- b. As this is a small, artisan operation, production will remain deliberately limited. Estimated volumes are up to 300 to 500 litres daily, and up to approximately 15,000 to 20,000 litres yearly.
- c. These figures may vary depending on rainfall and demand, but the intention is to maintain a boutique-scale operation rather than an industrial facility.
- d. I reside on the property and will operate the business, with the assistance of friends if required.
- e. Bottling will be completed by hand and in small batches. Current bottle sizes are planned at 500ml and 750ml. The anticipated output is 200 to 400 bottles per day and up to 20,000 bottles per year.
- f. All water will be sourced entirely from rainwater collected on-site. No external water sources will be used.
- g. The production area is contained within the existing building and measures approximately 8.26m x 5.75m, as shown on the submitted plans.
- h. No retail sales will occur on-site. All bottled water will be transported off the property for distribution through shops, markets, and online sales only. There will be no customer traffic entering the farm.
- i. The proposal involves no new construction, no increase in noise, and no environmental disturbance. The intent is to create a small, locally-based rainwater brand that reflects the region and operates in a low impact, respectful manner consistent with rural zoning and lifestyle.

The water bottling process includes:

- Rainwater collected from shed roof
- Initial sediment filtration before entering stainless steel tanks
- Water transferred via sealed pipeline to the bottling shed
- Secondary filtration system
- UV sterilisation treatment
- Manual bottling using a small-scale bottling machine
- Application of tamper seals and labelling
- Storage of finished products for transport

The development plans and photographs are included as Attachment 1.

- **Zoning and Land Use Permissibility**

The lot is zoned Rural under the Shire of Cranbrook Town Planning Scheme No 4 ('the Scheme').

Under Clause 4.2 of the Scheme the objectives of the Rural zone are:

- To ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.
- To provide for intensive agricultural use in suitable areas.
- To consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.
- To allow for facilities for tourists and travellers, and for recreation uses.
- To promote the sustainable management of natural resources, and the prevention of land degradation.
- To have regard to use of adjoining land at the interface of the rural zone with other zones to avoid adverse effects on local amenities.
- To help protect rural land from land degradation and further loss of biodiversity.

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (ie if the land use is permitted, not permitted, discretionary and/or requires advertising).

The proposed land use is not defined in the Scheme, and is not listed in Table 1 of the Scheme. This is referred to as a 'Use Not Listed'.

Council has three options in dealing with a 'Use Not Listed' under Clause 4.4.2 of the Scheme:

Option 1 Determine that the water bottling facility use is consistent with the objectives of the Rural zone and is therefore permitted.

Comment: TPI does not recommend Option 1, as it will set a precedent for all applications for water bottling to be treated as a permitted use in the Rural zone. This is undesirable as there may be locations or cases where the Shire of Cranbrook Council does not support the land use. There have been some controversial cases for water bottling using ground water in other Shires.

Option 2 Determine that the proposed water bottling facility use may be consistent with the objectives of the Rural zone and thereafter follow the advertising procedures of Clause 64 in considering an application for development approval.

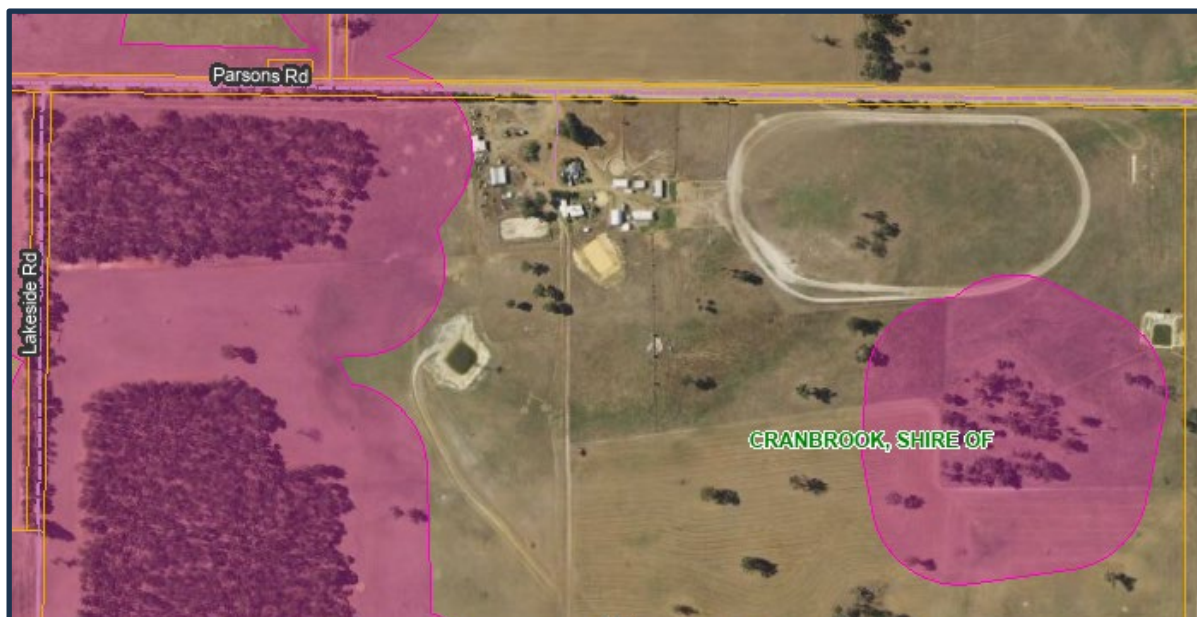
Comment: The business is proposed to be small scale, uses existing infrastructure, and has large setbacks to surrounding lots. TPI recommends Council pursue Option 2.

Option 3 Determine that the water bottling facility use is not consistent with the objectives of the Rural zone and is therefore not permitted.

Comment: Option 3 is not recommended. The application has merit, and Council has discretion to consider a wide range of activities in the Rural zone.

- **Bushfire Planning**

A portion of the lot is within a declared bushfire prone area. The structures being used for the water bottling facility are existing, and are located outside of the bushfire prone area (pink on the map).



Statutory Environment

Planning and Development (Local Planning Schemes) Regulations 2015 –

Clause 67 outlines the matters to be considered by the local government including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Where an application is being processed as a 'Use Not Listed' , it is classified as a 'complex application' under the Regulations. Public advertising must be for a minimum of 28 days.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Shire of Cranbrook Town Planning Scheme No 4 – Outlined in the body of this report.

Food Act 2008 (WA) – The applicant will need to apply and obtain separate approval as a food business. The premises has been inspected by the Shires Environmental Health Officer who has indicated the applicant will also need to lodge a HACCP (Hazard Analysis Critical Control Points) Plan. HACCP principles can be applied to processes throughout every stage of the food supply chain, including production, preparation, packaging and distribution, and are used to manage food safety across many different types of food businesses.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for planning advice. The Shire obtained external advice on land use permissibility.

Risk Implications

The risks associated with matters in this report are:

- Business and Community Disruption
- Errors, Omissions and Delays

The **impacts** of the risk are: People, Non-Compliance

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

The **likelihood** is: Unlikely

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

Risk mitigation includes engaging with the Shire's planning consultant for accurate advice and follow legislated requirements for advertising and decision making.

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.

Outcome 6 – Stimulated Economy: A strong relationship between our business community and the Shire.

Deliverable 6.1: An industrial site is opened and functioning in Cranbrook.

Deliverable 6.2: Advanced local regulation which has encouraged start-up or expansion and diversity of local business.

Outcome 7 – Enabled Economy: A business system is well-functioning through partnerships and alliances.

Deliverable 7.1: Extra flexible housing options for various working needs.

Outcome 8 – Business Attraction: Attracted new business and industry to our region.

Deliverable 8.1: Additional business or micro-production has commenced or expanded in the region.

Consultation

It is compulsory to advertise the application if Council pursues Option 2 as outlined in this report.

To expedite processing of the application, Shire Administration has commenced formal advertising. Advertising closes on the 9 January 2026.

Voting Requirements

Absolute Majority (for delegated authority)

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 10122025

Moved Cr Quick, seconded Cr Egerton-Warburton that Council:

- A. Determine that the proposed water bottling facility use may be consistent with the objectives of the Rural zone, and thereafter follow the advertising procedures of Clause 64 in considering an application for development approval, to facilitate the proposal on Lot 2083 (No 341) Parsons Road, Tenterden.**

- B. Note that the application is being advertised for public comment, and advertising closes on the 9 January 2026.**

- C. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant delegated authority to the Chief Executive Officer to determine the application for a water bottling facility on Lot 2083 (No 341) Parsons Road, Tenterden.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

By Absolute Majority

10.2.4 COUNCIL MEETINGS – SETTING 2026 ORDINARY MEETINGS OF COUNCIL DATES

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Jo Scott – Executive Officer
FILE REFERENCE: GO26
APPLICANT: N/A
DATE OF REPORT: 21 November 2025
ATTACHMENTS: Nil

Purpose

The purpose of this report is for the Council to set the Ordinary Meeting dates for 2026 as per Council Policy 1.1.

Background

Nil

Officer’s Comment

Council Policy 1.1 – Meetings of Council states that all Ordinary Council Meetings will be held at 3:00pm on the third Wednesday of each month (excluding January).

The proposed dates for the Ordinary Council Meetings for 2026 are as follows:

18 February 2026	Cranbrook
18 March 2026	Cranbrook
15 April 2026	Frankland River
20 May 2026	Cranbrook
17 June 2026	Cranbrook
15 July 2026	Cranbrook
19 August 2026	Frankland River
16 September 2026	Cranbrook
21 October 2026	Cranbrook
18 November 2026	Frankland River
16 December 2026	Cranbrook

Statutory Environment

Local Government Act 1995 – Section 5.3 states; A Council is to hold Ordinary Meetings and may hold Special Meetings.

Local Government Act 1995 – Section 5.5 requires the CEO to convene Ordinary Council Meetings by giving each Council member at least 72 hours’ notice of a date, time and place of a meeting and an agenda for the meeting.

Local Government (Administration) Regulations 1996 – regulation 12 requires that Ordinary Council Meetings to be held in the next 12 months shall be advertised.

Further, a local government is to give local public notice of any change to the date, time or place of the meeting.

Policy Applicable – Implications

Council Policy 1.1 – Meetings of Council relates to this report.

Financial Implications

There will be advertising costs for this report.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

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

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

The **likelihood** is Rare

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

Risk mitigation includes ensuring the date, venue and time of all Ordinary Council Meetings are advertised as per the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Strategic Community Plan Reference

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

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/COUNCIL DECISION

Motion 11122025

Moved Cr Quick, seconded Cr Egerton-Warburton that Council:

1. Approve the following Ordinary Council Meeting dates and venues for 2026:

18 February 2026	Cranbrook
18 March 2026	Cranbrook
15 April 2026	Frankland River
20 May 2026	Cranbrook
17 June 2026	Cranbrook
15 July 2026	Cranbrook
19 August 2026	Frankland River
16 September 2026	Cranbrook
21 October 2026	Cranbrook
18 November 2026	Frankland River
16 December 2026	Cranbrook

2. Request the Chief Executive Officer to advertise the approved dates per the *Local Government (Administration) Regulations 1996* – regulation 12.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

10.2.5 POLICY AMENDMENT – 4.15 FINANCIAL HARDSHIP

RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jo Scott – Executive Officer
FILE REFERENCE:	GO17
APPLICANT:	N/A
DATE OF REPORT:	5 December 2025
ATTACHMENTS:	Policy 4.15 Financial Hardship

Purpose

The purpose of this report is for the Council to consider approving the amendments to the attached policy 4.15 Financial Hardship.

Background

Property rates are raised in August of each year with full payment due within 35 days. The Shire also offers either two or four instalment options spread out over the year.

For many years, payment arrangements have been offered to ratepayers who are unable to pay their rates either in full or by the instalment options that are made available. This policy includes the application process or any criteria to guide staff when making decisions on payment arrangements and escalated actions when rates are unpaid.

However, the policy negates the process for actions to be taken against land with unpaid rates. Failure to pay council property rates can result in accumulating interest charges, formal debt collection processes, court action, and, as a last resort, the sale of property by the local government to recover the unpaid amount.

Under the section Debt Recovery the following dot point has been added.

Amendments to policy 4.15:

- **Subdivision 6 of the *Local Government Act 1995* details requirements to be met and the processes to be undertaken for actions against land where rates or services charges are unpaid.**

Officer's Comment

Local governments in Western Australia engage with ratepayers from a wide range of backgrounds and circumstances. Some ratepayers may be in situations of vulnerability and the Shire recognises that some ratepayers will experience financial hardship from time to time.

A person in a situation of vulnerability may have low income or, as a result of their circumstances, be experiencing a financial shock, leading to difficulties in paying rates by the due date. This can take the form of 'payment difficulties' or 'financial hardship'.

Payment difficulties can be defined as:

- a state of immediate financial disadvantage that results in being unable to pay an outstanding amount ... by reason of a *change in personal circumstances*.

Financial hardship can be defined as:

- a state of more than immediate financial disadvantage which results in being unable to pay an outstanding amount without affecting the ability to meet *basic living needs*

Payment difficulties therefore reflect short term financial constraints while financial hardship may reflect financial constraints with longer term or broader implications. It is important to note that in both cases, there is willingness to pay, but an inability to do so.

This policy is designed to assist staff in making decisions regarding offering alternative payment arrangements for those experiencing difficulties. It is not designed to inform the collection of rates from people who are able, but unwilling, to pay their rates in accordance with their obligations under the *Local Government Act*.

Statutory Environment

Section 6.64 of the *Local Government Act 1995*, states: if any rates or service charges remain unpaid for at least three years, the Council has the power to take possession of the land and sell it to recover the outstanding rates, interest, and associated costs.

Local Government (Financial Management) Regulations 1996

Policy Applicable – Implications

This report refers to Council Policy 4.15.

Financial Implications

It is not anticipated that the adoption of the Officer's recommendation will have a large financial impact, as it is merely formalising the arrangements that are currently in place.

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
- Inadequate Engagement Practices

The **impact** of the risk is Financial and Reputational

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

The **likelihood** is Likely

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

Risk mitigation includes having a fair and equitable policy in place to guide staff when making decisions

Strategic Community Plan Reference

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

No consultation was required for this report.

Voting Requirements

Simple Majority

AUDIT COMMITTEE RECOMMENDATION/COUNCIL DECISION

Motion 12122025

Moved Cr Egerton-Warburton, seconded Cr Denton that Council approve the amendments to the attached Policy 4.15 Financial Hardship.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

10.2.6	RAIL CORRIDOR LICENCE - CRANBROOK
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Renee Dean – Executive Assistant
FILE REFERENCE:	PR5
APPLICANT:	N/A
DATE OF REPORT:	10 December 2025
ATTACHMENTS:	Proposed Deed of Variation and Extension

Purpose

The purpose of this report is for the Council to consider renewing the expired rail corridor licence with Arc Infrastructure for three years, which includes responsibility for the old station master house (museum), the old railway station building and the crane.

Background

The Shire has leased 37,785m² of the rail corridor in Cranbrook since 1997. This portion of the corridor incorporates the PR rest area, old station master house (museum), the old railway station building, and the crane, together with the parkland area along Gathorne Street and Harding Street as well as the rail corridor along the back of the Shire works depot.

On 26 October 2022, a three-year licence to use and occupy corridor land was entered into with Arc Infrastructure who manage the rail network assets including rail corridor land in Western Australia. This lease has now expired, and Arc Infrastructure has contacted the Shire to ask if it wishes to enter into a new licence agreement. A condition on past licence agreements was that the Shire would be responsible for the ongoing maintenance of these assets.

In 2022, the agreement was reviewed and Councillor’s inspected the premises located on the rail corridor and the following was reported as part of the Agenda Item that:

The Shire should either equip the building for storage to alleviate the surplus of artefacts at the Museum and then progress to setting up an exhibit in the building that could be open on a regular basis. These displays would be monitored through CCTV back to the Shire (a common procedure with unmanned museums) or volunteers would man it. The possibility of volunteers was raised by Mrs Bernie Climie. Both these suggestions need to be explored further in terms of the impact on resources, but the building does lend itself to being utilised as either storage or as a site for a permanent exhibit that could draw off the Museum and alleviate some of the excess of items and provide more professionally based storage/displays.

Officer’s Comment

It is important to note that since 2022, the Shire of Broomehill-Tambellup have advised the Shire that they wish us to vacate the Archive Repository shared between several Local Governments in the district for the retention of archived records. For this reason, we feel that the Old Railway Station building, which is apart of the new agreement, should be utilised as an archival storage centre. We plan to request funding in the Budget Review to progress this to be in line with the Shire of Broomehill-Tambellup’s timeline of closing the Repository. Along with considering the historical importance of the War Memorial and the Stationmaster’s house, it is important to renew the lease agreement with Arc Infrastructure.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

Funding will need to be set aside as part of the budget review for repairs and maintenance to the railway station building along with the additional works to be able to use the Station as archival storage.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Engagement Practices
- Inadequate Asset Sustainability Practices
- Inadequate Safety and Security Practices
- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are: Reputational, Property

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

The **likelihood** is: Likely,

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

Risk mitigation includes engagement with the community

Strategic Community Plan Reference

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

Key Pillar: Visit

Outcome 10 – Tourism: A strong positioning as a destination for external visitors.

Deliverable 10.1: A unique, well-known, regarded, accessible and measured tourism destination across the Shire of Cranbrook.

Outcome 11 – Public Spaces: Celebrated main-streets and town icons which are inviting meeting places for locals and visitors.

Deliverable 11.1: A programmed upgrade of town main streets including landscaping, signage, planting, furniture, lighting, icons and story-telling.

Deliverable 11.2: A connected, planned, obvious and advancing Cranbrook town retail precinct.

Outcome 12 – Brand: A growing distinguishable regional brand.

Deliverable 12.1: A defined brand which is translated consistently across the region and is celebrated as a community.

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 for this report included the Executive Management Team and Arc Infrastructure.

The CEO noted that one of the buildings may be able to be repurposed into an archive storage facility, the need for this has arisen in the wake of the Archive Repository closing in June 2026.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 13122025

Moved Cr Denton, seconded Cr Quick that Council advise Arc Infrastructure that Council wishes to enter into a three year community lease for an area for 37,785m² of rail corridor in Cranbrook which includes:

- 1. The old Cranbrook Railway Station buildings;**
- 2. The old Cranbrook Station Master house; and**
- 3. The crane located within the rail corridor.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

10.2.7	ARRANGEMENTS FOR LOCAL GOVERNMENT EXTRAORDINARY ELECTIONS - MARCH 2026
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	GO316
APPLICANT:	Nil
DATE OF REPORT:	11 December 2025
ATTACHMENTS:	1. Letter from Western Australian Electoral Commission dated 10 December 2025 advising cost estimate for voting by postal ballot. 2. Written Agreement Letter from the Western Australian Electoral Commission dated 11 December 2025

Purpose

The purpose of this report is for Council to consider formally declaring the Western Australian Electoral Commissioner to be responsible for the conduct of the Local Government Extraordinary Election in March 2026.

Background

On 18 October 2025, the Local Government Ordinary Elections were held. The Shire of Cranbrook had three vacancies to fill and at the close of the nomination period received three nominations. Due to receiving the same number of nominations as vacancies, an election was not required to be held.

Officer's Comment

Since the ordinary election and swearing in of the new elected members, the Chief Executive Officer (CEO) has received notification from Cr Robert Johnson of his resignation from Council. As there are no backfill candidates, the Shire of Cranbrook is required to hold an extraordinary Election to fill the vacancy. The CEO has liaised with the Western Australian Electoral Commission (WAEC) who has provided an estimates for the Electoral Commission to run the 2026 Extraordinary Election, the election will be conducted by postal ballot.

It is recommended that Council approve the appointment of the Western Australian Electoral Commission to conduct a postal election to be held on Thursday, 26 March 2026, with the inclusion in the 25/26 Budget of \$13,000 in payment of this responsibility.

Statutory Environment

Local Government Act 1995

Local Government (Elections) Regulations 1997

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

The estimated cost from the Western Australian Electoral Commission is \$13,000, with some staffing costs being covered by the Shire of Cranbrook, if required.

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 WAEC and Shire of Cranbrook's councillors.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 14122025

Moved Cr Quick, seconded Cr Denton that Council:

1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required, and
2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

By Absolute Majority

10.2.8 POLICY AMENDMENT – POLICY 4.19 RATING STRATEGY

RESPONSIBLE OFFICER: Linda Gray - Chief Executive Officer
REPORT AUTHOR: Chelsea Paterson – Manager of Finance
FILE REFERENCE: GO17
APPLICANT: N/A
DATE OF REPORT: 11 December 2025
ATTACHMENTS: Nil

Purpose

The purpose of this report is for the Council to approve the amendment of Policy 4.19 – Rating Strategy to reflect the Council’s decision made in August 2025 of not granting a discount or incentive for the early payment of rates, the payment of 5% of the early payments to a reserve account and the review of the decision in 2027.

Background

The rating strategy establishes a framework by which a fair and equitable share of rates and charges are paid by property owners, for the services and infrastructure within the Shire of Cranbrook. It also considers the current and future funding requirements required to meet the specific needs of certain areas within the Shire, as well as the long-term plans and aspirations of the Council and community. It has now become a requirement under the Local Government Reform, and should be updated with any changes or additions that reflect on a local government’s management of its rate base.

Officer’s Comment

The review of the Council’s decision to not grant a discount or incentive for the early payment of rates was made at the Council Meeting in August 2025, as it had not been reviewed since the 2013/14 Financial Year. It was agreed that it needed to be reviewed more consistently. The funds saved from non payment of a discount was utilised to fund improvements to existing and new community facilities and were included in a reserve account (Community Facilities Upgrade Reserve) but there was no consistent percentage or calculation defined.

This practice was not included in the Shire’s Policy 4.19 Rating Strategy. Therefore, an amendment to the policy must include:

Amendments to policy 4.19:

- **The Shire does not offer any discount for the early payment of rates, and**
- **This practice must be reviewed by Council in 2027, and**
- **The amount that would normally be offered as discount for early payment and be transferred to a reserve account (Community Facilities Upgrade Reserve) should be assessed at 5% of the total rates raised excluding ex gratia rates.**

Statutory Environment

Nil

Policy Applicable – Implications

Council Policy 4.19 – Rating Strategy.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

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

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

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

The **likelihood** is: Rare

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

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

No consultation was required for this report.

Voting Requirements

Simple Majority

AUDIT COMMITTEE RECOMMENDATION/COUNCIL DECISION

Motion 15122025

Moved Cr Egerton-Warburton, seconded Cr Denton that Council approve the additions to Policy 4.19 – Rating Strategy as follows:

- **The Shire does not offer any discount for the early payment of rates, and**
- **This practice must be reviewed by Council in 2027, and**
- **The amount that would normally be offered as discount for early payment and be transferred to a reserve account (Community Facilities Upgrade Reserve) should be assessed at 5% of the total rates raised excluding ex gratia rates.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

10.3 WORKS

10.3.1 TEN YEAR PLANT REPLACEMENT

RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Stevie Egerton-Warburton - Acting Manager of Works
FILE REFERENCE:	N/A
APPLICANT:	N/A
DATE OF REPORT:	10 December 2025
ATTACHMENTS:	Ten Year Plant Replacement Program - 2025/26 Budget Appendix D.

Purpose

The purpose of this report is for the Council to consider adopting the Ten Year Plant Replacement Program to be included as part of the 2025/26 Budget - Appendix D.

Background

The Shire of Cranbrook has a Ten Year Plant Replacement Program which is reviewed annually as part of the preparation for the annual budget to ensure that plant is renewed at a rate that maintains plant safety while meeting the organisation's ongoing construction and maintenance needs. This information was presented to Council during informal workshops or briefing sessions.

The 10 Year Plant Replacement Program lists all of the Shire's major plant and vehicle items with forecast changeover costs. It identifies items to be included in the upcoming budget with budgeted purchase costs and sale values, and the expected number of years it will be held before changeover. The document also aims to maintain consistent annual expenditure by evening out years of higher or lower changeover costs through the use of the Plant Replacement Reserve.

Officer's Comment

At the Special Council Meeting held on 25 August 2025 Council adopted the 2025 - 2026 Budget which included items of plant for disposal and purchase within this current financial year, although the Ten Year Plant Replacement Program - 2025/26 Budget Appendix D was excluded from the final document. The document has been updated with purchases from last financial year and this years approved budget items, as well as some indicative costs being forecasted for Councils future consideration and approval.

Statutory Environment

Local Government Act 1995

6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

Policy Applicable – Implications

Policy 4.8 Purchasing applies to this report.

Policy 4.14 Asset Disposal applies to this report.

Policy 5.4 Replacement of Plant and Vehicles.

Financial Implications

Any potential deficit can be financed from the Plant Reserve Account. The Reserve Account is to be used for the replacement of major plant and equipment.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Business and Community Disruption
- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Asset Sustainability Practices
- Inadequate Supplier/Contract Management

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

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

The **likelihood** is: Possible

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

Risk mitigation includes written quotations obtained from vendors registered under the WALGA approved suppliers list, consultation with both the Chief Executive Officer and Manager of Finance, and consultation with the Works employees as well as inspection of machines.

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 for this report included Chief Executive Officer, A/Manager of Works, A/Works Supervisor and Works Staff.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 16122025

Moved Cr Quick, seconded Cr Egerton-Warburton that Council approve the Ten Year Plant Replacement Program to be included as part of the 2025/26 Budget - Appendix D.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

10.3.2	NEW POLICY 5.5 WORKS – URBAN AND RURAL CROSSOVERS AND AMENDED POLICY 5.0 WORKS – ROAD MANAGEMENT
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Stevie Egerton-Warburton – A/Manager of Works
FILE REFERENCE:	GO17
APPLICANT:	N/A
DATE OF REPORT:	7 November 2025
ATTACHMENTS:	1. Policy 5.0 Works – Road Management 2. New Policy 5.5 Works – Urban and Rural Crossovers

Purpose

The purpose of this report is for the Council to consider adopting the attached new Policy 5.5 Works – Urban and Rural Crossovers, and approving amendments to existing Policy 5.0 Works – Road Management.

Background

This agenda item was deferred by Council from Ordinary Meeting held 26 November 2025 as Council had several queries relating to maintenance and clearing of road reserves.

Currently, crossovers are regulated under Policy 5.0 – Works: Road Management. However, recent applications for new crossover approvals have highlighted the need for a standalone policy that addresses both urban and rural requirements.

Officer’s Comment

The Shire aims to improve budgeting for crossover subsidies by capping contributions, streamlining the approval process, and ensuring that all crossovers within the road reserve meet minimum construction standards.

Currently there is no formal process and crossover approvals are worked through on a case-by-case basis, taking up Officer time. This Policy will ensure that construction of crossovers are assessed against a minimum standard set by the Shire in accordance with industry standards.

It is to be noted by Council that this policy does not relate to clearing within Shire road reserves and clearing sits outside this policy. Any clearing within road reserves is to be directed to the Department of Water and Environmental Regulation (DWER).

Amendments made to Policy 5.0 Road Management consist of the removal of point 5. Crossovers (Property Entrance), no other amendments have been made.

Statutory Environment

Local Government Act 1995
Main Roads Standards and Guidelines
Austroads Guide to Road Design

Policy Applicable – Implications

This report is recommending adoption of a new Council Policy and subsequent changes to 5.0 Works – Road Management.

Financial Implications

There are no additional financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

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

The **impacts** of the risk are: Service Interruption, Non-Compliance, Property and Natural Environment

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

The **likelihood** is: Unlikely

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

Risk mitigation included referencing relevant industry standards.

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 for this report included other Local Governments, EMT and Council.

Voting Requirements

Simple Majority

AUDIT COMMITTEE RECOMMENDATION/COUNCIL DECISION

Motion 17122025

Moved Cr Lange, seconded Cr Quick that Council:

- 1 Approve the revision of Policy 5.0 Works – Road Management to exclude point 5. Crossovers (Property Entrance); and**
- 2 Adopt new Policy 5.5 Works – Urban and Rural Crossovers, as attached.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

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

Nil

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

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 18122025

Moved Cr Denton, seconded Cr Quick that Council discuss Item 12.1 Council Plan 2025-2035 now.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

12.1	COUNCIL PLAN 2025 - 2035
RESPONSIBLE OFFICER:	Linda Gray, Chief Executive Officer
REPORT AUTHOR:	Linda Gray, Chief Executive Officer
FILE REFERENCE:	AD3
APPLICANT:	Nil
DATE OF REPORT:	15 December 2025
ATTACHMENT:	Shire of Cranbrook Council Plan 2025 - 2035

Purpose

The purpose of this report is for the Council to consider the adoption of the Council Plan 2025 – 2035 which is the Shire’s plan for the future. The Council Plan 2025 - 2035 integrates our Strategic Community Plan and Corporate Business Plan.

Background

The Council Plan 2025 - 2035 is Council’s key strategy and planning document and forms the basis of the Integrated Planning and Reporting (IPR) Framework providing the foundation to develop other strategic documents.

The Community Plan is a strategy and planning document that has been developed to reflect Cranbrook’s community vision, strategic direction, and priorities for action over the next 10 years. It clearly links Council’s vision and long-term strategy with community’s aspirations.

As part of the Integrated Planning and Reporting (IPR), the Shire is required to prepare a number of documents to facilitate sustainable, long term and strategic management of the services the Shire provides. Two of the critical components of the IPR is the Strategic Community Plan and the Corporate Business Plan, and the Council made the decision early in 2025 that they would combine both documents into one document.

The IPR Framework and Guidelines issued by the Department of Local Government, Sport and Cultural Industries states:

“IPR enables community members and stakeholders to participate in shaping the future of the community and in identifying issues and solutions. This is not restricted by the Council’s direct service delivery responsibilities. A community’s aspirations are expressed as a vision, outcomes (or similar) and priorities.

The Strategic Community Plan doesn’t make local government accountable for high level community visions or outcomes. Rather, the Strategic Community Plan needs to include clear definition of the Council’s strategic priorities, intentions for asset stewardship and service delivery, and resourcing implications over the coming decade – clearly linked to the community’s aspirations. The Strategic Community Plan can also encompass the contributions of others and provide inspiration and guidance for alignment of all relevant stakeholders in favour of the community’s aspirations.”

Core components of the IPR are:

- Strategic Community Plan - Community vision, strategic direction, long and medium-term priorities and resourcing implications with a horizon of 10 years,
- Corporate Business Pan - Four-year delivery program, aligned to the Strategic Community Plan, and accompanied by four-year financial projections,

- Informing Strategies
 - o Long Term Financial Plan - long term financial position;
 - o Asset Management Plan - approach to managing assets to deliver chosen service levels;
 - o Workforce Plan - shaping the Shire's workforce to deliver organisational objectives now and into the future;
- Annual Budget - Financial statements for one year.

As part of the integrated planning process local governments are required to consult with their communities to develop a long-term vision, examine the demographic, social, environmental, and economic trends shaping the future of their area and align their activities and resources to address the community's aspirations expressed in this vision. Measurement, assessment, and reporting are also logically part of the Framework, enabling continuous improvement and ultimately supporting progress towards the community's vision and objectives.

To review the draft Council Plan, the views of as many members of the community as possible was sought through an engagement process. During December 2023 and February 2024, the Shire undertook a community engagement survey which provided information for the MARKYT Community Scorecard. Priorities were not that different from the result of the previous community engagement process held in 2020. In addition, Councillors consulted with the community through being on site during both the Cranbrook Show and the Frankland River Fun Day as well as identifying priorities, issues and future projects with Council through a workshop facilitated by Moore Australia (WA) Pty Ltd in 2025.

Statutory Environment

The Shire of Cranbrook is required to implement the IPR Framework pursuant to S5.56 of the Local Government Act 1995.

Regulation 19C of the Local Government Administration Regulations 1996 requires that:
"A local government is to ensure that a Strategic Community Plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013."

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

Formal adoption of the Council Plan 2025 - 2035 will be the basis from which the Council will set priorities and from which the annual budget will be derived.

Risk Implications

The risks associated with matters in this report are:

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

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

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

The **likelihood** is Unlikely

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

Risk mitigation includes Councillors having a clear understanding of the content of the Strategic Community Plan and the entire IPR process.

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

Extensive community consultation was undertaken to assist with the development of the Council Plan.

Cr Egerton-Warburton pointed out that headings 2 and 3 of the objectives had the same description. Council agreed to defer the item until the document was updated.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council adopt the draft Council Plan 2025-2035 as attached.

Voting Requirements

Simple Majority

COUNCIL DECISION

Motion 19122025

Moved Cr Denton, seconded Cr Egerton Warburton that item 12.1 Council Plan 2025 – 2035 be deferred.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

13. MATTERS BEHIND CLOSED DOORS

Statutory Environment

Section 5.23 of the Local Government Act 1995 allows the Council to close all or part of a Council Meeting to members of the public if the meeting or the part of the meeting deals with a range of issues, dealing with any of the following; (a) a matter affecting an employee or employees; (b) the personal affairs of any person; (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; (e) a matter that if disclosed, would reveal — (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; (f) a matter that if disclosed, could be reasonably expected to — (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; (ii) endanger the security of the local government's property; or (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and (h) such other matters as may be prescribed.

As such it is recommended that the meeting be closed to the public in order deal with these items.

A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 20122025

Moved Cr Egerton- Warburton, seconded Cr Denton that the meeting be closed to members of the public in accordance with section 5.23 (2) (c) of the Local Government Act 1995, to discuss a contract to be entered into, or which may be entered into, by the local government.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

The Meeting was closed to the public at 4.05pm

CONFIDENTIAL

13.1	E-QUOTES – SUPPLY, DELIVERY & SPRAYING OF BITUMEN
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	FM21
APPLICANT:	N/A
DATE OF REPORT:	11 December 2025
ATTACHMENTS:	1. Butumen E-Quotes Evaluation 1. 2025/26 Capital Road Projects

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 21122025

Moved Cr Quick, seconded Cr Lange that Council award the E-Quotes for the Supply, Delivery and Spraying of Bitumen for the 2025/26 Capital Road Projects to Bitutek Pty Ltd.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

CONFIDENTIAL

13.2 REQUEST TO QUOTE FOR SF007 SHAMROCK ROAD

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Linda Gray – Chief Executive Officer
FILE REFERENCE: FM21
APPLICANT: N/A
DATE OF REPORT: 12 December 2025
ATTACHMENTS: Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 22122025

Moved Cr Denton, seconded Cr Quick that Council accept the Quote from Riverhill for \$198,400 for the purpose of shoulder widening on Shamrock Road (SLK 21 – 24) to be completed by 14 February 2026.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 23122025

Moved Cr Denton, seconded Cr Quick that the meeting be re-opened to the public.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

The meeting was re-opened at 4.08pm.

PROCEDURAL MOTION

Motion 24122025

Moved Cr Denton, seconded Cr Quick that Standing Orders be reinstated.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr C Lange,
Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

14. CLOSURE OF MEETING

There being no further business to discuss, the Shire President, Cr Mulcahy declared the meeting closed at 4.08pm.