

COUNCIL MEETING

AGENDA



For the Ordinary Meeting of Council to be held on

20 May 2026

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook will be held on Wednesday 20 May 2026 at the Cranbrook Council Chambers commencing at 3.00pm.



Linda Gray
Chief Executive Officer



PUBLIC QUESTION TIME – RULES AND PROCEDURES

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

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

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

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

Recording Of Proceedings

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

DISCLAIMER

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

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

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Recording of Meetings

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

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

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

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AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

President	Cr P (Perin) Mulcahy
Deputy President	Cr DM (Daisy) Egerton-Warburton
Councillors	Cr JA (Jennifer) Quick
	Cr 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
Executive Assistant	Mrs R (Renee) Dean

Members of the Public

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

3. APPLICATIONS FOR LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTIONS

5. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

7. DISCLOSURE OF INTEREST

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 15 April 2026

That the minutes from the Ordinary Meeting of Council held on 15 April 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:	11 May 2026
ATTACHMENTS:	List of Payments – 1 April 2026 to 30 April 2026

Purpose

The purpose of this report is to advise the Council of payments made during the period 1 April 2026 to 30 April 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 \$751,230.93 per the attachment be noted:

- **Electronic Funds Transfers EFT 17646 to EFT 17748 - \$415,730.49;**
- **Cheque transfers 12303 - 12303 - \$150.00;**
- **Internal Account Transfers (Payroll) - \$260,319.15;**
- **Direct Debit - \$75,031.29;**
- **Credit card purchases of \$11,633.66 (separate from April 2026 accounts total); and**
- **Fuel Card Purchases of \$10,313.99 (separate from April 2026 accounts total).**

10.1.2 MONTHLY FINANCIAL REPORT – APRIL 2026

RESPONSIBLE OFFICER:	Chelsea Paterson – Manager of Finance
REPORT AUTHOR:	Chelsea Paterson – Manager of Finance
FILE REFERENCE:	FM12
APPLICANT:	N/A
DATE OF REPORT:	9 May 2026
ATTACHMENTS:	Financial Statements for April 2026

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as of 30 April 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 April 2026 Monthly Financial Report represents ten (10) months of the financial year. The following items are worthy of noting on the April 2026 report:

- Closing surplus position of \$2,398,228 (shown on page 2).
- Cash and cash equivalents of \$6,408,181 of which \$3,705,795 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of \$222,291 equates to 6.4% of the 2025/2026 rates levied and arrears from previous years (shown on page 15); and
- Explanation of material variances is shown by nature on page 6.

Statutory Environment

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

Policy Applicable – Implications

Council Policy 4.1 Defining Material Variances

Financial Implications

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

Risk Implications

The risks associated with matters in this report are:

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

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

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

The **likelihood** is: Rare

Hence the **risk rating** for this 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 30 April 2026.

10.1.3	DRAFT FEES AND CHARGES 2026/27
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Kerry Fisher – Chief Financial Officer
FILE REFERENCE:	FM11
APPLICANT:	N/A
DATE OF REPORT:	12 May 2026
ATTACHMENTS:	1. Draft Schedule of Fees and Charges 2026/27 2. Proposed Changes for 2026/27

Purpose

For Council to approve the proposed Fees and Charges to apply from 1 July 2026.

Background

The Shire of Cranbrook provides many services and facilities to the community for which it is able to apply fees and charges under the *Local Government Act 1995*. The proposed fees and charges have been compiled with the aim of ensuring appropriate levels of income/cost recovery is generated for the Shire.

The attached Draft Schedule of Fees & Charges 2026/27 includes the 2025/26 fees and charges for comparison.

Officer's Comment

The Shire of Cranbrook's Strategic Resource Plan 2017-2032 (SRP) plays an integral role in Council's ability to plan for the future and meet the outcomes and objectives of the Shire of Cranbrook's Strategic Community Plan 2021-2032. The SRP was prepared with the assumption that fees and charges would increase annually in line with forecast inflation of 2%.

In determining the proposed fees and charges, consideration was given to what charges may have been had actual inflation increases (based on the March Quarter Consumer Price Index each year) been applied, and whether the charges reflect the Shire expenditure associated with this service.

Proposed changes have been provided in the document as attached. Charges with a fuel component have a proposed increase of 30% and other charges have a 2% increase applied using a rounding up to the nearest whole dollar methodology. Upgrades to Cranbrook and Frankland River Halls has resulted in some new fees. These upgrades provide for more functional facilities and the additional benefit of a fully compliant commercial kitchen at Frankland River. Increases to caravan park fees have been made to ensure costs recovery with rising operating costs and increases to administration time due to cancellation increases and other requirements.

The Shire would also like to have the discretionary ability to charge for the Transit House at \$110.00 per night.

A complete list of fees and charges, including statutory which are marked with an "S", have been included in the attached Schedule. Also attached is a summary of proposed changes for the 2026-27 financial year. Statutory fees and charges can be altered at any time by relevant government departments, and if this occurs, the Schedule will be updated accordingly.

Statutory Environment

Local Government Act 1995, section 6.16 (imposition of fees and charges), 6.17 (setting level of fees and charges), and 6.19 (local government to give notice of fees and charges). Local

Government Act 1995, section 1.7 and Regulation 3A Local Government (Administration) Regulations 1996 (Local Public Notice).

Policy Applicable – Implications

4.12 Finance Fees and Charges - Application

Financial Implications

Revenue raised from fees and charges set by Council will contribute to its ability to provide services and facilities for the 2026/27 financial year and into the future.

Risk Implications

The risks associated with matters in this report are:

- Errors, Omissions and Delays

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

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

The **likelihood** is: Possible

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

Risk mitigation includes annual review of the Schedule of Fees and Charges, and consultation with the Executive Management Team.

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

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 staff and the Executive Management Team.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council adopt the 2026/27 Fees and Charges as attached and give local public notice as required prior to them taking affect from 1 July 2026.

10.1.4	CRANBROOK COMMUNITY BUS - WAIVE FEES
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	FM11, PE182
APPLICANT:	N/A
DATE OF REPORT:	1 May 2026
ATTACHMENTS:	Nil

Purpose

The purpose of this report is for the Council to consider the waiver of half day fees of the Cranbrook Community Bus to the Cranbrook Community Men’s Shed for the purpose of a community weekly shopping trip to Mount Barker for the 2026/2027 financial year.

Background

At the 18 June 2025 meeting of Council, it was resolved that:

Motion 17062025

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

- 4. Approves to waive the half day hire fee of the community bus to the Cranbrook Community Men’s Shed for the purpose of a community weekly shopping trip to Mount Barker for the 2025/2026 financial year.**

CARRIED 7/0

FOR: Cr G Pollard, Cr J Quick, Cr P Denton, Cr R Johnson
Cr D Egerton-Warburton, Cr L Casson, Cr P Mulcahy

AGAINST: Nil

By Absolute Majority

Officer’s Comment

The Cranbrook Community Men’s Shed has been running a weekly transport service to Mount Barker since the Cranbrook Supermarket closed in June 2022. This trip has become essential for many residents who rely on it to do their grocery shopping, attend medical appointments, pick up medications and take care of other important errands.

Until mid-2024, the service was funded through support from the Cranbrook Trading Post. With the Trading Post now closed, that funding has stopped. The Men’s Shed is currently keeping the service going through sponsorship and volunteer support. A local business continues to help with fuel costs, and the volunteer driver contributes significant time each week, valued at around \$5,200 a year.

For residents without transport, this weekly trip is a lifeline. Without it, many would struggle to access basic supplies and health services.

Given the clear community benefit and the Men’s Shed’s efforts to keep the service running, it would be reasonable for Council to waive the community bus hire fee for half a day each week. This would help ensure the service can continue. I suggest that the fee waiver be approved for 12 months, with a review each year.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Applicable – Implications

Council Policy 4.12 Finance; Fees and Charges – Application and

Council Policy 7.1 Community; Community Facilities and Equipment - Usage is applicable to this report.

Financial Implications

The total cost of the matters in this report is anticipated to be \$4,680.00 which would have been received within the revenue Account 11361060.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- External Theft and Fraud
- Errors, Omissions and Delays
- Inadequate Document Management Processes
- Inadequate Asset Sustainability Practices
- Inadequate Safety and Security Practices

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

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 having a fair and equitable policy in place to guide staff when making decisions.

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: ***1.1.2 Support our community and sporting recreational and volunteering initiatives***

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

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 included discussions with the Cranbrook Community Men's Shed executive committee, Chief Executive Officer and the Community Development Manager prior to request.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council approves to waive the half day hire fee of the community bus to the Cranbrook Community Men's Shed for the purpose of a community weekly shopping trip to Mount Barker for the 2026/2027 financial year.

10.1.5	FRANKLAND COMMUNITY BUS - WAIVE FEES
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	FM11, PE181
APPLICANT:	N/A
DATE OF REPORT:	6 May 2026
ATTACHMENTS:	Nil

Purpose

The purpose of this report is for the Council to consider the waiver of half day fees of the Frankland Community Bus to Rachael Russell – Frankland River, for the purpose of transporting children to Mt Barker to participate in the Mt Barker Bulls junior football program.

Background

Frankland River does not have a local junior or senior football club, and the community is unable to provide a junior football program that provides both training and game play within Frankland River. Currently, parents travel to Mt Barker providing an avenue for their primary school aged children to participate within the Mt Barker Bulls junior football program. The junior football program runs in Term 2 and Term 3 of the school year, May to September each year.

Officer's Comment

The Frankland River community have between 8 - 10 children based in Frankland who need to travel to Mt Barker each Thursday afternoon for junior football training. At present, attendance is heavily reliant on parents being able to transport their children individually with multiple vehicles required each week. Unfortunately, due to work, family, other commitments, and the current fuel crisis, with some parents it is not always possible, and as a result some children are at risk of missing out on regular participation.

Access to the community bus would provide a much more efficient, reliable and inclusive transport option, ensuring all children can attend training consistently. For many of the children, this is more than just sport—it supports their physical wellbeing, social connection, and sense of belonging within a team environment.

The Frankland River parents are committed to making arrangements as self-sufficient as possible. Parents will cover the fuel cost of the bus, and they will provide a suitable, approved driver.

For Council consideration the community bus waiver, will support a local group in accessing essential services and opportunities that would otherwise be difficult for them to participate in.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Applicable – Implications

Council Policy 4.12 Finance; Fees and Charges – Application and
Council Policy 7.1 Community; Community Facilities and Equipment – Usage is applicable to this report.

Financial Implications

The total cost of the matters in this report is anticipated to be up to \$1,260.00 which would have been received within the revenue Account 11361070.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- External Theft and Fraud
- Errors, Omissions and Delays
- Inadequate Document Management Processes
- Inadequate Asset Sustainability Practices
- Inadequate Safety and Security Practices

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

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 having a fair and equitable policy in place to guide staff when making decisions.

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: ***1.1.2 Support our community and sporting recreational and volunteering initiatives***

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

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 included discussions with the Chief Executive Officer, Community Development Manager and Rachael Russell prior to request.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council approves waiving the half day hire fee of the community bus to a qualified Frankland River Community Member, for the purpose of transporting Frankland River children to Mt Barker to participate within the Mt Barker Bulls junior football training program. For the period of May to September 2026.

10.1.6	GREAT SOUTHERN TREASURES AND THE FUTURE OF THE BLOOM FESTIVAL
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	ED8
APPLICANT:	N/A
DATE OF REPORT:	11 May 2026
ATTACHMENTS:	ASW Bloom Proposal 060526 Final

Purpose

The purpose of this report is for the Council to consider an update on the proposed arrangements for the Bloom Festival 2026, approve the cost of \$7,000 to contribute to this year’s Bloom festival and to inform Council that Great Southern Treasures is being disbanded.

Background

Great Southern Treasures (GST) is part of Australia’s Southwest (ASW), the major tourism body for the South of the State. ASW is required to deliver on marketing, brand and communication initiatives that compromise;

- Regional branding and communication.
- The Bloom Festival.
- Other Festivals.

At the 26 November 2025 meeting of Council, it was resolved that:

Motion 20112025

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

- A. Support the Memorandum of Understanding between Great Southern Treasures for the period 2026 - 2029;**
- B. Approve the subscription costs of up to \$15,000pa to be included within the 2026/2027 budget.**
- C. Monitor the annual performance of the Great Southern Treasures in terms of value for money and the associated increases in tourist activity in the Shire of Cranbrook.**

CARRIED 6/0

Since then, a number of Councils in the region have decided not to continue to fund Great Southern Treasures and have withdrawn their membership. This has resulted in the organisation becoming unfeasible and forcing ASW to end its Service Level Agreement with Councils in the region after the Bloom Festival this year.

Officer’s Comment

A proposal (attachment) has been drawn up for ASW to be contracted to deliver the Bloom Festival 2026. It is contingent on receipt of \$44,000 from the member Councils that comprised GST. At this point, the future beyond Bloom 2026 has not been considered. VROC is now taking ownership of the issue and will be working on options for a new model in due course.

It is important to note that the Memorandum of Understanding (MOU) that the Council supported in November 2025, remains valid, it won’t be renewed by the 30 June 2026 deadline. It is the Service Level Agreement that is coming to an end.

There is agreement that all Shires will contribute to ASW this year for them to facilitate and deliver the 2026 Bloom Festival. The total cost of this will be \$44,000 with the Shire of Cranbrook's contribution expected to be \$7,000. Council has already approved the amount of up to \$15,000 to be included in the 2026/27 budget as its contribution to Great Southern Treasures, part of which was intended to contribute to the Bloom Festival. The Shire's contribution will therefore be \$7,000.

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 \$7,000 and will be, placed within Tourism and Area Promotion within the 2026/2027 financial budget.

Risk Implications

The risks associated with matters in this report are:

- Errors, Omissions and Delays
- Inadequate Document Management Processes
- Inadequate Supplier/Contract Management

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

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: ***1.3.3 Seek opportunities to support local arts and culture***

Key Pillar: 2 Economic:

Be an innovative diverse prosperous and growing economy

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: ***3.1.2 Promote and develop natural attractions within the district***

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 Shire of Cranbrook CEO, Community Development Manager, Great Southern Treasures Tourism Manager and the current regional Shire's CEO group.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

- 1. Notes that the Great Southern Treasures Memorandum of Understanding between the Shires of Broomhill-Tambellup, Cranbrook, Jerramungup, Katanning, Kent, Kojonup, Woodanilling and Gnowangerup will not be renewed by the 30 June 2026 deadline.**
- 2. Notes the Shires Great Southern Treasures 2026/27 annual subscription of \$13,000 will not be paid and this amount will be taken out of the 2026/27 draft budget.**
- 3. Notes the Service Level Agreement 2026-2029 between the Shire and Australia's South West will end after the Bloom Festival 2026.**
- 4. Approves the inclusion into the 2026/27 draft budget \$7,000, being the Shires contribution to the 2026 Bloom Festival.**

10.2 GOVERNANCE AND EXECUTIVE SERVICES

10.2.1 PROPOSED SUBDIVISION – LOT 100 WEIR ROAD, CRANBROOK (WAPC REFERENCE: 203176)

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Liz Bushby – Town Planning Innovations (TPI)
FILE REFERENCE: A9825
APPLICANT: Main Roads WA
DATE OF REPORT: 12 May 2026
ATTACHMENTS: MRWA Letter

Purpose

The purpose of this report is for Council to consider an application lodged to the Western Australian Planning Commission (WAPC) to subdivide Lot 100 Weir Road into two lots.

Main Roads Western Australia (MRWA) has lodged the application as they propose to exercise a portion of Lot 100.

The application has been referred to the Shire for comment and is to be determined by the Western Australian Planning Commission.

Background

Lot 100 has an area of over 395 hectares. The majority of the lot is cleared and used for agricultural purposes, and the southeast portion contains remnant vegetation.

Officer’s Comment

An application has been lodged by MRWA that proposes to excise a 57.6-hectare portion of existing Lot 100 Weir Road onto a separate certificate of title, so that it can be retained as an environmental offset – refer to Attachment 1.



MRWA has advised that:

- The proposed lot will be retained in MRWA ownership as an environmental off set for the Gordon South and Gordon North projects on Albany highway in the Great Southern Region.
- The balance of Lot 100 will continue to have a rural use and will remain in private ownership.

Subdivision of Rural land is assessed against WAPC Development Control Policy 3.4 (DC3.4).

Under DC3.4, there is provision for subdivisions to create conservation lots, but it is restricted to a conservation covenant in perpetuity with the Department of Parks and Wildlife, the National Trust of Australia, or **an alternative authority acceptable to the WAPC. *Bold for emphasis***

In line with the intent of the WAPC Policy, support for the subdivision is recommended subject to condition that a covenant be imposed on the Certificate of Title for proposed Lot A, to safeguard conservation values.

Statutory Environment

Shire of Cranbrook Town Planning Scheme No 4 – The lot is zoned Rural.

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

Key Pillar: Work

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

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

Consultation

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

- Department of Biodiversity, Conservation and Attractions;
- Water Corporation;
- Main Roads; and
- Western Power.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- A. Recommend that the Western Australian Planning Commission approve the application (No 203176) to subdivide Lot 100 Weir Road, Cranbrook into two lots subject to the following condition:**
- 1. A restrictive covenant is to be placed on the certificate of title of proposed Lot B advising of the existence of a restriction on the use of the land to protect areas identified for conservation. Notice of this restriction is to be included on the diagram or plan of survey (deposited plan) to the satisfaction of the WAPC.**

Footnote:

- (i) Whilst the Shire supports this MRWA proposal, this should not be construed as support for private entities to subdivision other rural land parcels based on proposed land for future environmental offsets.**

10.2.2	PROPOSED HOLIDAY ACCOMMODATION - LOT 833 (NO 488) RONALDSHAW ROAD, TENTERDEN
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Liz Bushby – Town Planning Innovations
FILE REFERENCE:	A9806
APPLICANT:	Amy Chadburne (owner)
DATE OF REPORT:	12 May 2026
ATTACHMENTS:	Development Plans and supporting information

Purpose

The purpose of this report is for Council to consider an application for holiday accommodation on Lot 833 Ronaldshaw Road, Tenterden.

The application has been advertised for public comment. Advertising closed on the 8 May 2026, and 1 objection has been received.

Background

Lot 833 is used for agricultural purposes and has an approximate lot area of 121.61 hectares. The closest intersection is Ronaldshaw Road and Pingellup Street.

Existing development has access via a driveway from Ronaldshaw Road, that is approximately 300 metres long.

There is an existing building on the lot that has historically been used as shearers quarters, and is located over 350 metres to the northwest of the Ronaldshaw Road lot boundary. The owners are renovating the old Shearers Quarters with a view of renting it out for short term accommodation.



Above: Existing Shearers Quarters

A location plan is included below.



Above: Location plan

Officer's Comment

• **Description of Application**

The Shire has received an application proposing to use an existing building (that was used as Shearers Quarters), for short stay accommodation. It is proposed to have five bedrooms and cater for a maximum of 12 guests at any one time.

The owners intend to rent out individual rooms to guests, so there would be shared facilities (such as the kitchen and bathrooms), or allow for group bookings of the whole building. They have advised that a family member will live in the main house on the same property.

The owners have lodged written information, a management plan, evacuation plan, floor plan, code of conduct, and photographs – refer Attachment 1.

• **Zoning and Land Use Permissibility**

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

The objectives of the Rural zone under Clause 4.2 of the Scheme are outlined in Table A below.

Table A: Rural Zone Objectives	
Objectives of Rural zone	Officer Comment
a) To ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.	The application does not impact or prevent the lot or surrounding land from being used for broad acre farming, or other agricultural activities.
b) To provide for intensive agricultural use in suitable areas.	The application does not prevent surrounding land from being used for intensive agricultural use if suitable buffers are put in place.
c) To consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.	The proposal will benefit the wider community (through tourism), the general district and is proposed in a cleared area so will not have any impact on natural resources or the environment.
d) To allow for facilities for tourists and travellers, and for recreation uses.	The application meets this zone objective.
e) To help protect rural land from land degradation and further loss of biodiversity	The application will not cause land degradation or result in loss of biodiversity. It is an existing building in a cleared area.
f) To promote the sustainable management of natural resources, and the prevention of land degradation.	Not Applicable. The proposal does not contravene this objective.
g) To have regard to use of adjoining land at the interface of the rural zone with other zones to avoid adverse effects on local amenities.	It is not anticipated that there will be any adverse impact as the building is existing, the land has already been cleared, there is sufficient separation to smaller lots to the east of Ronaldshaw Road and the owners have lodged a Management Plan.

The development is construed as ‘holiday accommodation’ which is defined in the Shire of Cranbrook Town Planning Scheme No 4 as:

‘means accommodation specifically catering for tourists and includes bed and breakfast accommodation, chalets, farmstay, guesthouses, caravan parks, etc. but does not include hotels, or motels’.

‘Table 1 – Zoning Table’ in the Scheme lists different land uses in a table format, with symbols aligning to the different zones. The symbols explain whether Council has discretion to consider a land use in the correlating zone.

The land use of ‘holiday accommodation’ is listed as a ‘D’ use in the Rural zone, which *‘means that the use is not permitted unless the local government has exercised its discretion by granting planning approval’.*

Essentially this means that Council has discretion to consider holiday accommodation in the Rural zone having regard for normal planning considerations such as the zone objectives, amenity, traffic, visual impact etc

An extract of Table 1 is included below.

TABLE 1 - ZONING TABLE

USES	TOURISM AMD 7 GG 25/8/23	RESIDENTIAL	TOWN CENTRE	INDUSTRIAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING	RURAL
15 holiday accommodation	D	A	A	X	A	D	D

- **Relevant Western Australian Planning Commission Guidelines and Policies**

The Western Australian Planning Commission (WAPC) ‘Planning for Tourism and Short Stay rental Accommodation’ Guidelines state that:

‘There has been a long-term trend of increasing demand for tourist accommodation and short-term rental accommodation in rural areas, with significant variation in the preferred type and form throughout the state. For example, in pastoral regions there is higher demand for ‘station stays’ as well as ‘adventure tourism’, whilst in the South West the demand is for holiday houses in rural settings.

Tourism uses should be incidental to a primary agricultural use. State Planning Policy 2.5: Rural Planning provides guidance on land use planning in rural areas.’

Clauses 5.5 of State Planning Policy 2.5 ‘Rural Planning’ states that the WAPC Policy is to:

‘support small scale tourism opportunities, such as bed and breakfast, holiday house, chalet, art gallery, micro-brewery and land uses associated with primary production, within the rural zone’

The State Planning Policy 2.5 Rural Guidelines acknowledge that rural zones are highly flexible and can accommodate a range of land uses, including tourism.

- **Public Consultation**

The application has been advertised for public comment, and 1 objection was received from the owner of 437 Ronaldshaw Road.

The submission is summarised in Table B below.

Table B: Summary of Submission	
Submission	Officer Comment
1a. In your letter it states short term accommodation. How long is short term?	Short term is no more than 3 months in any 12 month period, however guests often stay for shorter periods than 3 months, as they are on holidays or travelling.
1b. It caters for 12 guests at any one time. I feel that half that amount would be better.	The submission is noted, however the owner seeks to accommodate a limited number of guests in an existing building, on a large property, and proposes to have a person/family member live on site to manage all guest visits. The maximum number of guests is proposed to be 12, and there will likely be periods where accommodation is not filled to full capacity. In any event, the building is existing and is over 480 metres from the submitters property.
1c. Having shared kitchens and bathrooms sounds a suitable idea, providing there is adequate drainage and done to regulatory standards, as I'm sure would be the case.	The accommodation will be a Lodging House requiring separate compliance with the Health Act 1911. The premises has already been inspected by the Shires Environmental health Officer who has had discussions with the owner. A separate Building Certificate will also be required.
1d. Also a concern is noise levels of guests, being on holidays and 'letting their hair down' so to speak. Between what hours would noise be restricted?	TPI does not have any concerns over noise given there will be an onsite manager, and having regard for matters such as the size of the lot combined with the distance to Ronaldshaw Road, and other lots. The owner has lodged a Management Plan outlining that noise should not occur after 9.00pm, and that they would keep a register of any complaints.
1e. Another issue is the community losing it's country atmosphere due to this proposal.	The appearance of the property will not change, and will not unduly affect the existing streetscape or rural nature of the locality.

A map showing the objectors location is included below.



Above: Map showing objectors property in red outline and 483 metre distance to Shearers Quarter building

Statutory Environment

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

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

- *Matters to be considered by Council*

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

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

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

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

Risk Implications

The risks associated with matters in this report are:

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

The impacts of the risk are: Non-Compliance

The consequences of these risks are considered to be: Minor

The likelihood is: Unlikely

Hence the risk rating for this report is: Low

Risk mitigation includes seeking planning advice from the Shires Town Planning Consultant

Council Plan 2025-2035 Reference

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

Key Pillar: 2 Economic:

Be an innovative diverse prosperous and growing economy

Strategy 2.2: 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

2.3.2 Enhance and maintain local attractions an associated infrastructure

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

Outlined in the body of this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- A. Note that the application has been formally advertised for public comment, and one objection was received as outlined in Table B.**
- B. Approve the application for holiday accommodation (within an existing building) on Lot 833 (No 488) Ronaldshaw Road, Tenterden subject to the following conditions and footnotes:**
 - 1. The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.**
 - 2. All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries.**
 - 3. This approval is granted for holiday accommodation in an existing (Shearers Quarters) building, and is only for short term accommodation. No guest shall be accommodated for periods totalling more than 3 months in any 12 month period.**
- 4. The maximum number of persons to be accommodated at any one in the existing (Shearers Quarters) building shall be limited to 12.**
- 5. All guest car parking shall be accommodated within the boundary of Lot 833 at all times.**
- 6. The owner shall implement the measures in the Management Plan lodged and approved as part of this application.**
- 7. The holiday accommodation shall only be rented out for short stay accommodation when there is a person residing and occupying the existing house which is on the lot.**
- 8. The development approved is to be substantially commenced within two years after the date of this determination. The approval lapses if the development has not substantially commenced before the expiry of that period.**

Footnotes:

- (i) Planning consent is not an approval to commence operations or for any building works. Please be advised that prior to commencing you require separate approvals including:**
 - A Lodging House registration in accordance with the Health (Miscellaneous Provisions) Act 1911. Please liaise with the Shires Environmental Health Officer to arrange registration.**
 - A Building Approval Certificate (BA14).**

10.2.3	PROPOSED SIGN – LOT 38 (NO 17) GATHORNE STREET, CRANBROOK
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Liz Bushby – Town Planning Innovations (TPI)
FILE REFERENCE:	A234
APPLICANT:	Shire of Cranbrook
DATE OF REPORT:	12 May 2026
ATTACHMENTS:	Sign Plans

Purpose

The purpose of this report is for Council to consider an application for installation of a permanent electronic VMS event board sign at Lot 38 (No 17) Gathorne Street, Cranbrook.

Background

TPI has been advised that the Shire Council approved a permanent VMS electronic event board to be installed within the 2025/2026 budget as a capital works on Lot 38.

The Shires Town Hall is located on Lot 38.

Officer's Comment

The sign is proposed on Lot 38 and will have an overall height of 4.5 metres – refer to Attachment 1. The sign face will measure 2.24 metres by 1.3 metres.

Shire Administration has advised that it is not proposed as an advertising sign, but a message board for emergency management, events and information.

The sign is proposed as ancillary development to existing development on the same lot and is generally supported.

The only comment that Town Planning Innovations has is that it is preferable for signs to be fully located in the lot boundary, rather than overhang any portion of the footpath (so the footpath is not impeded vertically in any way).

Statutory Environment

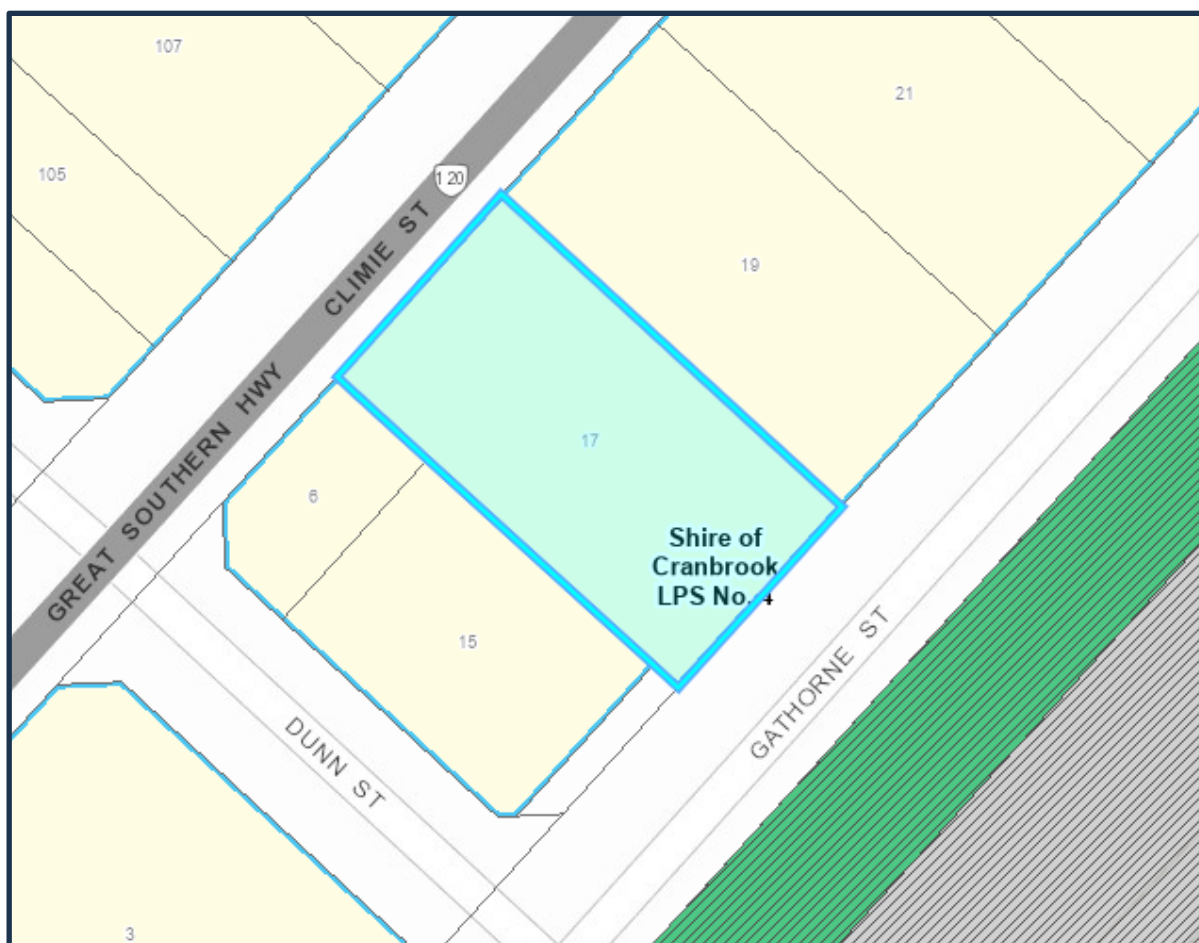
Planning and Development (Local Planning Schemes) Regulations 2015 - The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015 and became effective on 19 October 2015.

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

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

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

Shire of Cranbrook Town Planning Scheme No 4 – The lot is zoned Town Centre.



Above: Zoning map

Policy Applicable – Implications

There are no known Policy Implications. The Shire has separate Local Laws on ‘Activities on and Trading in Thoroughfares and Public Places’.

Financial Implications

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

Risk Implications

The risks associated with matters in this report are:

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

The impacts of the risk are: Non-Compliance

The consequences of these risks are considered to be: Minor

The likelihood is: Unlikely

Hence the risk rating for this report is: Low

Risk mitigation includes seeking planning advice from the Shires Town Planning Consultant

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

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

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

4.1.2 Effectively represent and promote the Shire of Cranbrook

Consultation

No public consultation has been undertaken in relation to this application.

Voting Requirements

Absolute Majority (for delegated authority)

OFFICER'S RECOMMENDATION

That Council delegate authority to the Chief Executive Officer to determine the planning application for a sign on Lot 38 Gathorne Street, Cranbrook in accordance with Clause 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015.

10.2.4	BUSHFIRE ADVISORY COMMITTEE GENERAL MEETING AND AGM DRAFT MINUTES – 28 APRIL 2026 AND BUSHFIRE CONTROL OFFICER APPOINTMENTS FOR 2026/2027
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Phill Gunn – Community Emergency Services Manager
FILE REFERENCE:	BF1 & BF3
APPLICANT:	Bushfire Advisory Committee
DATE OF REPORT:	11 May 2026
ATTACHMENTS:	1. Bushfire Advisory Committee General & AGM Minutes 2. 2026/2027 Draft Annual Firebreak Notice

Purpose

The purpose of this report is:

1. To present to Council the minutes of the Bushfire Advisory Committee (BFAC) General Meeting and Annual General Meeting (AGM) held on 28 April 2026 for consideration;
2. For Council to appoint Bush Fire Control Officers for 2026/2027 in accordance with the Bush Fires Act 1954; and
3. Adoption of the 2026/2027 Annual Firebreak Notice.

Background

The Shire of Cranbrook BFAC was established in accordance with the Bushfires Act 1954 Part 5, Section 67 which states:

Advisory committees;

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may –
 - (a) make rules for the guidance of the committee; and
 - (b) accept the resignation in writing of, or remove, any member of the committee; and
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.

Officer's Comment

The Committee meets biannually in March/April and September/October and consists of representatives from each of the 12 local Brigades, the Chief Bushfire Control Officer (CBFCO), two Deputy Chief Bushfire Control Officers (DCBFCO), the Base Radio Operator and a nominated Shire Councillor. Representatives from the Shire of Cranbrook and the Department of Fire and Emergency Services (DFES) District Officer also attend the meetings as observers and administration support, as well as the Shire of Cranbrook, Gnowangerup and Kojonup's Community Emergency Services Manager.

Statutory Environment

Part 5, Section 67.4c of the Bush Fires Act 1954, states that:

“(4) A committee appointed under this section —

- (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.”

Policy Applicable – Implications

Council Policy 6.0 Bushfire Control is applicable to this report.

Financial Implications

The total cost of this item will be approximately \$2,500 for printing of firebreak notices and \$250 advertising costs that can be funded from operating account 051010 (Fire Prevention).

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil statutory, regulatory or compliance requirements.

The impact of these risks is Non-Compliance

The consequences of these risks are considered to be Minor

The likelihood is Unlikely

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

Risk mitigation includes the existence of an effective BFAC together with support from the Council.

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.

1.1.2 Support our community and sporting recreational and volunteering initiatives

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**

1.2.2 Advocate and actively support emergency management and services

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

Consultation for this report was undertaken with the Bushfire Advisory Committee at its Annual General Meeting and General Meeting held on 28 April 2026.

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION

That Council:

- 1. Note the attached minutes from the 28 April 2026 Bushfire Advisory Committee AGM and General Committee Meeting;**
- 2. Appoint the following officers to the respective positions for 2026/2027 in accordance with the Bush Fires Act 1954:**

Chief Bush Fire Control Officer	Graeme Marshall
1st Deputy Chief Bush Fire Control Officer	Simon Hilder
2nd Deputy Chief Bush Fire Control Officer	Jamie Climie
Base Radio Operator	Vacant
Volunteer Bushfire Training Officer	Phill Gunn
Fire Control Officer's	
East Cranbrook	Harley Smith
.....	Will Horrocks
.....	Phil Horrocks
Central.....	Jamie Climie
.....	Sam Lehmann
.....	Michael Walsh
.....	Cameron Williamson
Cranbrook Town	Ricky Pearton
Tenterden.....	Jason Watterson
.....	Martin House
.....	Ken Gibson
.....	John Packard
Tunney.....	Sean Morgan
.....	Joel Treeby
.....	Theo Cunningham
.....	Adam Hearn
Woolonga	Brett Smith
.....	Mark Preston
.....	Jake Smith
Nunijup.....	Lindsay Watterson
.....	Mark Webster
.....	Ben Parsons
.....	Jarrold Beech
Kybellup	Kieron Haynes
.....	Ben Beech
.....	Sam Beech
Gordon	John Egerton-Warburton
.....	Grant Egerton-Warburton
.....	Alvaro De Toledo
Frankland River	Simon Hilder
Frankland River Town	Andrew Murray
Bokerup/Unicup	Nathan Waterman
.....	Bruce Kerr
.....	Charlie Russell
.....	Ben Grylls
.....	Bryce Friend
Shire of Cranbrook	Wes Andrews

..... **Phill Gunn**

- 3. The appointment of the Chief Bushfire Control Officer, Graeme Marshall, as Fire Weather Officer for the 2026/2027 fire season in accordance with Section 38(1) of the Bush Fires Act 1954, and that Sam Lehmann, John Egerton-Warburton, Simon Hilder, Harley Smith, Nathan Waterman, Lindsay Watterson, Marty House and Sean Morgan be appointed to the Fire Weather Advisory Group.**
- 4. The appointment of the following person, Graeme Marshall, as Clover Burning Officer for the 2026/2027 fire season, in accordance with Section 24 of the Bush Fires Act 1954.**
- 5. Adopt the attached Firebreak Notice for the 2026/2027 season.**
- 6. Advertise the names of the Bushfire Control Officers listed above in accordance with section 38(2A) of the Bush Fires Act 1954.**

10.2.5	AUDIT, RISK AND IMPROVEMENT COMMITTEE – INDEPENDENT COMMITTEE MEMBER
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	FM9
APPLICANT:	N/A
DATE OF REPORT:	11 May 2026
ATTACHMENTS:	Application 1 D Barbour re Independent Presiding Member

Purpose

The purpose of this report is for the Council to consider the appointment of an Independent Presiding Member for the Audit, Risk and Improvement Committee (ARIC), and a Deputy to the Independent President Member for ARIC.

Background

At the Ordinary Meeting of Council held 18 March 2026, Council resolved the following:

Motion 08032026

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

- 1. Adopt the Terms of Reference for the Audit, Risk and Improvement Committee;**
- 2. Appoint 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.**

CARRIED 6/0

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

AGAINST: Nil

Officer's Comment

At the Meeting held on 18 March 2026, advice was given to Council that as well as transitioning to the new Audit, Risk and Improvement Committee, that we would have to advertise an expression of interest for appointment of an independent Presiding Member and the appointment of the Deputy for the Independent Presiding Member. This was done and one application was received.

For the position of the Independent Presiding Member we received an application from Mr Daniel Barbour (Application 1). Mr Barbour is on the board of the Great Southern Community Financial Services (Bendigo Bank) for many years and has also held the position of Chairman. He also an active volunteer member of the Town Bushfire Brigade. He has an Executive Master in Business Administration and he manages the local Elders Store.

Interest was received from Mr Robert Johnson, an ex Councillor, with fourteen years experience in local government at Council level, to be the Deputy to the Independent Presiding Member. Mr Johnson has run an agricultural business locally but has travelled widely overseas whilst working as a helicopter pilot.

Statutory Environment

Local Government Act 1995 states that:

15. Section 5.12 – Council must appoint a member of a committee to be the presiding person and a member to be the deputy presiding person.

16. Section 7.1A – neither the presiding member or the deputy presiding member of the Audit, Risk and Improvement Committee can be a council member or a council member of another local government.

Local Government (Audit) Regulations 1996 states that:

17. Regulation 16 – sets out the functions of Audit, Risk and Improvement Committees.

Policy Applicable – Implications

Council Policy 1.2 – Committees of Council

Financial Implications

In the March 2026 Council Meeting, Council determined that the independent Presiding Member of the ARIC would be entitled to a \$250 attendance fee per meeting plus expenses.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Failure to fulfil Statutory, Regulatory or Compliance Requirements

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

Risk mitigation includes discussions with the relevant stakeholders and other Chief Executive Officers.

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

Mr S Tweedie, Cr Perin Mulcahy, Shire President and Miss J Scott, Executive Officer.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Appoint Mr Daniel Barbour as an Independent Presiding Member on the Shire of Cranbrook's Audit, Risk and Improvement Committee; and

2. Appoint Mr Robert Johnson as the Deputy to the Independent Presiding Member on the Shire of Cranbrook's Audit, Risk and Improvement Committee.

10.3 WORKS

10.3.1 PROPOSED TEN-YEAR REGIONAL ROAD GROUP SCHEDULE

RESPONSIBLE OFFICER:	Les Vidovich – Manager of Works
REPORT AUTHOR:	Les Vidovich – Manager of Works
FILE REFERENCE:	RO318
APPLICANT:	Shire of Cranbrook
DATE OF REPORT:	13 May 2026
ATTACHMENTS:	RRG 10 Year Program

Purpose

The purpose of this report is for Council to consider and endorse a proposed ten-year Regional Road Group works program, prior to submitting its applications to Main Roads WA for 2027/28.

Background

Main Roads Western Australia is seeking project submissions for Regional Road Group (RRG) funding for the 2027/28 financial year.

Only roads identified within the Roads 2040 document as having regional significance and under the control of the Shire are eligible for funding. These roads typically service major resources, industry, communities, or tourist attractions.

The following are the local roads eligible to obtain funding through the RRG.

- Cranbrook Frankland Road
- Cranbrook Frankland Road East
- Unicup Road
- Wingebellup Road
- Frankland Rocky Gully Road
- Martagallup Road
- Nunijup Road
- Stockyard Road
- Kojonup Frankland Road
- Poorrarecup Road
- Salt River Road
- Shamrock Road

Council's annually review their RRG schedule and once approved, it is submitted to MRWA for consideration in ongoing and future road funding grant opportunities.

Whilst the RRG grants are issued by MRWA on an annual basis, it has requested that each local government is to provide a rolling road program to enable long term strategic funding to occur.

All submissions are subject to a multi-criteria assessment process, considering factors such as traffic volumes, road classification, project justification, cost estimates, and priority timing.

Funding under the RRG is generally provided on the basis of two-thirds contribution from Main Roads WA and one-third contribution from the Shire. Council's submissions for 2027/28 are due to the Great Southern Regional Road Group by the 31 July 2026.

Officer's Comment

The Shires Manager of Works and Works Supervisor has inspected all sections of road which qualify for possible funding and have compiled a draft ten-year RRG program for consideration.

The ten-year program uses a simple cost estimate based on geometry and unit rates. These estimations enable a preliminary program for each year to be devised. The ten-year plan is not a set program and is purely indicative. The document is a rolling program, which is reviewed annually as priorities may change and updated traffic counter information becomes available.

The plan is useful as a preliminary program to give an indication of the scope of works expected within the next ten years. It is also helpful to give an indication of where a particular roadway is positioned within the entire program. The plan can be modified, and further years added to suit Councils requirements.

Statutory Environment

Section 2.7(2) of the *Local Government Act 1995* provides that Council is to oversee the allocation of local government finances and resources and determine local government policies.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

If successful, all approved projects will require a one third contribution from the Shire. If the project submitted receive funding, the total cost for 2027/28 will be \$1,324,500 with the Shire required to contribute \$441,500.

Risk Implications

The risks associated with matters in this report are:

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

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

- Annual review and prioritisation of the rolling ten-year Regional Road Group program to ensure projects remain aligned with asset condition, traffic demand and community needs.
- Detailed project scoping, preliminary design and cost estimation prior to funding submissions and project delivery.
- Compliance with Main Roads WA funding guidelines, procurement requirements and reporting obligations.
- Implementation of Traffic Management Plans and Work Health and Safety controls during construction activities.

- Ongoing monitoring of project timelines, budgets and contractor performance to minimise delays and cost overruns.
- Use of road condition inspections and asset management data to support sustainable infrastructure investment decisions.
- Allocation of Council's required co-contribution through the annual budget process, subject to funding approval.
- Stakeholder and community communication regarding planned works and potential disruptions where required

Council Plan 2025-2035 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

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

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 the 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 and bridges

Consultation

Consultation for this report included Main Roads Western Australia and internal Shire staff.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council, in accordance with Section 2.7(2) of the Local Government Act 1995:

1. Endorse the draft ten-year Regional Road Group program as presented.
2. Approves the proposed 2027/28 Regional Road Group submissions to Main Roads WA being.
 - a) Salt River Rd - Construct Road from type 4 to type 5 from SLK 25.0 to 28.0
 - b) Wingebellup Rd - Construct Road from type 4 to type 5 from SLK 10.0 to 13.0
 - c) Cranbrook-Frankland Rd - Cement Stabilise failures and reseal from SLK 28.00 to 41.69
 - d) Shamrock Rd - Construct from type 4 to type 5 from SLK 25.50 to 27.35
 - e) Frankland Rocky Gully Rd - Cement Stabilise failures and reseal from SLK 3.01 to 3.1
3. Consider the allocation of \$441,500, being the Shire of Cranbrook's required one third contribution to perform these works, as part of its 2027/28 annual Budget deliberations.

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.