

COUNCIL MEETING

AGENDA



For the Ordinary Meeting of Council to be held on

18 March 2026

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook will be held on Wednesday 18 March 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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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 CR (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

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 18 February 2026

That the minutes from the Ordinary Meeting of Council held on 18 February 2026, be confirmed as a true and correct record.

10. REPORTS OF OFFICERS

10.1 CORPORATE AND COMMUNITY SERVICES

10.1.1 LIST OF PAYMENTS

RESPONSIBLE OFFICER:	Chelsea Paterson - Manager of Finance
REPORT AUTHOR:	Madeleine Hammond – Senior Finance Officer
FILE REFERENCE:	FM2
APPLICANT:	N/A
DATE OF REPORT:	9 March 2026
ATTACHMENTS:	List of Payments – 1 February 2026 to 28 February 2026

Purpose

The purpose of this report is to advise the Council of payments made during the period 1 February 2026 to 28 February 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: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: maintain a high level of corporate governance responsibility and accountability

Activities: 4.1.1 Provide strategic leadership and governance

Consultation

Consultation was not required for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That the payment of accounts totalling \$765,094.75 per the attachment be noted:

- **Electronic Funds Transfers EFT 17448 to EFT 17535 - \$554,589.18**
- **Cheque transfers 12301 - 12301 - \$172.00**
- **Internal Account Transfers (Payroll) - \$164,525.79**
- **Direct Debit - \$45,807.78; and**
- **Credit card purchases of \$11,174.44**

10.1.2 MONTHLY FINANCIAL REPORT – FEBRUARY 2026

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:	12 March 2026
ATTACHMENTS:	Financial Statements for February 2026

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as of 28 February 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 February 2026 Monthly Financial Report represents Eight (8) months of the financial year. The following items are worthy of noting on the February 2026 report:

- Closing surplus position of \$3,032,559 (shown on page 2).
- Cash and cash equivalents of \$6,786,454 of which \$3,675,117 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of \$324,154 equates to 9.3% 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 report 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.

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: maintain a high level of corporate governance responsibility and accountability

Activities: 4.1.1 Provide strategic leadership and governance

4.1.2 Effectively represent and promote the Shire of Cranbrook

Consultation

Consultation was not required for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the attached Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 28 February 2026

10.1.3	FRANKLAND RIVER COMMUNITY CENTRE CRECHE – LEASE FOR THE PURPOSE OF DAYCARE
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	CP202 and CS205
APPLICANT:	Skylar Early Learning
DATE OF REPORT:	11 March 2026
ATTACHMENTS:	Lease Agreement

Purpose

The purpose of this report is for the Council to consider a lease for the Frankland River Community Centre Crèche as a Daycare facility.

Background

Following notification from Lucinda Ettridge of the termination of the facility lease on 31 October 2025, with the lease concluding on 18 December 2025, a prospective replacement provider for family daycare was initially identified. However, this opportunity was unsuccessful, with notification provided to the Shire in late January 2026.

Subsequently, the Shire, in collaboration with members of the Frankland River Community, contacted Skylar Early Learning to explore options for reinstating daycare services within the Frankland River townsite. Skylar Early Learning responded promptly and conducted an initial site visit to Frankland River to assess the facility and discuss the potential establishment of a service.

Ms Jo Talmage, Founder and CEO of Skylar Early Learning, has since been working collaboratively with the Frankland River community and Shire management to progress opportunities to reinstate daycare services.

Skylar Early Learning is based in Albany and operates additional satellite centres in Mount Barker, Bremer Bay, Jerramungup and David Street in Albany. The organisation focuses on play-based learning and strong community connection, offering services including long daycare. Skylar Early Learning promotes the philosophy that raising children is a shared journey that thrives on connection, compassion and community, with a strong emphasis on supporting families and local communities through accessible early childhood education and care services.

Since February 2026, several steps have been undertaken to progress the potential reinstatement of daycare services. These include Skylar Early Learning conducting site assessments, the circulation of expressions of interest to families within the Frankland River community, and the promotion of employment opportunities for suitably qualified local personnel. Applications have also been submitted to the Education and Care Regulatory Unit as part of the required regulatory process.

An information session for families who have registered their interest in the service is scheduled to take place on 18 March 2026.

There has been a strong response from the community, with a significant number of families expressing interest in utilising the service. A number of locally accredited and qualified personnel have also registered their interest in employment with Skylar Early Learning to support the operation of the centre.

On inspection of the facilities, Ms Jo Talmage, CEO of Skylar Early Learning, identified some aspects of the building that require upgrading prior to the commencement of childcare services. To enable the service to start prior to the opening of the Frankland River Community Resource Centre, and to ensure the safety of children attending the centre, modifications to the external access of the crèche are required. Specifically, it was recommended that:

- Dual gate access be installed with a holding space between gates to enhance child safety; and
- The eastern side pathway be widened by 500mm to improve access and circulation.

These upgrades are considered essential with contractors being sourced and appointed to complete this work so that commencement of a daycare service can occur in April 2026.

Officer's Comment

Daycare or Long Daycare provides an invaluable service to the Frankland River community, supporting families by enabling greater participation in the workforce and involvement in other community activities. The reinstatement of a service also represents an opportunity to welcome a small business to the Shire of Cranbrook.

It is considered that the current rental amount of \$1,700 per annum is appropriate. A lease term of three (3) years is recommended to provide operational certainty for Skylar Early Learning while allowing the Shire to review the arrangement within a reasonable timeframe. It is also recommended that the lease include a requirement for Skylar Early Learning to provide evidence of a current Certificate of Currency for Public Liability Insurance and a copy of their approved childcare service licence prior to commencement.

Skylar Early Learning have reviewed the draft Facilities Lease and are enthusiastic about the opportunity to establish the centre in Frankland River and have indicated their commitment to proceed with the agreement. Skylar Early Learning wish to advise Council that they are waiting on approval from the Education and Care Regulatory Unit, and an inspection of the facilities will need to be conducted by this organisation.

It is recommended that Council consider approving a three-year facilities lease agreement with Skylar Early Learning for the use of the Frankland River Community Centre Creche facility for the purpose of operating a childcare/long daycare service within the Frankland River town site.

Statutory Environment

Section 3.58 of the Local Government Act 1995 relates to the disposal of property. In this section of the Act, dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

The operating expenses of the daycare facility are included in the total operating expenses of the entire community centre. The income from the lease is expected to be \$1,700 per annum.

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 Asset Sustainability Practices
- Ineffective Management of Facilities/Venues/Events

The **impact** of the risk is Service Interruption, Reputational and Property

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

The **likelihood** is Possible

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

Strategic Community Plan Reference

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 1 Social:

Be respectful for our friendly, vibrant, connected and safe community

Strategy 1.1: Support an engaged and inclusive community culture.

Activities: ***1.1.1 Promote our sense of community, celebrating our cultural, social diversity and heritage***

1.1.3 Ensure appropriate community infrastructure and facilities, servicing the health and social needs of our community

1.1.4 Support youth and early childhood development opportunities

Key Pillar: 2 Economic:

Be an innovative diverse prosperous and growing economy

Strategy 2.2: *Support local business and promote further investment in the district, including opportunities for industry growth and development*

Activities: ***2.2.1 Advocate for reliable essential infrastructure and services to support our community, industry and promote growth***

Strategy 3.3: *Maintain our built infrastructure, servicing the needs of the community*

Activities: ***3.3.4 Maintain and enhance our community infrastructure, providing appropriate public facilities***

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.2: *maintain an effective organisation delivering community services*

Activities: ***4.2.1 Deliver appropriate services to our community***

4.2.2 Provide a positive and safe workplace

Consultation

Consultation has included Shire Management, Skylar Early Learning and Frankland River Community Resource Centre Manager. There will also be consultation undertaken in the form of advertising the proposed lease as detailed under Statutory Environment.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Approves entering a three (3) year Facilities Lease Agreement with Skylar Early Learning for the use of the Frankland River Community Centre Crèche facility for the purpose of operating a childcare / long daycare service within the Frankland River townsite, in conjunction with approval of Skylar Early Learning's application to the Education and Care Regulatory Unit;**
- 2. Endorses the annual rental amount of \$1,700 per annum for the term of the lease;**
- 3. Requires Skylar Early Learning to provide the Shire with evidence of a current Certificate of Currency for Public Liability Insurance and a copy of the approved childcare service licence prior to the commencement of operations; and**
- 4. Authorises the Chief Executive Officer to finalise the terms and conditions of the lease and execute the Facilities Lease Agreement on behalf of the Shire.**

10.2 GOVERNANCE AND EXECUTIVE SERVICES

10.2.1 TRADING IN PUBLIC PLACES PERMITS

RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	LE2
APPLICANT:	Nil
DATE OF REPORT:	11 March 2026
ATTACHMENTS:	Nil

Purpose

The purpose of this report is for the Council to consider the suitability of the Heavy Vehicle Rest Bay for use by traders/food business.

Background

The Heavy Vehicle Rest Bay (HVRB) was funded through State Government's Road Safety Commission to address fatigue management along both highways and completed in 2020. It is an asset which is owned and depreciated by Main Roads WA although the ablution block itself is the property of the Shire of Cranbrook. There was a ground lease agreement signed between Main Roads WA and the Shire of Cranbrook in place, and the Shire has continued to care for the entire area of land including the ablution block for the duration of the lease. This lease has now been extended and contributions to the upkeep are now being made by Main Roads WA and CBH but the Shire still carries the main financial burden of the operating costs.

Officer's Comment

In late 2023 inquiries were received about utilising the Heavy Vehicle Rest Bay by traders (food van). At the time there were several matters for consideration. Firstly, the Shire were negotiating with Main Roads (unsuccessfully) to gain financial support for the costs of maintaining the Heavy Vehicle Rest Bay. The other impact was the lack of water at the HVRB and the need for the shire's Parks & Gardens team to truck in water once a week. The additional usage of rubbish bins and amenities that would arise from allowing traders to utilise the area would also increase the operating costs. The Shire had already funded the site over the last 5 years at an average cost of \$40,000 per year and additional costs needed to be considered against the financial burden for the Shire's ratepayers as the facility services a very wide community.

In 2024 at the same time, both cafes in Cranbrook spoke to the CEO and advised her of their concerns about traders utilising the HVRB. The harvest period was the time that they made a profit and this carried them over the winter period. They felt that a food van had the advantage of low fixed costs and no staffing, and that the erosion of their revenue by another trader at that site during harvest would be reflected in job losses for the local people that they employed.

Under the Shire of Cranbrook's Local Law, Activities on and Trading in Thoroughfares and Public Places, a local government may refuse an application for a permit to a trader based on 6.5(1)e such other matters as the local government may consider to be relevant in the circumstances of the case."

The Chief Executive Officer at the time refused the trader permission to operate at the HVRB based on the following:

- Impact on existing businesses
- Suitability of the location
- Impact on Shire resources

With the addition of funding now provided by Main Roads (\$25,000) per annum and their responsibility for providing water to the site, the impact on Shire resources has been lessened. It could also be argued that the site was built to improve road safety and providing more facilities at the HVRB would also improve stoppage at the site. However, the current cafes in Cranbrook are providing jobs and a reliable source of catering and bear the cost of paying rates, they should be supported as any drop in income may influence their revenue and continued ability to continue as a business in Cranbrook.

This decision by the Shire of Cranbrook also has the potential to progress to the State Administrative Tribunal.

Statutory Environment

Shire of Cranbrook's Local Law, Activities on and Trading in Thoroughfares and Public Places

Policy Applicable – Implications

Nil

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are: People

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 consultation with the two local businesses, the Shire of Cranbrook's Environmental Health Officer, Dave Hadden.

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: maintain a high level of corporate governance responsibility and accountability

Activities: 4.1.1 Provide strategic leadership and governance

4.1.2 Effectively represent and promote the Shire of Cranbrook

Strategy 4.2: maintain an effective organisation delivering community services

Activities: 4.2.1 Deliver appropriate services to our community

Consultation

The Shire of Cranbrook consulted with the two local businesses (cafes)

The Shire's Environmental Health Officer, Dave Hadden and the Shire President, Cr Perin Mulcahy

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Approve the allocation of permits to operate as a trader at the Heavy Vehicle Rest Bay site,**
or
- 2. Do not approve the allocation of permits to operate as a trader at the Heavy Vehicle Rest Bay site.**

10.2.2	AUDIT, RISK AND IMPROVEMENT COMMITTEE
RESPONSIBLE OFFICER:	Linda Gray, Chief Executive Officer
REPORT AUTHOR:	Linda Gray, Chief Executive Officer
FILE REFERENCE:	FM9
APPLICANT:	Nil
DATE OF REPORT:	5 March 2026
ATTACHMENTS:	1. Terms of Reference (ARIC) 2. Extract from Local Government CEOs and Elected Members Determination 2025.

Purpose

The purpose of this report is for the Council to adopt the Terms of Reference for the Audit, Risk and Improvement Committee (ARIC) and the composition of the full Council as members of the ARIC, and to approve the sitting fee for the Independent Presiding Member and the Deputy of the Presiding Member of the Committee.

Background

As of 1 January 2026, the Local Government Regulations Amendment Regulations (No. 4) 2025 (ARIC Regulations) commenced, requiring all local government audit committees to transition into Audit, Risk and Improvement Committees (ARICs) during a six-month period, with full implementation by 30 June 2026. These reforms are part of the broader Local Government Amendment Act 2024, aimed at improving oversight, financial management, and governance practices across WA Councils.

Officer's Comment

As well as transitioning to the new Audit, Risk and Improvement Committee we need to advertise an expression of interest for appointment of an independent Presiding Member and the Deputy of the Presiding Member, and Council will need to approve payment of a sitting fee. The range of payment as set by the Salaries and Allowances Tribunal is very broad from \$105 to \$1,215, with the Band 4 range commonly being from \$0 to \$450, attachment 2.

In a regional area it will be difficult to find such a suitable person who is not already very much engaged in community activities. We also need to ensure that we acknowledge that their time is valuable. For that reason, the amount payable exclusive of travel expenses, should be commensurate with their time, and be set at a minimum of \$250 per meeting.

We would continue the practice of preferring all matters to come before a full Council (7), and the full Council would all be members of the Shire of Cranbrook's Audit, Risk and Improvement Committee:

- Independent Presiding Member
- Independent Deputy Presiding Member
- Seven Councillors

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Audit) Regulations 1996

Local Government Regulations Amendment Regulations (No.4) 2025

Policy Applicable – Implications

Policy 1.2 Governance Committees of Council

Financial Implications

The total cost of the matters in this report is anticipated to be between \$1000 and \$2500 dependant on the number of meetings and travel expenses and will be funded from a new GL Code Audit, Risk & Improvement Committee under Governance.

Risk Implications

The risks associated with matters in this report are:

- 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: Major

The **likelihood** is: Unlikely

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

Risk mitigation includes can be managed by following recommended procedures and with current resources.

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: maintain a high level of corporate governance responsibility and accountability

Activities: 4.1.1 Provide strategic leadership and governance

Consultation

Consultation for this report included the Western Australian Local Government Association, Shire of Broomehill-Tambellup Chief Executive Officer, and Steven Tweedie, Consultant.

Voting Requirements

Absolute Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee recommends that Council:

1. **Adopt the Terms of Reference for the Audit, Risk and Improvement Committee;**
2. **Approve the full Council (7) as members of the Audit, Risk and Improvement Committee, and**
3. **Approve the allocation in the 2026/27 Financial Year of a sitting fee for the Audit, Risk and Improvement Committee for the Independent Presiding Member of \$250 per meeting plus travel expenses.**

10.2.3	CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	GO15
APPLICANT:	Nil
DATE OF REPORT:	11 March 2026
ATTACHMENTS:	Code of Conduct for Council Members, Committee Members and Candidates

Purpose

The purpose of this report is for the Council to consider adopting the Shire of Cranbrook’s Code of Conduct for Council Members, Committee Members and Candidates.

Background

Amendments to the Local Government Act 1995 and Regulations took effect on 1 January 2026 including changes to the Model Code of Conduct.

Local Governments must amend their adopted Code of Conduct to incorporate the changes by 31 March 2026, and the CEO must publish the updated Code of Conduct on the website. The changes relate substantially to the role of the Local Government Inspector and manner in which complaints about a breach of the Code of Conduct are dealt with.

Officer’s Comment

The amended Code of Conduct for Council Members, Committee Members and Candidates is required to be adopted by Council by 31 March 2026. The Code of Conduct incorporates the changes required under legislation.

Statutory Environment

WA Government Local Government Act Reforms.

Policy Applicable – Implications

The Shire of Cranbrook’s Policy Manual that includes the Code of Conduct for Council Members, Committee Members and Candidates will need to be updated.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- 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: Moderate

The **likelihood** is: Unlikely

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

Risk mitigation includes compliance with procedures and with currently available resources.

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: maintain a high level of corporate governance responsibility and accountability

Activities: 4.1.1 Provide strategic leadership and governance

4.1.2 Effectively represent and promote the Shire of Cranbrook

Consultation

Jo Scott, Governance Officer and Steven Tweedie, Consultant

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council adopts the Shire of Cranbrook's Code of Conduct for Council Members, Committee Members and Candidates as proposed.

10.2.4 PROPOSED AMALGAMATION OF FOUR LOTS

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Liz Bushby – Town Planning Innovations (TPI)
FILE REFERENCE: A1020, A9549
APPLICANT: CLE Town Planning and design (for CBH)
DATE OF REPORT: 10 March 2026
ATTACHMENTS: 1. Approved rail loading facility
 2. Amalgamation Plan

Purpose

The purpose of this report is for Council to consider an application lodged to the Western Australian Planning Commission (WAPC) to amalgamate four lots into one.

Amalgamations go through a subdivision process, whereby the Western Australian Planning Commission is the determining authority. The WAPC has requested comments from the Shire.

Background

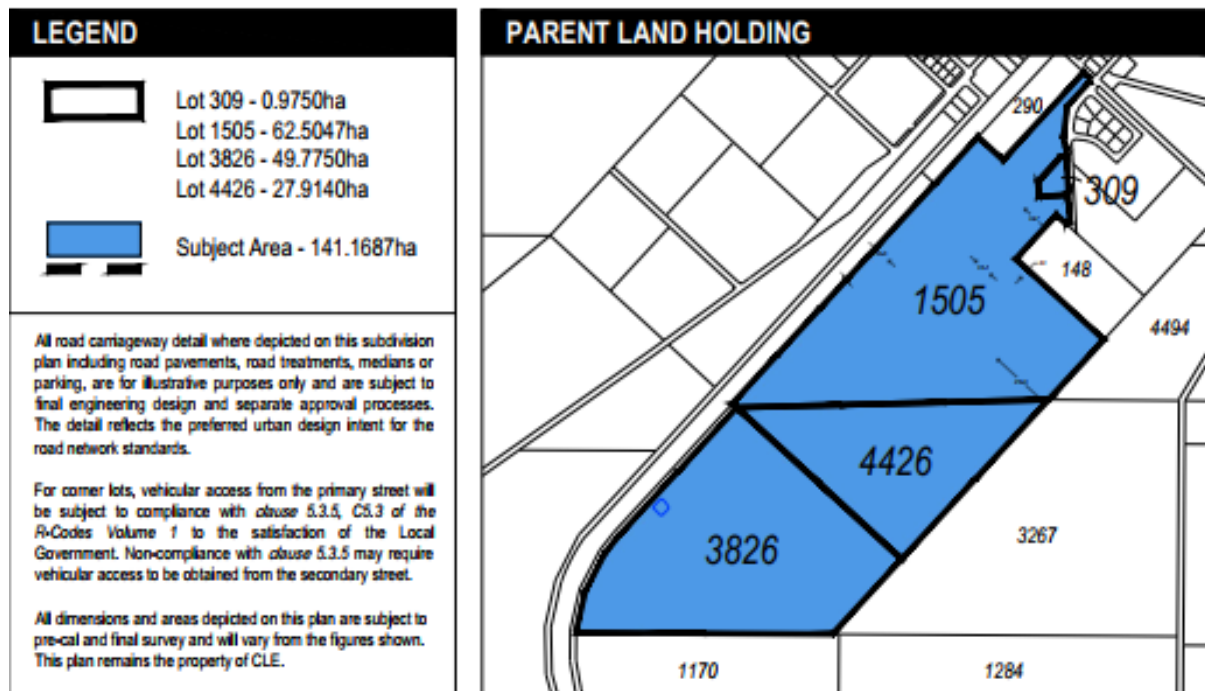
- *Approved development*

On the 8 September 2023, the Regional Joint Development Assessment Panel approved a new rail loading facility and new silos on Lot 1505. The facility has been constructed and is now operational.

The approved site plan is included as Attachment 1.

Officer’s Comment

An application has been lodged that proposes to amalgamate Lots 309, 1505, 4426 and 3826 into one.



All of the lots are owned by CBH. The amalgamation plan is included as Attachment 2.

The applicant has advised that:

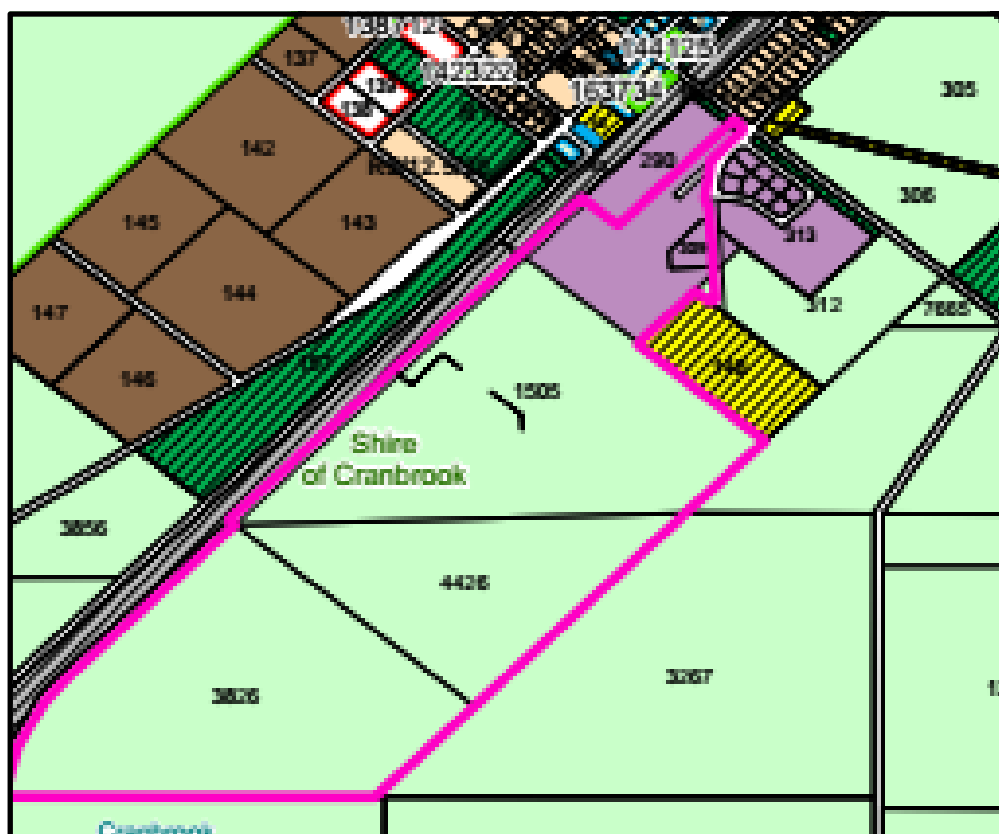
- The application proposes to amalgamate CBH's four existing lots to form a consolidated 140.8 hectare site under a single title to assist with future infrastructure planning.
- The site is bound by Salt River Road to the north, the railway reserve to the west, Lot 1170 to the south and Lot 3267 to the east. The site will retain legal road access to Salt River Road as is currently the case via Lot 1505.
- The existing development on site has been approved under the Shires Town Planning Scheme, and is consistent with the intent, objectives and requirements of both the Rural and Industrial zones that apply to the subject land.
- The site has essential services including water, power, sewer and telecommunications infrastructure, as reflected in the existing infrastructure and development present on site.

TPI supports the application as it is logical to amalgamate land that is under one ownership, that has been substantially (and will continue) to be developed by CBH, and for future planning.

Statutory Environment

Shire of Cranbrook Town Planning Scheme No 4 –

The majority of the application area is zoned 'Rural', with a portion of Lot 1505 zoned 'Industrial'.



Policy Applicable – Implications

There are no known Policy Implications.

Financial Implications

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

Risk Implications

There are no known risks associated with matters in this report.

Strategic Community Plan Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 2 Economic:

Be an innovative diverse prosperous and growing economy

Strategy 2.1: Support our progressive and vibrant agricultural industry

Activities: 2.1.1 Actively engage and support local agriculture and allied industries

2.1.2 maintain a strong relationship with CBH and support future expansion

Consultation

In addition to the Shire, the Western Australian Planning Commission (WAPC) has referred the application to:

- Department of Water and Environmental Regulation;
- Department of Biodiversity, Conservation and Attractions;
- Water Corporation;
- Public Transport Authority; and
- Western Power.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council recommends that the Western Australian Planning Commission unconditionally approve the application (No 202936) to amalgamate Lots 309, 1505, 4426 and 3826 into one lot.

10.2.5	PROPOSED ELECTION REFORMS
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	GO300
APPLICANT:	Nil
DATE OF REPORT:	11 March 2026
ATTACHMENTS:	1. Discussion Paper – WALGA Potential Reforms

Purpose

The purpose of this report is for the Council to consider the discussion paper by WALGA (Western Australian Local Government Association) seeking feedback on potential electoral reforms proposed by the State Government.

Background

WALGA are requesting feedback to shape their advocacy and prepare for potential reforms following on from the reform of the Local Government Act 1995 in 2021.

Officer’s Comment

WALGA are asking for an opinion on the following changes:

Current	Proposed	Vote Numbers	Supported Yes/No
Half spill every 2 years	Full spill every 4 Years		
Voluntary voting	Compulsory voting		

Key Considerations to think about when choosing a preferred option are -
Compulsory or voluntary voting;

- Voter participation and democratic legitimacy
- Voter engagement, awareness and/or fatigue
- Administrative and enforcement requirements
- Application to owner and occupier rolls
- If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?

Election frequency;

- Voter participation and fatigue
- Continuity, knowledge retention and mentorship for new Council Members
- Stable whole-of-Council mandate and collective accountability
- Capacity for candidate recruitment
- Administrative requirements
- Extraordinary vacancies and backfilling
- Timing and transitional arrangements

Statutory Environment

WA Government Local Government Act Reform Program.

Policy Applicable – Implications

Nil

Financial Implications

There would be increased election costs with the introduction of compulsory voting. The change was introduced in Tasmania and costs rose by 35% after the implementation of compulsory voting. Full spill elections may reduce the frequency of elections but increase costs due to more vacancies and higher participation rates.

Risk Implications

The risks associated with matters in this report are:

- 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: Major

The **likelihood** is: Unlikely

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

Risk mitigation includes Council allocating responsibility for the election to the WA Electoral Commission.

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: maintain a high level of corporate governance responsibility and accountability

Activities: 4.1.1 Provide strategic leadership and governance

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION 1

That Council:

- 1. Support half spill elections every two years;**
or
- 2. Support full spill elections every four years**

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION 2

That Council:

- 1. Support compulsory voting in Local Government Elections;**
or
- 2. Support voluntary voting in Local Government Elections**

10.2.6	POLICY MANUAL REVIEW
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray - Chief Executive Officer
FILE REFERENCE:	GO17
APPLICANT:	Nil
DATE OF REPORT:	11 March 2026
ATTACHMENTS:	1. Policy Manual

Purpose

The purpose of this report is for the Council to consider the adoption of the revised Policy Manual.

Background

Under Section 2.7(2b) of the *Local Government Act 1995* (the Act), the Council is to determine the Local Government’s policies. Each year the Policy Manual is presented to Council for review with minor amendments. Where amendments are significant, or the policy is new then the policy will be included as an individual agenda item. These policies will guide the decision-making and actions of the Council, Executive Management Team and staff throughout the year.

Officer’s Comment

The Executive Management Team and staff have reviewed the current policy manual and as a result some amendments and improvements to existing policies are recommended this year, to reflect current practice, staff titles and to align better with legislation.

The following list identifies policies that have been reviewed but do not need to have any amendments with the exception that ALL policies will need to have the Reference/s changed from the old Community Strategic Plan and Corporate Business Plan to the new Council Plan which now combines both documents:

Policy Number and Title	Amendments
1.0 Governance – Policy Manual	No change
1.1 Governance – Meetings of Council	Amend point h) under Council Meeting – Dates and Venues to reflect publication of meeting details requirements
1.2 Governance – Committees of Council	Inclusion of Audit, Risk & Improvement Committee – update to ARIC functions
1.4 Governance – Public Question Time	Inclusion of Procedure in Policy manual
1.5 Governance – Elected member Induction and Continued Professional Development	Updated Elected Member courses available
1.6 Governance – Local Government Convention – Attendance	No change
1.7 Governance – Elected Members – Allowances & Reimbursements	Inclusion of Forms into the Policy Manual
1.8 Governance – Risk Management	Updated – Audit, Risk and Improvement Committee as per Reform, under Elected Members
1.9 Governance – iPad Usage – Elected Members and Employees	No change
1.10 Governance – Internet and Email Access	No Change

1.11 Governance – Social Media	No change
1.12 Governance – Gifts, Benefits, Hospitality, Attendance at Events	No change
1.13 Governance – Council Briefing Sessions	No change
1.14 Governance – Complaints Handling	No change
1.15 Governance – Related Party Disclosures	Additional dot point added under PRINCIPLES “Employees who are managers of the Shire of Cranbrook”
1.16 Governance – Employee Gratuity Payments	No change
1.17 Governance – Public Interest Disclosure	No change
1.18 Governance – CEO Performance Review	Amended - Under CEO Key Performance Indicators (KPIs) Changed Community Strategic Plan and/or Corporate Business Plan to Council Plan
1.19 Governance – Cyber Security CONFIDENTIAL POLICY	No Change
2.0 Workforce – Employee – Recruitment and Selection	No change
2.1 Workforce – Employee – Appointment	No change
2.2 Workforce – Employee – Induction	No Change
2.3 Workforce – Employee – Performance Management	Amended - Under PRINCIPLES replaced Strategic Community Plan with Council Plan
2.4 Workforce – Managing Unacceptable Behaviour	No change
2.5 Workforce – Grievance Policy	No change
2.7 Workforce – Professional Development and Training	Amended - Under SCOPE change “all permanent employees” to “all employees” Updated Meal/Travel Allowance Form.
2.8 Workforce – Leave – Management of Annual and Long Service	Under SCOPE change “all permanent employees” to “all employees” Changed ‘Approve’ to Determine under roles and responsibilities
2.9 Workforce – Leave – Community Service	Under SCOPE change “all permanent employees” to “all employees”
2.10 Workforce – Christmas Shutdown Period	Under PRINCIPLES <ul style="list-style-type: none"> • Change “employees are required to take leave” to “employees will be asked to take leave” • Add to the second dot point: “If an employee does not wish to take leave, they will be provided with work during the Christmas Shutdown Period”
Policy 2.11 Workforce – Salary Sacrificing	No change
Policy 2.12 Workforce – Housing – Employees	No Change
Policy 2.13 Workforce – Shire Vehicles – Use Arrangements	Removed - Under PRINCIPLES - third dot point that “Fuels and oils purchased during private

	use are at the cost of the individual and not the Shire”
Policy 2.14 Workforce – Employee – Hiring Shire’s Small Equipment	Under SCOPE change “all permanent employees” to “all employees” Under Damage to property add two dot points that <ul style="list-style-type: none"> • “Hirers must be required to follow procedure and sign the Borrower’s Register; this must be countersigned by another employee” and • “the Borrower’s Register must be checked at the end of each month when the monthly stocktake is being done, to ensure that all property is returned within a month of the borrowing date.”
Policy 2.15 Workforce - Relocation Expenses – Employees	No change
Policy 2.16 Workforce – Work Health and Safety	No change
Policy 2.17 Workforce – Work Health and Safety Structure and Review	No change
Policy 2.18 Workforce – Uniforms, Allowances, Personal Protective Equipment	No change
Policy 2.19 Workforce – Drug and Alcohol	No change
Policy 2.20 Workforce – Disciplinary	Under PRINCIPLES change the name” WALGA Employee Relationship Services” to “WALGA Employee Relations”
Policy 2.21 Workforce – Superannuation	Change “a permanent employee” to “an employee” throughout the Policy.
Policy 2.22 Workforce – Secondary Employment/Business	<ul style="list-style-type: none"> • Change “Secondary employment” throughout the Policy and Application Form to “Outside employment” • List under Reference/s at the start of the document, Local Government (Administration) Regulation 19ADA
Policy 2.23 Workforce – Education and Study Assistance	Amended – Removed – Under Fee Reimbursement Point 3. which requires an employee to repay the Shire’s contribution should they leave within 12 months or part way through a unit/s of study. Not relevant. Add in under PROCEDURE ASSOCIATED WITH THIS POLICY “Employees’ contracts of employment”
Policy 2.24 Workforce – Appointment of Acting Chief Executive Officer	No change
Policy 2.25 Workforce – Working from Home	No change
Policy 3.0 Administration – Visitors to the Administration Centre	No change

Policy 3.1 Administration – CB1	No change
Policy 4.1 Finance – Budget – Defining Material Variances	No change
Policy 4.2 Finance – Financial Strategy	No change
Policy 4.3 Finance – Capitalisation and Depreciation of Non-Current Assets	No Change
Policy 4.4 Finance – Investment	No change
Policy 4.5 Finance – Rates & Sundry Debtors Charges – Write Offs, Recovery Process	No change
Policy 4.6 Finance – Interest Free Loans – Community Organisations	No change
Policy 4.7 Finance – Donations and Sponsorships	No change
Policy 4.8 Finance – Purchasing	Amended – Removed – Under Authorised Officers, Manager HR & Administration. Amended – add the word Shire to the Engineer’s title.
Policy 4.12 Finance – Fees and Charges – Application	<p>Amended –</p> <ul style="list-style-type: none"> Any cancellations or rescheduled bookings must be completed outside of 72 hours prior to the date of the booking to be entitled to a full refund. All refunds are at the discretion of the CEO. <p>To</p> <ul style="list-style-type: none"> Cancellations or requests to reschedule a booking must be made more than 72 hours prior to the scheduled booking date to be eligible for a refund. Approved refunds will incur a \$20 cancellation fee. All refund requests are at the discretion of the CEO. <p>Please note: Refunds will not be issued for cancellations made with less than 72 hours’ notice. This policy applies to all Council facilities, including caravan park accommodation.</p>
Policy 4.13 Finance – Corporate Credit Card	<p>ELIGIBILITY AND APPLICATION PROCEDURES amended. From -</p> <p>A maximum credit limit of \$10,000 is to be applied to the Chief Executive Officer’s corporate credit card.</p> <p>A maximum credit limit of \$5,000 is to be applied to corporate credit cards approved for the Executive Management Team.</p> <p>A maximum credit limit of \$2,000 is to be applied to the Community Emergency Services Manager.</p>

	<p>To –</p> <p>The maximum credit limit of each approved credit card holder is as follows:</p> <ul style="list-style-type: none"> • Chief Executive Officer’s corporate credit card, a maximum credit limit of \$8,000 is to be applied. • Manager of Works’s corporate credit card, a maximum credit limit of \$5,000 is to be applied. • Manager of Finance’s corporate credit card, a maximum credit limit of \$5,000 is to be applied. • Community Development Manager’s corporate credit card, a maximum credit limit of \$5,000 is to be applied; and • Community Emergency Services Manager’s corporate credit card, a maximum credit limit of \$2,000 is to be applied.
Policy 4.14 Finance – Asset Disposal	No change
Policy 4.15 Finance – Financial Hardship	No change
Policy 4.16 Finance – Community Grant Program Funding	No change
Policy 4.17 Finance – Refunding of Fees and Charges	Included - Approved refunds will incur a \$20 cancellation fee. To match Policy 4.12
Policy 4.18 Finance – Bush Fire Brigade Fuel Cards	No change
Policy 4.19 Finance – Rating Strategy	No change
Policy 4.20 Finance – Rates Exemptions for Charitable Purposes	No Change
Policy 4.21 Finance – Regional Price Preference	No change
Policy 5.0 Works – Road Management	No change
Policy 5.1 Works – Road Material Acquisition – Gravel, Sand and Water	No Change
Policy 5.2 Works – Thoroughfares – Temporary Closure	<p>Amended –</p> <p>Note included under PRINCIPLES.</p> <p><i><u>Please Note:</u> that closed roads may be utilised by trucks for animal welfare purposes. i.e. the transport of stock to an abattoir or saleyard, or the transport of fodder to the farm.</i></p>
Policy 5.3 Works – Pathway	No Change
Policy 5.4 Works – Replacement of Plant and Vehicles	No change
Policy 5.5 Works – Crossovers	No change
Policy 5.6 Works – Road Safety	New policy – See item 10.3.1 Agenda Item
Policy 6.0 Emergency Services – Bushfire Control	Amended – Under 16. Unsupervised Stationary Engines - Added - “this is also applicable to Standalone Power Systems”

Policy 7.0 Community – Community Engagement	No change
Policy 7.1 Community – Community Facilities and Equipment – Usage	No change
Policy 7.2 Community – Disability Access and Inclusion	No change
Policy 7.3 Community – Unmarked Graves	No change
Policy 7.4 Community – Frankland River and Cranbrook Caravan Parks Long-Term Accommodation	See Item 10.2.8
Policy 10.0 Environment – Environment Management	Amended - Under ROLES AND RESPONSIBILITIES “Strategic Community Plan” updated to “Council Plan”

Statutory Environment

Section 2.7(2b) of the Local Government Act 1995, states that:

The Council is to determine the Local Government’s policies.

Policy Applicable – Implications

This report proposes adoption of the revised Council Policy Manual that includes amendments to current policies as defined above.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are varied and include:

- Misconduct
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Engagement Practices
- Inadequate Asset Sustainability Practices
- Ineffective Employment Practices

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

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

The **likelihood** is Unlikely

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

Risk mitigation includes:

- Councillors having a clear understanding of the content of the policies in the attached policy manual; and
- The successful execution of the policies by the Management Team and staff.
- Reviewing the Policy Manual annually and updating when necessary during the year.

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: maintain a high level of corporate governance responsibility and accountability

Activities: 4.1.1 Provide strategic leadership and governance

4.1.2 Effectively represent and promote the Shire of Cranbrook

Consultation

Consultation for this report included the Management Team, Executive Officer and Shire staff.

Voting Requirements

Absolute Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee will be meeting at 2.30pm on Wednesday, 18 March 2026 to discuss this report and will make a recommendation to the Council. The Officer's recommendation for the Audit, Risk and Improvement Committee to consider is:

That Council adopt the revised Shire of Cranbrook Policy Manual 2026, as attached.

10.2.7	ADDENDUM – FRANKLAND RIVER COMMUNITY RESOURCE CENTRE
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	GO28
APPLICANT:	Nil
DATE OF REPORT:	5 March 2026
ATTACHMENTS:	1. Addendum 1 2. Frankland River Community Resource Centre Funding Agreement

Purpose

The purpose of this report is for the Council to consider an addendum to Frankland River Community Resource Centre Funding Agreement.

Background

At the 17 December 2025 meeting of Council, it was resolved that

- 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.**

Discussions between the Frankland River Community Resource Centre (FRCRC) President and the Shire of Cranbrook have occurred since the endorsement of the funding agreement. The FRCRC has requested an increase in funding, noting that the financial contribution has not increased over the past three years.

Prior to the Council Meeting held on 17 December 2025, consultation was undertaken with the FRCRC Manager in October 2025. A draft funding agreement was forwarded to the FRCRC Manager on 12 November 2025 for consideration. No written feedback was received from either the FRCRC Manager or the FRCRC President prior to the Council meeting.

A brief verbal discussion was held between the FRCRC President, Mrs Daisy Egerton Warburton, and the Community Development Manager regarding the absence of an increase in the proposed funding agreement after the 19 November Council meeting held in Frankland River.

The decision not to increase the funding allocation is based on a reduction in the administrative activities previously requested of the FRCRC under the 2021/2022, 2022/2023 – 2024/2025 funding agreement. Changes include:

- **Frankland River Caravan Park Administration** – The FRCRC previously assisted the Frankland River Caravan Park Caretaker with payments, bookings and administrative processes. This requirement has reduced following the introduction of an online booking system, QR codes for walk-in visitors, and an increase in the caretaker’s on-site hours to five hours per day, with an additional 2.5 hours allocated for phone enquiries and bookings.
- **Community Facility Bookings** – The FRCRC previously took bookings for community facilities and forwarded hire forms to the Shire administration. This role has transitioned to assisting customers with enquiries and supporting online bookings for the Frankland River Town Hall via the Shire of Cranbrook website. Over the course of the previous funding agreement, the Shire did not receive facility hire or bus hire forms from the FRCRC, being part of the previous agreement.

- **Milestone and Activity Reporting** – Quarterly milestone reports outlining agreed activities and outcomes were required under the previous funding agreement; however, these were not received during the three-year funding period. While annual presentations to Council at the November Council Meetings were provided, no supporting statistical data was included. The last quarterly report received by the Shire from the FRCRC was in 2020.

To support improved reporting and accountability, the revised funding agreement now requires six-monthly reporting on activities, including statistical data relating to each service area, in addition to the annual presentation to Council by the Centre Manager at the November Council Meeting.

In addition to the funding agreement, the Shire has separately budgeted and provided \$5,000 to the FRCRC to assist with administrative support for visiting doctor clinics.

The adopted funding agreement also includes a new activity relating to tourism support, with the FRCRC assisting to promote and support the Frankland River Winemakers and Grape Growers Association, local businesses and community groups through visitor information and local tourism promotion activities.

Officer's Comment

The Frankland River Community Resource Centre (FRCRC) was provided the opportunity to submit written feedback on the draft proposed funding agreement for the next funding period, being the agreement adopted by Council on 17 December 2025.

In relation to the request for additional funding, several changes have occurred since the previous funding agreement which have reduced the level of activities required of the FRCRC to support the Shire of Cranbrook. These changes include the introduction of an online booking system for the Frankland River Caravan Park, the implementation of QR codes for after-hours walk-in guests, and an increase in the Frankland River Caravan Park Caretaker's on-site hours. In addition, the process for the hire of Council's Frankland River Town Hall, once renovations are completed, will transition to full online booking system through the Shire's website which exists currently, reducing the administrative support previously required from the FRCRC.

The revised agreement also includes reduced reporting requirements, moving from quarterly to six-monthly reporting, and additional financial assistance of \$5,000 has been provided separately to the FRCRC to support administration of the visiting doctor clinics.

Based on the reduction in administrative activities and the additional support provided outside of the agreement, officers consider that the current funding amount adopted within the agreement is sufficient to meet the activity requirements. It is noted that quarterly reports containing statistical data demonstrating how the FRCRC was meeting the milestones outlined in the previous funding agreement were not received. The provision of this information would have assisted in assessing outcomes and may have supported greater consideration of an increase in funding.

The FRCRC President also requested Council consider an increase equivalent to that provided to the Gillamii Centre. The Gillamii Centre operates as the Shire's Natural Resource Management organisation and delivers environmental programs and outcomes for the community, which differ from the activities outlined within the FRCRC funding agreement.

An increase of 20% for the FRCRC, as outlined within the submitted addendum, has been proposed and reflects the percentage increase approved by Council for the Gillamii Centre in September 2025. It should be noted that the Gillamii Centre has consistently met the activity and reporting requirements outlined within its funding agreements.

When Council are considering the outcomes of this report, the following options are recommended.

Option 1 (Proposed) :

1. Note that Council endorsed the attached funding agreement and associated funding commitments for the Frankland River Community Resource Centre for the next three years at the Ordinary Council Meeting held on the 17 December 2025; and
2. Authorise the Chief Executive Officer to execute the attached funding agreement described above.

Option 2:

Council to endorse the financial amendment as provided within Addendum No. 1, with the provision of an increase of 20% equalling an amount of \$7,400 per year for the term of the adopted agreement.

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

The total cost of the matters in this report is anticipated to be \$22,200 for the duration of the adopted funding agreement covering 2025/2026, 2026/2027, 2027/2028 financial years. \$7,400 required for the 2025/2026 financial year would come from Capital Expenses GL 10422120 – Admin Vehicles, with an increase to GL 11360110 – Frankland River CRC Funding of \$7,400. The remaining \$14,800 will need to be consider within the 2026/2027 and 2027/2028 operation budgets.

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,

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

The **likelihood** is: Possible

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

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 1 Social:

Be respectful for our friendly, vibrant, connected and safe community

Strategy 1.1: Support an engaged and inclusive community culture.

1.1.3 Ensure appropriate community infrastructure and facilities, servicing the health and social needs of our community

Strategy 1.2: *Encourage liveability, safety, health and well-being initiatives*

Activities: **1.2.3 Support learning opportunities with current and emerging technologies and areas of interest, building resilience, awareness and capacity within our community**

Strategy 1.3: *Facilitate accessibility in our community spaces, supporting inclusion and connection*

Activities: **1.3.1 Support an advocate for health and wellbeing initiatives and provisions of services to the community**

Key Pillar: 2 Economic:

Be an innovative diverse prosperous and growing economy

Strategy 2.2: *Support local business and promote further investment in the district, including opportunities for industry growth and development*

Activities: **2.2.1 Advocate for reliable essential infrastructure and services to support our community, industry and promote growth**

Strategy 2.3: *Promote and support our active and innovative nature based tourism industry*

Activities: **2.3.1 Increase awareness of the district and regional attractions**

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: *maintain a high level of corporate governance responsibility and accountability*

Activities: **4.1.1 Provide strategic leadership and governance**

4.1.2 Effectively represent and promote the Shire of Cranbrook

Strategy 4.2: *maintain an effective organisation delivering community services*

Activities: **4.2.1 Deliver appropriate services to our community**

Consultation

Consultation for this report included Linda Gray Chief Executive Officer, Jenny Cristinelli Community Development Manager, Daisy Egerton-Warburton FRCRC President, Teresa Lawson FRCRC Manager

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the attached funding agreement and associated funding commitments for the Frankland River Community Resource Centre for the next three years as endorsed previously at the Ordinary Council Meeting held on the 17 December 2025; and**
- 2. Authorise the Chief Executive Officer to execute the attached funding agreement described above.**

10.2.8	POLICY UPDATE – POLICY 7.4 FRANKLAND RIVER AND CRANBROOK CARAVAN PARK LONG-TERM ACCOMMODATION
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	GO17
APPLICANT:	N/A
DATE OF REPORT:	4 March 2026
ATTACHMENTS:	Draft Policy Update 7.4 – Community – Frankland River and Cranbrook Caravan Parks Long-Term Accommodation

Purpose

The purpose of this report is for the Council to consider adopting updated Policy 7.4 – Community - Cranbrook Caravan Park Long-Term Accommodation.

Background

The Frankland River and Cranbrook Caravan Parks provide accommodation for visitors to the shire with its primary purpose being to cater to tourists. The parks also provides accommodation for people who are visiting the shire for work purposes. Requests for exceptions to stay longer than 14 days in any 28 day period must be addressed in writing and approved by the CEO.

There are currently no policy provisions for the use of laundry facilities at either caravan park. At Frankland River, access is controlled by an electronic code issued to guests upon booking; however, residents have been using the facility regularly, sharing codes among themselves, and placing increasing demands on staff. This unregulated use has contributed to higher operating costs and ongoing pressure on caretakers, who must frequently respond to access requests and manage resident expectations. Regular code changes are required to maintain security.

Officer's Comment

The Frankland River and Cranbrook Caravan Parks have limited amenities and must manage occupancy carefully, particularly for long-term stays. The proposed policy update will strengthen the Shire's ability to handle long-term stay requests from future residents who are building within the Shire, while also preserving availability for tourists, families, and seasonal workers.

Under the updated policy, anyone seeking to stay longer than 14 days in a 28-day period must provide evidence of building approval and commencement, along with mandatory progress updates every three months. This will improve transparency, support better planning, and help ensure fair access to sites. The changes apply only to powered and unpowered sites, with Park Homes, Chalets, and Workers Units remaining for short-term use.

Several long-term stays in the past year have extended to twelve months or more with minimal communication, demonstrating the need for clearer requirements around extensions and evidence of building progress.

The CBH Units at the Cranbrook Caravan Park will be removed from the policy due to the 9 February 2025 lease of Lot 140 King Street to Co-operative Bulk Handling, which no longer requires Shire management.

Both parks provide laundry facilities intended for paying guests. At Frankland River, the coded system has led to misuse by non-guests, code sharing, and unreasonable expectations for immediate access, which has resulted in staff stress and occasional aggressive behaviour by users.

These facilities incur significant operating costs, and continued community use as an informal laundromat is unsustainable.

Clear policy direction regarding laundry facility use is required to protect staff, manage operational costs, and ensure amenities remain available for paying guests.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

Council Policy 7.4, Community: Frankland River and Cranbrook Caravan Parks Long-Term Accommodation.

Financial Implications

There are no financial implications for this report.

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 Document Management Processes
- Ineffective Management of Facilities/Venues/Events

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

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 include ensuring staff understand and follow the policy if adopted.

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 1 Social:

Be respectful for our friendly, vibrant, connected and safe community

Strategy 1.1: Support an engaged and inclusive community culture.

Strategy 1.2: Encourage liveability, safety, health and well-being initiatives

Activities: 1.2.1 Retain a strong focus on community safety and crime prevention

Key Pillar: 2 Economic:

Be an innovative diverse prosperous and growing economy

Activities: 2.2.1 Advocate for reliable essential infrastructure and services to support our community, industry and promote growth

Strategy 2.3: Promote and support our active and innovative nature based tourism industry

Activities: 2.3.1 Increase awareness of the district and regional attractions

Key Pillar: 3 Environment:

To enhance maintain protect and promote our natural environment and built infrastructure

Strategy 3.3: Maintain our built infrastructure, servicing the needs of the community

Activities: 3.3.4 Maintain and enhance our community infrastructure, providing appropriate public facilities

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: maintain a high level of corporate governance responsibility and accountability

Activities: 4.1.1 Provide strategic leadership and governance

Strategy 4.2: maintain an effective organisation delivering community services

Activities: 4.2.1 Deliver appropriate services to our community

4.2.2 Provide a positive and safe workplace

Consultation

Consultation for this report included Linda Gray, Chief Executive Officer and the management team.

Voting Requirements

Simple Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee will be meeting at 2.30pm on Wednesday, 18 March 2026 to discuss this report and will make a recommendation to the Council. The Officer's recommendation for the Audit, Risk and Improvement Committee to consider is:

That Council adopt the updated Policy 7.4 – Community - Cranbrook Caravan Park Long-Term Accommodation for inclusion into the Council Policy Manual, with these main points amended;

- **Inclusion of evidence (Planning and/or Building permit/s) for intended development when assessing long term stay requests, for guest who are building their permanent residence in the Shire of Cranbrook.**
- **Prohibiting the use of laundry facilities for non caravan park guests.**
- **Removal of the mention of the CBH donga facilities.**

10.2.9	CRANBROOK CARAVAN PARK UPGRADES
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	CP121
APPLICANT:	N/A
DATE OF REPORT:	12 March 2026
ATTACHMENTS:	Nil

Purpose

The purpose of this report is for the Council to consider the install of two self-contained park homes or existing facility upgrades to the Cranbrook Caravan Park.

Background

Information was circulated to Councillors in November and December 2025, and again in February 2026, regarding the proposal to install two new park homes, initially based on a loan of \$400,000 to fund the project. Further investigations into the full scope of costs—including the purchase and installation of the park homes, earthworks, service connections, internal fit-out, and contingencies—determined that a loan of \$500,000 would be required to cover all costs at this time.

Following a review of the existing facilities within the Cranbrook Caravan Park, several upgrade and renovation options have been identified to improve functionality and support the ongoing use of the facility and to assist with compliance. The proposed works include:

- **Chalet** –additions, including installation of a bathroom, replacement of existing furniture, internal repainting, and installation of a shelter over the main access door.
- **Camp Kitchen** – upgrade of the electrical load capacity and installation of an electric BBQ.
- **Caretaker’s Cottage** – renovation of the bathroom and kitchen, and conversion of gas appliances to electric.
- **Services Upgrade** – conversion of gas services to electricity within the ablution block, park home, and caretaker’s cottage.

Officer’s Comment

Two options are being investigated with further investigations required on actual costs for both the capital upgrades to existing facilities along with the install costs to the proposed park homes, due to rising building costs.

The following options are presented for Council’s consideration:

1. Loan-funded expansion of accommodation

The Shire commits to a loan to construct two self-contained, two-bedroom park homes within the Cranbrook Caravan Park, commencing in the 2026/2027 financial year.

or

2. Capital upgrades to existing facilities

Research the cost and option for upgrades and renovations to existing infrastructure at the Cranbrook Caravan Park in 2026/27 financial year.

Upgrading the existing facilities will assist in addressing maintenance and compliance requirements. The addition of a bathroom to the chalet would create capacity for an additional site currently limited by ablution facilities, helping to alleviate site allocation pressures. Having two self-contained units would also provide a basis to assess the feasibility of installing two additional self-contained units in the future.

The Caretaker's Cottage, a one-bedroom flat, is comfortable but requires urgent kitchen and bathroom upgrades to serve as staff housing or a Shire transit residence.

The camp kitchen could be upgraded with an internal electric BBQ, requiring electrical work and installation of a timed commercial hotplate. This would replace the non-compliant second-hand gas BBQ, addressing safety and management concerns associated with weekend guest use.

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

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
- Inadequate Asset Sustainability Practices
- Inadequate Project/Change Management
- Inadequate Supplier/Contract Management
- Ineffective Management of Facilities/Venues/Events

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

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

The **likelihood** is: Unlikely

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

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 1 Social:

Be respectful for our friendly, vibrant, connected and safe community

Strategy 1.1: Support an engaged and inclusive community culture.

Key Pillar: 2 Economic:

Strategy 2.3: *Promote and support our active and innovative nature based tourism industry*

Activities: **2.3.1 Increase awareness of the district and regional attractions**

2.3.2 Enhance and maintain local attractions and associated infrastructure

Key Pillar: 3 Environment:

To enhance maintain protect and promote our natural environment and built infrastructure

Strategy 3.3: *Maintain our built infrastructure, servicing the needs of the community*

Activities: **3.3.4 Maintain and enhance our community infrastructure, providing appropriate public facilities**

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: *maintain a high level of corporate governance responsibility and accountability*

Activities: **4.1.1 Provide strategic leadership and governance**

Strategy 4.2: *maintain an effective organisation delivering community services*

Activities: **4.2.1 Deliver appropriate services to our community**

Consultation

Consultation for this report included Linda Gray Chief Executive Officer, Jenny Cristinelli Community Development Manager

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Continue to investigate a loan to construct two self-contained, two-bedroom park homes within the Cranbrook Caravan Park, commencing in the 2026/2027 financial year.**
Or
- 2. Undertakes upgrades and renovations to existing infrastructure at the Cranbrook Caravan Park within the 2026/2027 capital budget.**

10.3 WORKS

10.3.1 PROPOSED NEW ROAD SAFETY POLICY

RESPONSIBLE OFFICER:	Les Vidovich – Manager of Works
REPORT AUTHOR:	Les Vidovich – Manager of Works
FILE REFERENCE:	GO17
APPLICANT:	Nil
DATE OF REPORT:	11 March 2026
ATTACHMENTS:	Draft Road Safety Policy

Purpose

The purpose of this report is for the Council to consider adopting a new Road Safety Policy that enhances community welfare, aligns with the Shire's existing status as a registered WALGA RoadWise Council, and positions the Shire of Cranbrook as a leading advocate for road safety within the region.

Background

At its ordinary meeting held on the 21 February 2024, Council accepted WALGA's invitation to register as a RoadWise Council. This initiative of WALGA seeks to encourage, motivate and support the Shire of Cranbrook to incorporate best practice road safety principles and policy across their business services to reduce the number of people killed and seriously injured on local roads.

The Shire of Cranbrook is committed to promoting road safety initiatives across the community. However, despite this recognition, there is no formal Road Safety policy in place to guide Council, it's staff or the organisations ongoing efforts.

By adopting such a policy, the Shire will have a clear strategic direction that reinforces its commitment to road safety. This is particularly relevant given the growing demand for safer road infrastructure and the increased emphasis on community health and welfare.

Officer's Comment

The adoption of a Road Safety policy will position the Shire of Cranbrook as a leader in road safety initiatives, both within the region and as part of the broader WALGA RoadWise network. Such a guide will demonstrate the Council's commitment as a road safety advocate, to reducing road accidents, improving community welfare, and enhancing the overall safety of the local transport network.

The Shire of Cranbrook already designs and constructs roads to Australian Best Practice, Austroads Design Guidelines and Australian Standards. The intent of the proposed policy is to ensure all aspects of road safety are in the forefront of the organisation's thinking and are considered as part of any decision-making process. Examples include:

- The purchase of all fleet vehicles meeting the highest possible Australasian New Car Assessment Program (ANCAP) rating for safety.
- Ensuring staff have all the appropriate licenses and tickets to drive the vehicle that they are operating; and
- Provide first aid and emergency preparedness training for employees where practical and relevant.

By leading in road safety, the Shire of Cranbrook will not only fulfil its obligations as a WALGA RoadWise Council but also set an example for other regional councils. It is recommended that Council adopts the Road Safety Policy as a key strategic document for the benefit of the entire community.

Statutory Environment

Local Government Act (1995)

Section 2.7 (2) Provides information on the role of Council.

(1) The council —

(a) governs the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

(a) oversee the allocation of the local government's finances and resources and

(b) determine the local government's policies."

Policy Applicable – Implications

The adoption of a Road Safety policy would enhance the Council's ability to align with and actively contribute to state and national road safety strategies. It would also provide a framework for future road improvements, education campaigns, and safety initiatives.

Financial Implications

There are no significant financial implications arising from the endorsement of the road safety policy. Any purchase, installation or training would be considered by Council as part of its annual budget deliberation.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Safety Practices
- Inadequate Project Management

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

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 adhering to the RoadWise Framework.

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 3 Environment:

To enhance maintain protect and promote our natural environment and built infrastructure

Strategy 3.3: Maintain our built infrastructure, servicing the needs of the community

Activities: 3.3.1 Maintain road infrastructure network and pursue funding opportunities to support appropriate road network service levels

3.3.2 Seek upgrade of transport an associated infrastructure, including air, rail, bridges

3.3.3 Advocate for level rail crossing awareness and safety

3.3.4 Maintain and enhance our community infrastructure, providing appropriate public facilities

Consultation

Consultation for this report included WALGA RoadWise, Chief Executive Officer and Manager of Works.

Voting Requirements

Simple Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee will be meeting at 2.30pm on Wednesday, 18 March 2026 to discuss this report and will make a recommendation to the Council. The Officer's recommendation for the Audit, Risk and Improvement Committee to consider is:

That Council adopts the Draft New Policy – Road Safety, as presented.

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

Nil

14. CLOSURE OF MEETING

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