

COUNCIL MEETING

AGENDA



For the Ordinary Meeting of Council to be held on

15 April 2026

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook will be held on Wednesday 15 April 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 14I(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 P (Peter) Beech
	Cr C (Chelsea) Lange
	Cr P (Peter) Denton
	Cr H (Harvey) Gillam

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

Cr Lange has an approved leave of absence for the 15 April 2026 Ordinary Council Meeting.

3. APPLICATIONS FOR LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTIONS

5. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

7. DISCLOSURE OF INTEREST

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 18 March 2026

That the minutes from the Ordinary Meeting of Council held on 18 March 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:	7 April 2026
ATTACHMENTS:	List of Payments – 1 March 2026 to 31 March 2026

Purpose

The purpose of this report is to advise the Council of payments made during the period 1 March 2026 to 31 March 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 \$796,782.66 per the attachment be noted:

- **Electronic Funds Transfers EFT 17536 to EFT 17645 - \$600,136.24**
- **Cheque transfers 12302 - 12302 - \$198.45**
- **Internal Account Transfers (Payroll) - \$158,270.91**
- **Direct Debit - \$38,177.06**
- **Credit card purchases of \$5,604. (separate from March 2026 accounts total); and**
- **Fuel Card Purchases of \$20,442.30 (separate from March 2026 accounts total).**

10.1.2 MONTHLY FINANCIAL REPORT – MARCH 2026

RESPONSIBLE OFFICER:	Chelsea Paterson – Acting Manager of Finance
REPORT AUTHOR:	Chelsea Paterson – Acting Manager of Finance
FILE REFERENCE:	FM12
APPLICANT:	Nil
DATE OF REPORT:	10 April 2026
ATTACHMENTS:	Financial Statements for March 2026

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as of 31 March 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 March 2026 Monthly Financial Report represents Nine (9) months of the financial year. The following items are worthy of noting on the March 2026 report:

- Closing surplus position of \$2,429,707 (shown on page 2).
- Cash and cash equivalents of \$6,417,123 of which \$3,695,301 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of \$298,869 equates to 8.6% 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 31 March 2026.

10.1.3	FRANKLAND RIVER WINE FESTIVAL EVENT 2026
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	ED203
APPLICANT:	Nil
DATE OF REPORT:	7 April 2026
ATTACHMENTS:	Frankland River Wine Festival Presentation

Purpose

The purpose of this report is for Council to consider an in-kind and financial contribution towards a Frankland River Wine Makers and Grape Growers Association event. This contribution is for a proposed Frankland River Wine Festival, an intimate wine festival to be held in Frankland River in October 2026.

Background

Over the past twelve months, correspondence and meetings have occurred between the Frankland River Wine Makers and Grape Growers Association (FRWM&GGA) with a series of their shared ideas for events being proposed to the CEO and Community Development Manager.

Recently it was presented to the Shire Officers that the FRWM&GGA were wanting to hold a Frankland River Wine Festival and had been successful in obtaining a grant from the Wines of Western Australia. The Grant from Wines of Western Australia is for 40% of the overall project costs, which has been estimated at \$46,100. As part of the overall costs, the FRWM&GGA would contribute \$6,000 for signage, marketing material and promotions and wine from the producers.

A request to the Shire from the FRWM&GGA for in-kind and financial assistance has been presented and being able to work together to promote the Frankland River wine region and the greater Shire with joint branding and collaboration. The event has been tentatively submitted as the 17 October from 3pm to 10pm.

The proposed event has been forecasted to be scheduled on a bi-annual basis.

Officer's Comment

The proposed Frankland River Wine Festival will assist with increasing tourism and promoting the Shire of Cranbrook's viticulture and agricultural businesses, as part of economic development and working in collaboration with the FRWM&GGA, this falls within the 2025 – 2035 Council Plan. To promote and support our active and innovative nature-based tourism industry with activities that increase awareness of the district and regional attractions

The festival will transform a section of the Frankland River town with a themed festival layout featuring regional wine producers, local food vendors, agricultural showcases, interactive visitor experiences incorporating a community style long table to share your chosen food and wine. The program is designed to be producer-friendly, family-inclusive, and highly experiential while remaining operationally minimal and locally deliverable.

The event format moves beyond a traditional tasting festival and instead will deliver a curated "taste the region" journey, where visitors engage with the story of place through themed zones, sensory elements, interactive activities and producer storytelling.

It is estimated that 300 people will attend the event on the day. It is recommended that in-kind and financial support be provided by the Shire of Cranbrook within the 2026/2027 financial

budget. Included within the recommendation would be the Shire work with the FRWM&GGA to ensure that all event applications that are required to be submitted along with relevant documentation for approval be provided.

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 up to \$20,000 and will be taken into consideration within the 2026/2027 financial budget, identified as a new account and continued to be utilised for large special events in the future.

Risk Implications

The risks associated with matters in this report are: Misconduct

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

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

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

The **likelihood** is: Unlikely

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

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***

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 2.1: *Support our progressive and vibrant agricultural industry*

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

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 3.1: *Promote, enhance and maintain our natural attractions, parks, lakes and reserves*

Activities: **3.1.1 Enhance and maintain Shire controlled parks and reserves**

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 Chief Executive Officer, Community Development Manager and representatives of the Frankland River Wine Makers and Grape Growers Association.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Approves an amount of up to \$20,000 within the 2026/2027 financial budget which includes both in-kind and monetary contributions to the Frankland River Wine Makers and Grape Growers Association to prepare, implement and deliver a Frankland River Wine Festival event within the 2026/2027 financial year.**
- 2. Frankland River Wine Makers and Grape Growers Association establish a steering committee and incorporate the Community Development Manager as a representative for the Shire of Cranbrook to assist with information on regulatory and compliance requirements for this event.**

10.1.4 RATES WRITE OFF - FOREST PRODUCTIVITY COMMISSION

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Renee Dean – Executive Assistant
FILE REFERENCE: A1011, A1023, A1077, A14, A15, A80
APPLICANT: Not Applicable
DATE OF REPORT: 31 March 2026
ATTACHMENTS: Local Government Rates FPC

Purpose

The purpose of this report is for the Council to consider writing off rates, Emergency Services Levy and interest raised on properties owned by the Forest Products Commission (FPC).

Background

The Forest Products Commission owns six freehold properties within the Shire. Rates totalling \$28,146.16 were levied this financial year and remain unpaid. ESL payments and interest totalling \$2,036.46 are also outstanding, with the current total outstanding being \$30,182.62.

Officer's Comment

The Forest Products Commission has historically paid rates directly to local governments in which its plantations are located. However, in September 2025, they identified under the Forest Products Act 2000 Sec 43(2) that they are legally exempt from paying rates to local governments for unleased land and are required instead, under Sec 43(4) to pay a rates equivalent amount directly to the Treasurer each year. The Treasurer, under Sec 43(6) determines the amount and the timing of these payments.

The Shire of Cranbrook, in partnership with the local governments who make up the Warren Blackwood Alliance and the Shire of West Arthur, had a meeting with the Minister of Forestry, Hon Jackie Jarvis, MLC on 13 January 2026 in Perth, and advised her of the short-term and long-term impact of Forest Products Commission's (FPC) non-payment of rates to local governments. The Minister advised that she would assess the matter and advise on it.

On 20 March 2026, correspondence was received from the Minister advising that FPC would provide the Shire of Cranbrook with \$60,000 as sponsorship for this financial year and the following, and that land held by Forest Products Commission was not rateable land. For this reason, the Shire of Cranbrook is now asking Council to write off the rates and interest that were applied for this financial year. This does not include the Emergency Services Levy (ESL) or the interest accrued on the Levy.

Statutory Environment

Section 6.12(1)(c) of the Local Government Act 1995 states that a local government can write off any amount of money which is owed to the local government.

Section 6.39(2) of the Local Government Act 1995 states that a local government is required to amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with the Act.

The power to write off debts under the Local Government Act 1995 only applies to amounts owing to the local government (ie rates, fees and charges). The Emergency Services Levy is statutorily excluded because it is collected on behalf of the State.

Policy Applicable – Implications

Council Policy 4.5 Finance - Rates and Sundry Debtors Charges – Write Offs, Recovery Process does not apply in this case as the total value of rates to be written off exceeds \$200.

Financial Implications

The total amount of rates and interest to be written off (excluding ESL and ESL Interest) is \$29,503.36.

Risk Implications

The risks associated with matters in this report are:

- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes

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

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

The **likelihood** is: Unlikely

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

Risk mitigation includes following the processes and procedures set out in the Shire of Cranbrook's policies and referring the matter to Council for its approval.

Council Plan 2025-2035 Reference

There is no reference to this report in the Council Plan 2025-2035.

Consultation

Shire of West Arthur

Warren Blackwood Alliance

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Write off the following outstanding rates and rates interest totalling \$29,503.36:**

Assessment	Rates	Rates Interest
A1011 7431 Muir Highway Cranbrook	4,929.19	237.67
A1023 935 Stanley Drive Frankland River	2,825.86	136.27
A1077 58 Noobijup Road Frankland River	2,251.85	108.59
A14 Jarrrah Road Frankland River	2,372.27	114.38
A50 314 Yarnup Road Frankland River	6,735.49	324.80
A80 1053 Bokerup Road Frankland River	9,031.50	435.49

- 2. Apply to the Department of Fire and Emergency Services to write off the following Emergency Services Levies and Emergency Services Levy Interest totalling \$679.26:**

Assessment	ESL	ESL Interest
A1011 7431 Muir Highway Cranbrook	108.00	5.21
A1023 935 Stanley Drive Frankland River	108.00	5.21
A1077 58 Noobijup Road Frankland River	108.00	5.21
A14 Jarrrah Road Frankland River	108.00	5.21
A50 314 Yarnup Road Frankland River	108.00	5.21
A80 1053 Bokerup Road Frankland River	108.00	5.21

10.2 GOVERNANCE AND EXECUTIVE SERVICES

10.2.1 CHIEF EXECUTIVE OFFICER RECRUITMENT

RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	HR501
APPLICANT:	N/A
DATE OF REPORT:	2 April 2026
ATTACHMENTS:	<ol style="list-style-type: none"> 1. Confidential – Quotation Assessment 2. Terms of Reference – Chief Executive Officer Selection Panel 3. The independent panel member’s qualifications & experience 4. CEO Standards and Guidelines for Recruitment DLGSC 5. Position Description - 2026 CEO Shire of Cranbrook JDF and Selection Criteria

Purpose

The purpose of this report is for the Council to consider the appointment of a recruitment consultant to support the recruitment and selection process for the replacement Chief Executive Officer (CEO) following a Request for Quotation process. Council is also requested to adopt the Terms of Reference for the CEO Selection Panel, the appointment of the CEO Selection Panel including an independent panel member in accordance with current statutory requirements, and the Job Description Form that reflects the qualifications, selection criteria and responsibilities of the position.

Background

The position of Chief Executive Officer is a key statutory appointment of Council. A structured and compliant recruitment and selection process is required to ensure the appointment is merit based, transparent, and defensible. To support Council in meeting its obligations and in managing a robust executive recruitment process, the administration sought quotations via a Request for Quotation process which was forwarded to three appropriately experienced recruitment consultancies.

The CEO selection panel will be established in accordance with Terms of Reference. The Terms of Reference sets out the purpose, composition and operating requirements of the selection panel, including its composition and an independent member, confidentiality and conflict of interest obligations, and the panel’s role in shortlisting, interviewing and recommending a preferred candidate to Council in accordance with legislative requirements.

Officer’s Comment

Engaging an experienced recruitment consultant will assist Council to conduct a compliant end to end process that includes finalising the position description and selection criteria, advertising and executive search, application management, shortlisting support, interview planning, candidate assessment documentation, referee and background checking, and contract negotiation support as directed by Council. This approach aligns with good practice that recruitment and selection be conducted in accordance with merit, equity and transparency principles, and free from nepotism, bias and unlawful discrimination.

It is proposed to host a workshop for Council to determine the skills, qualifications, experience and qualities that the Council will expect a CEO candidate to demonstrate.

As part of the Shire’s procurement procedure, four consulting firms were approached through the Request for Quotation process, and two responses were received. The Request for Quotation

process has identified a preferred recruitment consultant. The recommended appointment is expected to deliver the best overall value when considering experience in Chief Executive Officer recruitment within local government, quality of methodology, capacity to meet the required timeframes, and pricing.

The Terms of Reference provides a clear governance and probity framework for the recruitment process and clarifies the roles of the selection panel, independent member and recruitment consultant to ensure compliance, transparency and defensibility of the appointment. If Council supports this report, the administration will finalise the engagement documentation with the appointed recruitment consultant and arrange a meeting to brief the Selection Panel on the recruitment and selection process.

Council is requested to resolve that three Councillors including the Shire President form the selection panel for the Chief Executive Officer appointment. Council is also required to include an independent person on the selection panel. The proposed independent panel member is Mr Steven Tweedie, whose qualifications are attached.

Council has determined the skills, qualifications, experience and qualities that the Council will expect a CEO to demonstrate. The approved Position Description/Job Description Form is attached.

Statutory Environment

Local Government Act 1995

Local Government Administration Regulations 1996

Local Government Legislation Amendment Act 2019

Local Government (Administration) Amendment Regulations 2021

Policy Applicable – Implications

The recruitment process is to be undertaken in accordance with the Shire's adopted standards and procedures for Chief Executive Officer recruitment, performance and termination, and the Shire purchasing and procurement arrangements.

Financial Implications

The cost of engaging the recruitment consultant will be met from existing budget provisions for recruitment and organisational support being GL 10430210 Expenses – Professional Services \$15,000. The recommended quotation and the financial comparison of the four responses are detailed in the confidential evaluation attachment. Advertising costs and any optional assessment services, if required, will be managed within available budgets and subject to Council direction.

Risk Implications

The risks associated with matters in this report are:

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

The **impacts** of the risk are: People, Financial, Service Interruption, Non-Compliance, Reputational, 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 abiding by the CEO Standards and meeting Council's obligations as the employing authority.

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

4.2.2 Provide a positive and safe workplace

Consultation

The Shire President and Councillors

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. **Adopts the Terms of Reference – Chief Executive Officer Selection Panel which provides for a panel comprising of three Councillors including the Shire President and an independent member being Mr Steven Tweedie, supported by the appointed recruitment consultant; and**
2. **Appoints _____ to provide Chief Executive Officer recruitment consultancy services in accordance with the Request for Quotation process, and**
3. **Appoint the following Councillors to the CEO Selection Panel:**
 - a. **1. Shire President**
 - b. **2. XXXXX**
 - c. **3. XXXXX****and**
4. **Approve the attached Position Description/Job Description Form for the role of Chief Executive Officer.**

10.3 WORKS

10.3.1	BRIDGE MANAGEMENT PLAN AND PROPOSED FIVE-YEAR MAINTENANCE PROGRAM
RESPONSIBLE OFFICER:	Les Vidovich – Manager of Works
REPORT AUTHOR:	Les Vidovich – Manager of Works
FILE REFERENCE:	RO310
APPLICANT:	N/A
DATE OF REPORT:	8 April 2026
ATTACHMENTS:	Bridge Management Plan 2025/26 – 2029/30

Purpose

To provide Council with a Bridge Management Plan and Proposed Five Year Bridge Maintenance Program for consideration and endorsement.

Background

Bridges located on Local Government roads and footpaths are the responsibility of the respective Local Government. The Shire of Cranbrook has a total of thirteen (13) bridge assets, of which twelve (12) require ongoing inspection and maintenance.

Local Governments are responsible for funding and undertaking preventative maintenance activities, which are typically categorised as routine (annual), periodic (five-yearly), and specific (as required). Routine maintenance includes the completion of annual Level 1 visual inspections for each bridge, with inspection reports submitted to Main Roads Western Australia (MRWA).

To be eligible for Special Project funding under the State Road Funds to Local Government Agreement (SRFLGA), Local Governments must demonstrate that

1. Annual Level 1 inspections have been completed
2. A 5-year bridge maintenance plan is in place and
3. Appropriate routine and preventative maintenance has been undertaken to prevent undue deterioration on its bridges.

This funding, administered in conjunction with Commonwealth Financial Assistance Grants through the Western Australian Local Government Grants Commission (WALGGC), is critical in supporting the rehabilitation or replacement of bridges that are approaching the end of their serviceable life.

Officer's Comment

The Shire of Cranbrook submitted a five-year bridge maintenance program to MRWA in January 2022, covering the period 2020/21 to 2024/25. During this period, Level 1 inspections were successfully completed; however, periodic maintenance was undertaken on only ten of the twelve bridges with the remaining two deferred to the first year of the subsequent program (2025/26) due to time and budget constraints.

In developing the new five-year program, consideration has been given to these constraints, with some bridge maintenance activities rescheduled within the program to better balance the Shire's annual financial commitments. The proposed five-year bridge maintenance program for 2025/26 to 2029/30 is provided in Appendix 2 of the attached document.

The program is based on preliminary cost estimates derived from bridge deck areas (square metre rates) and unit rates provided by MRWA. These estimates allow for the development of an indicative annual works program and associated budget requirements. The document is intended to operate as a rolling program and will be reviewed and updated annually to reflect changing priorities and asset conditions.

The Shire has also recently submitted all required Level 1 bridge inspection reports for the 2025/26 period to MRWA.

Endorsement of this program will ensure that appropriate funding is committed by Council and that maintenance activities are undertaken in a timely and planned manner, supporting ongoing compliance and maintaining eligibility for future external funding opportunities.

Statutory Environment

Nil

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

Routine and preventative maintenance of bridges is the responsibility of the local government. Council has allocated funds within its 2025/26 budget to perform these tasks and Year 1 of the bridge maintenance plan.

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 Asset Sustainability Practices
- Inadequate Supplier/Contract Management

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

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

The **likelihood** is: Possible

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

Risk mitigation includes adhering to MRWA standards and advise.

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

Consultation

Consultation for this report included Main Roads WA, Chief Executive Officer, Manager of Works and the Shire Engineer.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorses the Proposed Bridge Management Plan and Five-(5) Year Bridge Maintenance Program, as attached; and**
- 2. Considers the budget allocations for each financial year within the proposed five-year Bridge Maintenance Plan.**

- 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.