

COUNCIL MEETING

AGENDA



For the Ordinary Meeting of Council to be held on

18 February 2026

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook will be held on Wednesday 18 February 2026 at the Cranbrook Council Chambers commencing at 3.00pm.



Linda Gray
Chief Executive Officer



PUBLIC QUESTION TIME – RULES AND PROCEDURES

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

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

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

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

Recording Of Proceedings

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

DISCLAIMER

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

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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.

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Recording of Meetings

- All Council Meetings are digitally recorded, for audio only, and uploaded to the Shire website following the meeting, except for Confidential Agenda Items (in accordance with Section 5.23(2) of the Local Government Act 1995) which will not be uploaded to the website, in accordance with Reg 14(10) of the Local Government Administration Regulations 1996.

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

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

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AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

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

Chief Executive Officer	Ms LA (Linda) Gray
Manager of Finance	Miss C (Chelsea) Paterson
Manager of Works	Mr L (Les) Vidovich
Community Development Manager	Mrs J (Jenny) Cristinelli
Executive Officer	Miss JL (Jo) Scott

Members of the Public

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

3. APPLICATIONS FOR LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTIONS

5. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

7. DISCLOSURE OF INTEREST

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 17 December 2025

That the minutes from the Ordinary Meeting of Council held on 17 December 2025, be confirmed as a true and correct record.

10. REPORTS OF OFFICERS

10.1 CORPORATE AND COMMUNITY SERVICES

10.1.1 LIST OF PAYMENTS – DECEMBER 2025

RESPONSIBLE OFFICER:	Chelsea Paterson - Manager of Finance
REPORT AUTHOR:	Madeleine Hammond – Finance Administration Officer
FILE REFERENCE:	FM2
APPLICANT:	N/A
DATE OF REPORT:	21/01/2026
ATTACHMENTS:	List of Payments – 1 December 2025 to 31 December 2025

Purpose

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

Background

Nil

Officer's Comment

Nil

Statutory Environment

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

13. List of accounts

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

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

13A. Payments by employees via purchasing cards

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

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

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

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

Policy Applicable – Implications

Council Policy 4.8 – 'Purchasing', states that:

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

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

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

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

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

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

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

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

The **likelihood** is: Rare

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

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

Strategic Community Plan Reference

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

Key Pillar: Connect

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

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

Consultation

Consultation was not required for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That the payment of accounts totalling \$924,835.45 per the attachment be noted:

- **Electronic Funds Transfers EFT 17248 to EFT 17340 - \$724,459.24**
- **Cheque transfers 12299 - 12299 - \$200.00**
- **Internal Account Transfers (Payroll) - \$157,270.79**
- **Direct Debit - \$42,905.422**
- **Credit card purchases of \$3,525.35; and**
- **Fuel Card Purchases \$472.55**

10.1.2	LIST OF PAYMENTS – JANUARY 2026
RESPONSIBLE OFFICER:	Chelsea Paterson - Manager of Finance
REPORT AUTHOR:	Madeleine Hammond – Finance Administration Officer
FILE REFERENCE:	FM2
APPLICANT:	N/A
DATE OF REPORT:	10/02/2026
ATTACHMENTS:	List of Payments – 1 January 2026 to 31 January 2026

Purpose

The purpose of this report is to advise the Council of payments made during the period 1 January 2026 to 31 January 2026.

Background

Nil

Officer's Comment

Nil

Statutory Environment

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

13. List of accounts

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

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

13A. Payments by employees via purchasing cards

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

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

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

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

Policy Applicable – Implications

Council Policy 4.8 – 'Purchasing', states that:

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

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

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

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

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

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

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

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

The **likelihood** is: Rare

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

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

Strategic Community Plan Reference

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

Key Pillar: Connect

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

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

Consultation

Consultation was not required for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That the payment of accounts totalling \$490,916.02 per the attachment be noted:

- Electronic Funds Transfers EFT 17341 to EFT 17447 - \$299,389.65
- Cheque transfers 12300 - 12300 - \$208.50
- Internal Account Transfers (Payroll) - \$157,270.79
- Direct Debit - \$34,047.08; and
- Credit card purchases of \$5,409.72

10.1.3 MONTHLY FINANCIAL REPORT – DECEMBER 2025

RESPONSIBLE OFFICER:	Chelsea Paterson – Manager of Finance
REPORT AUTHOR:	Chelsea Paterson – Manager of Finance
FILE REFERENCE:	FM12
APPLICANT:	N/A
DATE OF REPORT:	12 January 2026
ATTACHMENTS:	Financial Statements for December 2025

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as of 31 December 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 December 2025 Monthly Financial Report represents Six (6) months of the financial year. The following items are worthy of noting on the December 2025 report:

- Closing surplus position of \$3,431,847 (shown on page 2).
- Cash and cash equivalents of \$6,142,312 of which \$3,668,765 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of \$801,937 equates to 23.1% 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

That the attached Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 31 December 2025 be received.

10.1.4 MONTHLY FINANCIAL REPORT – JANUARY 2026

RESPONSIBLE OFFICER:	Chelsea Paterson – Manager of Finance
REPORT AUTHOR:	Chelsea Paterson – Manager of Finance
FILE REFERENCE:	FM12
APPLICANT:	N/A
DATE OF REPORT:	11 February 2026
ATTACHMENTS:	Financial Statements for January 2026

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as of 31 January 2026.

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 January 2026 Monthly Financial Report represents Seven (7) months of the financial year. The following items are worthy of noting on the January 2026 report:

- Closing surplus position of \$3,169,766 (shown on page 2).
- Cash and cash equivalents of \$6,526,044 of which \$3,668,859 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of \$641,896 equates to 18.5% 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

That the attached Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 31 January 2026 be received.

10.1.5	SUPPORT FOR WIND FARM 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:	11 February 2026
ATTACHMENTS:	Renewable Energy Forum Flyer

Purpose

The purpose of this report is to ask Council to support and fund the donation of an additional \$3,000 towards a Wind Farm Forum proposed by the Gillamii Centre to be held on 26 February 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 Local Policy 2 – Wind farms was an opportunity for Council to decide how it seeks to control wind farms proposed in the Shire. The Forum will allow Council to further promote the Council’s policy.

There has been a lack of budget planning with the event and it has been necessary for Gillamii to request further support from Council with its costs. The Shire already supports Gillamii with operating costs of \$72,000, however, the Forum is a one off and will provide information on a rapidly evolving industry to our community. We are all aware of the divisive nature of wind farms to farming communities and it is important for all to be able to ask questions and discuss the issues we have all observed in other local governments.

Statutory Environment

Nil

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

\$3,000 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
- 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 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.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council provide the Gillamii Centre with further funding of \$3,000 towards the operating costs of holding a Wind Farm Forum on 26 February 2026.

10.1.6 2025/2026 MID-YEAR BUDGET REVIEW

RESPONSIBLE OFFICER: Chelsea Paterson – Manager of Finance
REPORT AUTHOR: Chelsea Paterson – Manager of Finance
FILE REFERENCE: FM6
APPLICANT: N/A
DATE OF REPORT: 12 February 2026
ATTACHMENTS: 2025-2026 Budget Review Report

Purpose

For Council to consider the Shire of Cranbrook’s financial position as of 31 December 2025 and performance for the period 1 July 2025 to 31 December 2025 in relation to the 2025/2026 adopted budget and projections estimated for the remainder of the financial year.

Background

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996*, and Australian Accounting Standards. The report for the period 1 July 2025 to 31 December 2025 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2026 and is presented for council’s consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

The material variance levels which have been reported for the budget review are based upon management judgement where explanations are considered appropriate.

Officer’s Comment

The budget review report includes at Note 4 a summary of predicted variances by nature and type activities contained within the Statement of Financial Activity. The Key Features of this budget review are listed below and further breakdown of expenses and costs are include in the agenda.

Description	Variance
Reduction in General Rates revenue due to unbudgeted nonpayment of rates by Forest Products Commission	-\$26,153
Additional Financial Assistance Grant revenue	\$160,367
Increased revenue in Fees and Charges due to additional Private Work income	\$64,909
Increase to Employee Costs to allow for additional staffing requirements	-\$150,386
Increase to Materials and Contracts due to use of contractors earlier in the year when works staff numbers were low. Additional Gillamii Centre funding.	-\$157,802
Increase to Utilities Charges due to higher electricity and water costs	-\$26,381
Increase to roads infrastructure depreciation. This is a non-cash item and not reflected in the surplus/deficit so not listed in the cash variance -\$171,665	0
Increase to Purchase of Plant and Equipment for Ford Everest Trend Upgrade	-\$17,093
Fire Shed costs slightly higher than anticipated	-\$5,043
Bowling Green expenses slightly lower than anticipated	\$5,500
Sundry minor increases in revenue	\$3,985
Adjustment to opening surplus 1 July 2025	\$148,457
Overall change in surplus	0

In considering the above variances and projections within the attached budget review, the closing position has not changed, reflected in the Statement of Budget Review by nature or type.

Following the completion of the budget review and to properly consider the impact of estimated projections at 30 June 2026, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate.

Statutory Environment

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

1. Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- 2A The review of an annual budget for a financial year must –
 - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government’s financial position as at the review date; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) include the following –
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end of year amount for the item.
2. The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
3. A council is to consider a review submitted to it and is to determine* whether or not to adopt the review or any recommendations made in the review.
**Absolute majority required*
4. Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Section 6.8(1) (b) of the Local Government Act 1995 provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

Authorisation of expenditure through budget amendments recommended. Other specific implications are as outlined in the body of 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
- Inadequate Project/Change Management
- Inadequate Supplier/Contract Management

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

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

The **likelihood** is: Unlikely

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

Risk mitigation includes ensuring Council adopt a balanced budget each year and that staff are competent in project management.

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 for this report included the Executive Management Team

Voting Requirements

Absolute Majority

OFFICER’S RECOMMENDATION No 1

That Council adopt by absolute majority the 2025/2026 midyear budget review as attached.

Voting Requirements

Absolute Majority

OFFICER’S RECOMMENDATION No 2

That council adopt by absolute majority the following budget amendments to the 2025/2026 adopted annual budget:

Account and Description	Classification	Variance
Increase Admin Employee Expenses - Salaries and Wages to allow for additional staffing requirements	Operating Expenses	\$100,708
Increase to Admin Staff Uniform to allow for Contract Staff Changes	Operating Expenses	\$1,645
Increase to Admin Workers Compensation Premium	Operating Expenses	\$21,423
Increase to Fringe Tax Benefit to reflect more accurately	Operating Expenses	\$9,016
Increase to HR Expenses to allow for CEO recruitment process	Operating Expenses	\$20,000
Decrease to Animal Control - Other Employee Expenses	Operating Expenses	(\$1,950)
Increase to Health Employee Costs – Salaries and Wages	Operating Expenses	\$2,750
Increase to Staff Housing and Other Housing Building Maintenance and Operating Expenses – Salaries and Wages to allow for in house maintenance	Operating Expenses	\$3,000
Increase to Waste Site Maintenance – Salaries and Wages to allow for in house rubbish tip maintenance	Operating Expenses	\$5,984

Increase to Public Conveniences – Salaries and Wages	Operating Expenses	\$9,800
Increase to Cranbrook Regional Hub – Salaries and Wages	Operating Expenses	\$3,100
Increase to Lake Maintenance – Salaries and Wages	Operating Expenses	\$9,200
Increase to Road Maintenance – Salaries and Wages	Operating Expenses	\$30,000
Increase to Cranbrook Caravan Park – Salaries and Wages to allow for relief staff	Operating Expenses	\$3,100
Increase to Frankland Caravan Park – Salaries and Wages to allow for staffing requirements	Operating Expenses	\$20,200
Increase to Building Surveyor Employee – Salaries and Wages to allow for additional employee hours	Operating Expenses	\$12,383
Increase to Private Works – Salaries and Wages	Operating Expenses	\$4,533
Reduce Safety and Risk Management – Salaries and Wages	Operating Expenses	(\$4,020)
Reallocation of Budget from Works Staff Training IE Code 521 Labour to 502 Other Employee Costs	Operating Expenses	\$25,000
Reallocation of Budget from Works Staff Training IE Code 521 Labour to 502 Other Employee Costs	Operating Expenses	(\$25,000)
Increase to Wages for Meetings Work Staff – Salaries and Wages and Other Employee Costs	Operating Expenses	\$9,811
Reduce Workers Compensation Insurance – Works Staff	Operating Expenses	(\$9,960)
Reduction to Works Employee Expenses – Salaries and Wages and Superannuation	Operating Expenses	(\$127,281)
Reduction to Works Staff Conference – Other Employee Costs	Operating Expenses	(\$4,000)
Increase to Workers Compensation Payments – Salaries and Wages	Operating Expenses	\$5,000
Combined Movement in Employee Costs		\$150,385
Increase to Rates Professional Services	Operating Expenses	\$20,000
Increase to Members Telecommunication Allowance	Operating Expenses	\$2,500
Reallocation of Budget from Members Telecommunication Allowance IE Code 580 Other Expenses to 523 Telephone & Internet Expenses	Operating Expenses	\$2,850
Reallocation of Budget from Members Telecommunication Allowance IE Code 580 Other Expenses to 523 Telephone & Internet Expenses	Operating Expenses	(\$2,850)
Increase to Admin Building Expenses Materials and Labour	Operating Expenses	\$11,100
Reduction to Admin Computers – Materials	Operating Expenses	(\$2,500)
Reduction to Admin Legal Expenses	Operating Expenses	(\$25,000)
Increase to Capital Expense Admin Vehicles	Capital Expenses	\$25,000

Reduce Admin Subscriptions	Operating Expenses	(\$2,275)
Reduce Admin Telephone Expenses	Operating Expenses	(\$4,441)
Increase to Computer Equipment Maintenance	Operating Expenses	\$24,331
Reallocated budget from Computer Equipment Maintenance to Website Upgrade GL	Operating Expenses	(\$57,306)
Reallocated budget from Computer Equipment Maintenance to Website Upgrade GL	Operating Expenses	\$57,306
Reduced Audit Fees Expenses	Operating Expenses	(\$2,721)
Reduction of Council Fire Mitigation Expense (No funding)	Operating Expenses	(\$21,000)
Reduction to Council Fire Mitigation Revenue (as above)	Operating Revenue	(\$23,500)
Overall reduction to Council Fire Prevention – Materials, Labour and Telephone	Operating Expenses	(\$13,350)
Overall reduction to Animal Control – Materials and Labour	Operating Expenses	(\$5,200)
Reduce Contract EHO expenses	Operating Expenses	(\$10,000)
Reduce Contributions Other Health Services	Operating Expenses	(\$1,000)
Increase Frankland River Medical Service to include \$5k for CRC Medical Reception missed in original budget	Operating Expenses	\$5,000
Reduce Seniors Projects	Operating Expenses	(\$3,500)
Reduce Thank a volunteer expense – No event this year	Operating Expenses	(\$1,000)
Increase Staff Housing Building Maintenance - Materials	Operating Expenses	\$1,000
Reduction to Property Management Fees	Operating Expenses	(\$1,500)
Reduction to Staff Housing Building Maintenance Labour	Operating Expenses	(\$20,670)
Increase to Gillamii Centre Labour Services	Operating Expenses	\$5,300
Increase to Gillamii Centre Funding to include \$12k missed in original budget and \$3k for Wind Farm event	Operating Expenses	\$15,000
Reduce Cranbrook Hall Building Maintenance	Operating Expenses	(\$6,500)
Increase to Frankland River Hall Building Maintenance including \$10k for new tank site preparation	Operating Expenses	\$16,500
Reduction to Cranbrook Parks and Gardens Labour Services	Operating Expenses	(\$11,920)
Increase to Fredrick Square Materials	Operating Expenses	\$2,000
Increase to Road Maintenance Labour Services	Operating Expenses	\$175,000

Increase to Airstrip Maintenance	Operating Expenses	\$1075
Increase to Frankland River Caravan Park Labour	Operating Expenses	\$3,000
Reduction to Tourism and Area Promotion	Operating Expenses	(\$11,500)
Saving on Contract Building Surveyor as we have Beth Horrocks back	Operating Expenses	(\$9,800)
Overall Increase to Private Works Materials and Labour	Operating Expenses	\$10,039
Overall decrease to Risk Management Materials and Labour	Operating Expenses	(\$4,145)
Reduction to Floating Plant and Loose Tools	Operating Expenses	(\$13,000)
Reduction to Parts and Repairs Labour Services	Operating Expenses	(\$21,146)
Combined Movement in Materials and Contracts		\$59,384
Overall Movement in Utilities		\$26,381
Increase to Depreciation – Infrastructure		\$171,665
Increase to Contribution to CB Golf Club to cover Hollow Log Expenses	Operating Expenses	\$3,346
Reduction to General Rates Levied due to the Forrest Products Commission ongoing rating issue	Operating Revenue	(\$28,000)
Increased Financial Assistance Grant revenue	Operating Revenue	\$24,634
Increased Local Roads Grant revenue (portion of Financial Assistance Grant)	Operating Revenue	\$114,028
Increase Admin Reimbursements revenue	Operating Revenue	\$3,500
Increase Property Insurance Reimbursements	Operating Revenue	\$1,566
Decreased Reimbursement Rest Bay Maintenance	Operating Revenue	(\$7,273)
Increased Cranbrook Regional Hub revenue	Operating Revenue	\$3,000
Increased CBH Units Reimbursement	Operating Revenue	\$17,000
Combined movement in Operating Grants, Subsidies and Contributions		\$160,367
Increase Infringement revenue	Operating Revenue	\$1,100
Increase to Staff Housing Rent	Operating Revenue	\$36,412
Decrease to Other Housing Rent	Operating Revenue	(\$40,080)
Increase to Recycling Removal Charges	Operating Revenue	\$2,450
Increase to Waste Removal Charges	Operating Revenue	\$3,928
Increased Cemetery Fees income	Operating Revenue	\$1,400

Increased Cranbrook Regional Hub revenue	Operating Revenue	\$2,000
Decreased Frankland River Community Centre revenue	Operating Revenue	(\$1,500)
Decreased Cranbrook Community Bus Hire	Operating Revenue	(\$2,350)
Increase to Private Works Income	Operating Revenue	\$61,212
Combined Movement to Fees and Charges		\$64,909
Savings on Capital Expense Cranbrook Bowling Green	Capital Expenditure	(\$5,500)
Reduce Capital Expense Light Plant and Equipment	Capital Expenditure	(\$14,549)
Overall increase to Capital Expense Cranbrook Fire Shed	Capital Expenditure	\$5,044
Combined Movement to Capital Expenses		\$16,636
Council Resolution 06102025		
Decrease Capital Expense Depot Upgrade	Capital Expenditure	(\$33,000)
Increase Capital Expense Cranbrook Fire Shed	Capital Expenditure	\$33,000
Decrease Expense Transport, Planning & Professional Services	Operating Expense	(\$12,183)
Increase Capital Expense Cranbrook Fire Shed	Capital Expenditure	\$12,183
Decrease Expense Waste Site Maintenance	Operating Expense	(\$5,000)
Increase Capital Expense Cranbrook Fire Shed	Capital Expenditure	\$5,000
Council Resolution 06092025		
Decrease Capital Expense Cranbrook Sporting Club Kitchen Upgrade	Capital Expenditure	(\$80,000)
Increase Capital Expense Cranbrook Bowling Green	Capital Expenditure	\$80,000

10.1.7 GREAT SOUTHERN VOLUNTARY ORGANISATION OF COUNCILS

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Linda Gray – Chief Executive Officer
FILE REFERENCE: GO22
APPLICANT: Nil
DATE OF REPORT: 12 February 2026
ATTACHMENTS: Nil

Purpose

The purpose of this report is for the Council to consider the Shire of Cranbrook's support and financial contribution to the continuation of an Executive Officer to the Great Southern Voluntary Regional Organisation of Councils (GSVROC) for June 2026 and for the 2026/27 financial year.

Background

In May 2025 Council approved the Shire of Cranbrook's membership in the Great Southern Voluntary Regional Organisation of Councils (GSVROC). At the time consideration was given to employing a part time executive officer and individual Councils' funding was discussed. However, grant funding for this purpose was received from the Great Southern Development Commission through drought resilience funding and an Executive Officer was appointed temporarily based at the Shire of Katanning. Funding for the Executive Officer role was originally due to conclude in October 2025, however as the position did not commence until September 2025, an extension was received until 30 May 2026.

Voluntary Regional Organisations of Councils are voluntary groupings of councils in Australia. They represent collaborative partnerships between neighbouring councils to address common issues across a particular region or area. It was strongly felt by the current Chief Executive Officers involved in GSVROC that an Executive Officer was important to the success of the GSVROC. Prior to this, each local government took turns in providing support.

Officer's Comment

It is important that Council maintains strategic alliances with local governments in the region. In the past, the SLVROC has managed to bring considerable funding into the region to fund joint projects to address common issues. It is to be hoped that the GSVROC will continue to do the same.

If Council is to support this request, then a funding model needs to be considered. The total amount that needs to be covered is calculated as \$53,414.56. The options are:

- An equal share (not dependent upon each local government's Band) being \$6,676.82
- A split between Band 3 and Band 4 which would result in Band 3 paying \$12,463.40 and Band 4 paying \$3,204.87

Statutory Environment

Local Government Act 1995 • Division 4 — Regional local governments and regional subsidiaries.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

The financial implications would be in the range of \$3,204.87 - \$6,676.82 in the 2026/27 financial year budget, the exact amount would be dependent upon the funding model selected.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Project/Change Management

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

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

The **likelihood** is: Unlikely

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

Risk mitigation includes continuing to aspire to best practice within the Shire of Cranbrook.

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 the Shire President, Cr P Mulcahy, who was present at the GSVROC Meeting on 9 February 2026 when the funding for the Executive Officer was discussed.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse in principle the continuation of the Great Southern Voluntary Regional Organisation of Councils (GSVROC) Executive Officer position beyond May 2026.**
- 2. Approve a funding allowance range for the 2026/27 financial year of a minimum of \$3,308.87 and a maximum of \$6,676.82, to enable the CEO to negotiate a final funding model with the GSVROC member Councils; and**
- 3. Note that funding for any additional GSVROC project will continue to be considered by Council on a project-by-project basis.**

10.2 GOVERNANCE AND EXECUTIVE SERVICES

10.2.1	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:	5 February 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 was presented to Council in December 2025, but an error was found in the document so the matter was deferred until the document could be corrected. This has now been done.

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 Plan - 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. There was a correction done to the previous document presented at the December 2025 Council meeting due to an error, and the document is now being resubmitted for Council's approval.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

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

10.3 WORKS

10.3.1 PROPOSED ROAD CLOSURE – PORTION OF KENNY ROAD AND RENMAING TO POISON HILL ROAD

RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	RO079 & RO033
APPLICANT:	Shire of Cranbrook
DATE OF REPORT:	5 February 2026
ATTACHMENTS:	1. Map of Poison Hill Road and Kenny Road

Purpose

The purpose of this report is for the Council to consider resolving the inconsistencies of road naming through an application for a road closure for a section of Kenny Road, and the renaming of the remaining section that terminates at Haynesdale Road.

Background

The inconsistencies of the current property address of FJ & DM Haynes are reflected in the identification of it as being on Kenny Road (see below) on Landgate, and then as Poison Hill Road in a Shire’s rate notice. To bring their address into line with Poison Hill Road, the Haynes family updated their address in various important databases to reflect Poison Hill Road. This situation has been further exacerbated by Shire signage changing from Kenny Road to Poison Hill Road and back again to gain some consistency and provide direction for vehicles in an emergency management situation. Rate notices should reflect the Landgate data but this does not always match directional finding applications and this has created a problem in that trucks are directed down Kenny Road with the section between Poison Hill Road and Grassy Bank Road being impassable.


In July 2025 an email was received from R J & D M Haynes summing up the frustration of the past 20 years of inconsistency in their farm address.

Our experience thus far has been to discover one day that the street sign had been changed and apparently we no longer lived on Kenny Road, instead we were now residing on Poison Hill Road. Nil advise, nil consultation and nil explanation provided. When queried, the Shire informed us that our road name had been changed and we were advised to update our address on the myriad of data bases and registers a business and private citizen exists upon. As aggravating as this was, this direction was complied with as the street sign did seem to confirm our supposed new location. Imagine our surprise when we repeatedly discovered that our "address" did not exist on a growing number of databases, the Certificate of Title exhibited below being just one such example. We naturally presented this information to the Shire and asked that the necessary databases be amended. In the subsequent years, over 20 we believe, we have received a variety of responses to these inquiries including: sure we'll make that change; yes we've already made that change; and, no sorry we can't make that change it is too difficult or too expensive or can't be done.

1317/487

651 Kenny Road, FRANKLAND RIVER 6396

Title Details		Plan Details
General Details		Associated Documents
		Ownership History
Certificate of Title	1317/487	
Title Type	Certificate of title under the Transfer of Land Act	
Parcel Identifier	Lot 348 On Deposited Plan 141634 HAY Location 348	
Address Details	651 Kenny Road, FRANKLAND RIVER 6396	
Dealing Status	Complete	
Purchasers Caveat	N/A	
Other Interests	N/A	
Document Type	Transfer	
Document Number	D700596	
Date of Execution	01/09/1986	
Consideration	N/A	
Proprietor(s)	HAYNES, FRANCIS JOHN	



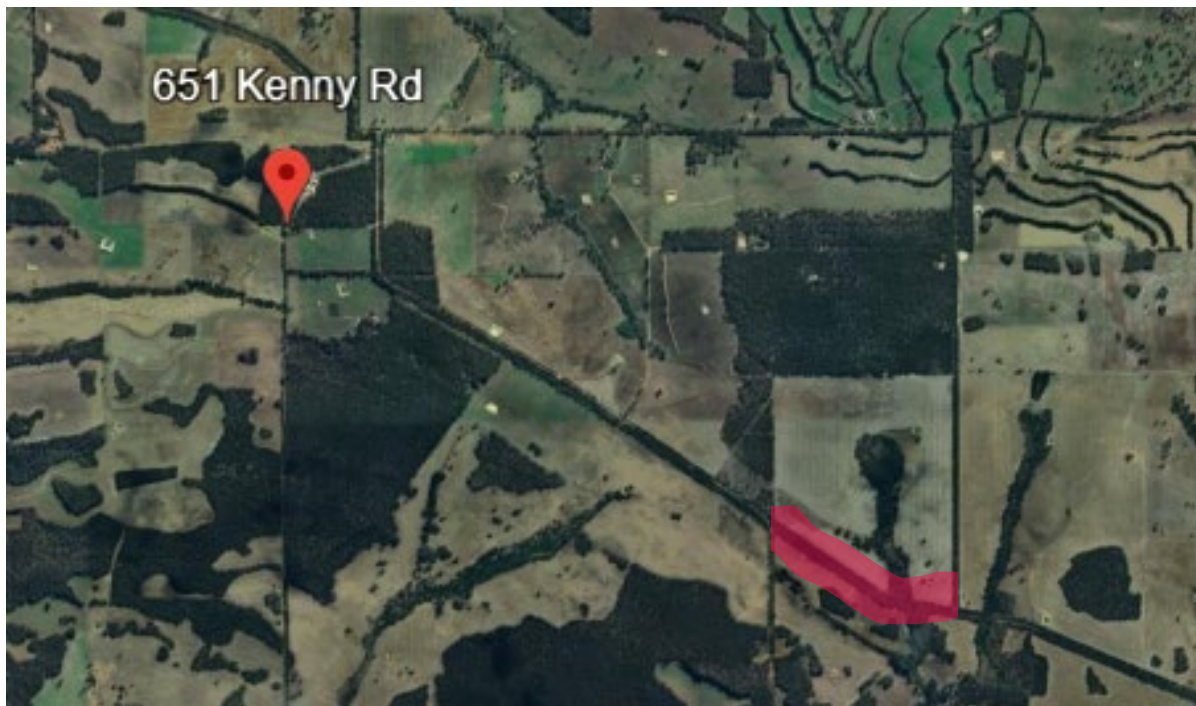
[Click to Launch Map Viewer Plus](#)

Officer’s Comment

The Haynes family are keen to retain their current address as Poison Hill Road. An informal suggestion that was discussed at Council in September 2025 was to progress the following:

- The closure of the portion of Kenny Road between Poison Hill Road and Grassy Bank Road (See map and photographs)
- The renaming of the section left of Kenny Road as Poison Hill Road.

Kenny Road would still exist but would link into Grassy Bank Road and run north. The longer section of Poison Hill Road would then continue north as well and terminate at Haynesdale Road. (Purple section to be closed).



The short section of Kenny Road is only a rough track. (See below)



The Haynes family have been advised by the Shire of Cranbrook that this will be a lengthy process, and the time taken to resolve the issues may be as long as two years as the authority to close and rename the road rests with State Government.

The first step in the process is to advertise the proposed closure for public comment.

Statutory Environment

Land Administrative Act 1997 – Part 5 deals with matters relating to public roads. The procedures for road closures are set out under Section 52.

The road closure procedure includes:

1. Initiation of advertising and formal procedures by the local government to comply with the *Land Administrative Act 1997* and *Land Administration Regulations 1998*.
2. Advertising for 35 days including a newspaper advert and letters to service authorities.

A service authority may require an easement to protect assets, or relocation of services at the applicant's expense.

3. Report to Council to consider submissions and determine whether to proceed to lodge a road closure request to the Department of Planning, Lands and Heritage (DPLH) for formal consideration of the Minister of Planning, Lands and Heritage.
4. Consideration by DPLH. Acceptance by the Shire of the costs associated with the process.
5. Completion of road closure and disposal actions by DPLH, including the lodgement of a road closure order and amalgamation order for registration in Landgate.

The road closure area would need to be surveyed near the end of the process as ultimately the closed roads will need to be amalgamated with the adjacent reserves.

Land Administrative Regulations 1998 – Regulation 9 outlines information required to be lodged with a road closure request to the minister of Lands. It includes copies of Council resolutions, advertising details, submissions and Local Governments comments on submissions.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

The Shire will be responsible for costs associated with the process including a future land survey and Landgate amalgamation / registration costs.

Risk Implications

The risks associated with matters in this report are:

- Inadequate Environmental Management
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Engagement Practices

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

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

The **likelihood** is: Almost Certain

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

Risk mitigation includes liaising with a professional surveyor and the Department of Planning Land and Heritage.

Strategic Community Plan Reference

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

Key Pillar: Visit

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

Deliverable 9.1: A stimulus into sport and recreation participation.

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 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.

Consultation

This is an issue that has been in place for twenty years and it would benefit both the Haynes family and the Shire of Cranbrook to resolve it. However, any proposed road closure must be advertised for public comment.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Resolve to formally initiate advertising procedures to advise of the intention to close the unused section of Kenny Road between Poison Hill Road and Grassy Bank Road pursuant to Section 58 of the Land Administration Act 1997, and renaming the section of Kenny Road from the intersection of Kenny Road and Poison Hill Road as being Poison Hill Road.**
- 2. Authorise the Chief Executive Officer to advertise the proposed road closure and the road renaming for a minimum of 35 days each. Advertising shall include:**
 - a. A Notice on the Shire website and Public Noticeboard;**
 - b. Advertisement of a notice in a local newspaper;**
 - c. Erection of an A3 advertising sign visible from Poison Hill Road and Keeny Road (at the intersection with Grassy Bank Road);**
 - d. Letters to service providers;**
 - e. Letters to nearby local landowners.**
- 3. Note that a second report will be referred to a future Council meeting following advertising.**

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

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

- 13. MATTERS BEHIND CLOSED DOORS**

- 14. CLOSURE OF MEETING**

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