

COUNCIL MEETING

AGENDA



For the Ordinary Meeting of Council to be held on

17 June 2026

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook will be held on Wednesday 17 June 2026 at the Cranbrook Council Chambers commencing at 3.00pm.



Jenny Cristinelli
Acting 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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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 H (Harvey) Gillam
Acting Chief Executive Office	Mrs JM (Jenny) Cristinelli
Manager of Finance	Miss CR (Chelsea) Paterson
Manager of Works	Mr L (Les) Vidovich
Executive Officer	Miss JL (Jo) Scott
Governance Officer	Mrs RL (Renee) Dean
Members of the Public	

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Cr Denton has an approved leave of absence for the 17 June 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

The meeting will be closed to the public to discuss confidential item 13.1 Purchase of a New Loader.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 20 May 2026

That the minutes from the Ordinary Meeting of Council held on 20 May 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:	8 June 2026
ATTACHMENTS:	List of Payments – 1 May 2026 to 31 May 2026

Purpose

The purpose of this report is to advise the Council of payments made during the period 1 May 2026 to 31 May 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 \$1,084,110.39 per the attachment be noted:

- **Electronic Funds Transfers EFT 17749 to EFT 17860 - \$867,916.20;**
- **Internal Account Transfers (Payroll Weeks 46 & 48) - \$168,728.72;**
- **Direct Debit - \$47,465.47;**
- **Credit card purchases of \$6,848.55 (separate from May 2026 accounts total); and**
- **Fuel Card Purchases of \$1,193.16 (separate from April 2026 accounts total).**

10.1.2 MONTHLY FINANCIAL REPORT – MAY 2026

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

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as of 31 May 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 May 2026 Monthly Financial Report represents Eleven (11) months of the financial year. The following items are worthy of noting on the May 2026 report:

- Closing surplus position of \$2,123,242 (shown on page 2).
- Cash and cash equivalents of \$6,197,881 of which \$3,723,242 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of \$148,406 equates to 4.3% of the 2025/2026 rates levied and arrears from previous years (shown on page 15); and
- Explanation of material variances is shown by nature on page 6.

Statutory Environment

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

Policy Applicable – Implications

Council Policy 4.1 Defining Material Variances

Financial Implications

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

Risk Implications

The risks associated with matters in this report are:

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

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

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

The **likelihood** is: Rare

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

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

Council Plan 2025-2035 Reference

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

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

Activities: 4.1.1 Provide strategic leadership and governance

4.1.2 Effectively represent and promote the Shire of Cranbrook

Consultation

Consultation was not required for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the attached Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 31 May 2026.

10.1.3 COMMUNITY GRANT PROGRAM FUNDING - ALLOCATION

RESPONSIBLE OFFICER:	Jenny Cristinelli – Acting Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Acting Chief Executive Officer
FILE REFERENCE:	CS103
APPLICANT:	Nil
DATE OF REPORT:	8 June 2026
ATTACHMENTS:	Attachments for this item are confidential

Purpose

The purpose of this report is for the Council to consider allocating the 2026/2027 Community Grant Program Funding as per the Community Grant Program Funding Guidelines and Policy 4.16.

Background

Each year the Shire receives requests from community organisations and groups to assist them with financial support for them to be able to complete a program, project, event or purchase of equipment.

As these requests were becoming more frequent and substantial, it was deemed appropriate to review the process in which these community organisations and groups receive the funds they requested.

In the 2020/2021 Financial Year Budget the Shire of Cranbrook committed \$20,000 to a new Community Grant Program. The round was incredibly successful and a large amount of positive feedback regarding the program was provided to the Council and Staff. After the closure and review of the round and the acquittals it was deemed appropriate for this to become an annual program for the Shire of Cranbrook community by committing to allocate a maximum of \$20,000 each financial year.

Officer's Comment

The Community Grant Program 2026 funding round opened on 20 April 2026 and closed on 29 May 2026. Throughout the application period, the Community Development Manager responded to enquiries from community groups regarding eligibility and program requirements.

A total of six (6) applications were received by the closing date. Following assessment against Policy 4.16 – Community Funding, Principle 1.0 Eligibility, one application was deemed ineligible. The application submitted by the West Plantagenet Pony Club did not meet the following requirements:

- Eligibility criteria — only Shire of Cranbrook community organisations and groups are eligible to apply.
- Pre-lodgement discussion — no contact was made with the Community Development Manager prior to submission.
- Received application – outside of closing period.

These factors collectively render the application non-compliant with the program guidelines.

An application was received from Yonga Downs Aboriginal Incorporation, a newly incorporated body, based within the Shire of Cranbrook. The proposed project is located on the organisation's property at the corner of Hardy Street and Rubbish Tip Road, Cranbrook. This location detail was

not included in the application. As the organisation is Cranbrook based, the application is considered eligible.

The Cranbrook Community Events Committee and the Frankland River Community Resource Centre are each allocated up to \$1,500 in financial support, in addition to in-kind contributions, for delivery of the annual Cranbrook Show and Frankland River Fun Day respectively. These contributions are consistent with previous years and are incorporated within the Shire’s annual Events Operating Budget.

Overall, five eligible applications are presented for Council consideration as part of the 2026 Community Grant Program assessment. Due to the number of community grants submitted for the 2025/2026 grant round, and feedback received by Council, the funding criteria scoring system calculations was conducted by the Shire President, Acting Chief Executive Officer and an Executive Manager.

Applications were received from the following community groups along with their requests for funding:

APPLICANT	PROJECT / PROGRAM	AMOUNT EX GST
1. Cranbrook Sporting Club	Accessibility Steps Bowling Green & Multi-function chip and food warmer	\$1,711.82
2. Tenterden Tennis Club	Coaching Program 2026/2027 Juniors & Adults	\$3,950.00
3. Yonga Downs Aboriginal Corporation	Cooking and Cultural Awareness Event – Installation of a Fire Pit	\$2,000.00
4. Cranbrook Community Events Committee	Cranbrook Show 2027 – Children’s Entertainment & St John Ambulance Attendance Fees	\$7,968.00
5. West Plantagenet Pony Club	Enhancing Equine Arena Facilities at West Plantagenet Pony Club	\$2,800.00
6. Frankland River Community Resource Centre	Family Fun Day 2027 – Children’s Entertainment	\$7,500.00
	TOTAL	\$25,929.82

Each application was individually ranked in accordance with the funding criteria scoring system in Policy 4.16. The outcome from the scoring is as follows:

Applicant & Project/Program	Score
1. Cranbrook Community Events Committee – 2027 Cranbrook Show	105
2. Tenterden Tennis Club – 2026/2027 Coaching Program Juniors & Seniors	100
3. Frankland River Community Resource Centre – 2027 Family Fun Day	90
4. Yonga Downs Aboriginal Incorporation – Cooking & Cultural Awareness Event – Installation of a Fire Pit	85
5. Cranbrook Sporting Club – Accessibility Steps Bowling Green & Multi-Function Chip & Food Warmer	75
6. West Plantagenet Pony Club – Enhancing Equine Arena Facilities at WPPC	0

To provide funding to all eligible organisations and noting that both the Cranbrook Community Events Committee and the Frankland River Community Resource Centre receive annual financial and in-kind support from the Shire to assist with delivery of the Cranbrook Show and the Frankland River Family Fun Day, a reduction to their individual funding requests may be considered. This would assist in ensuring the total financial allocation remains within the \$20,000 program budget.

Overall, five eligible applications are presented for Council consideration as part of the 2026 Community Grant Program assessment.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Applicable – Implications

Council Policy 4.16 Community Grant Program Funding is applicable to this report, and all applications have been assessed in accordance with this policy.

Financial Implications

The 2026/2027 draft annual budget includes an allocation of \$20,000 in order for these projects to be funded from account 113020.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- External Theft and Fraud

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

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

1.1.4 Support youth an early childhood development opportunities

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***

1.3.2 Support a healthy, sporting an active community

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: 4 Leadership

To demonstrate and partake in strong government and leadership

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

Activities: 4.1.1 Provide strategic leadership and governance

4.1.2 Effectively represent and promote the Shire of Cranbrook

Strategy 4.2: maintain an effective organisation delivering community services

Activities: 4.2.1 Deliver appropriate services to our community

Consultation

Consultation included discussions with the community groups prior to submission of their applications. All applications were reviewed by the Shire President as an elected member, Acting Chief Executive Officer and the Human Resources and Administration Coordinator, being executive management in accordance with Council policy.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council approves the following projects for funding through the 2026/2027 Community Grant Program:

APPLICANT	PROJECT / PROGRAM	AMOUNT EX GST
1. Cranbrook Sporting Club	Accessibility Steps Bowling Green & Multi-function chip and food warmer	\$1,711.82
2. Tenterden Tennis Club	Coaching Program 2026/2027 Juniors & Adults	\$3,950.00
3. Yonga Downs Aboriginal Corporation	Cooking and Cultural Awareness Event – Installation of a Fire Pit	\$2,000.00
4. Cranbrook Community Events Committee	Cranbrook Show 2027 – Children's Entertainment & St John Ambulance Attendance Fees	\$6,403.09
5. Frankland River Community Resource Centre	Family Fun Day 2027 – Children's Entertainment	\$5,935.09
	TOTAL	\$20,000.00

10.1.4	CRANBROOK AND FRANKLAND RIVER LIBRARIES – FUNDING AGREEMENTS
RESPONSIBLE OFFICER:	Jenny Cristinelli – Acting Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Acting Chief Executive Officer
FILE REFERENCE:	GO27
APPLICANT:	Nil
DATE OF REPORT:	8 June 2026
ATTACHMENTS:	1. Cranbrook Library Funding Agreement 2. Frankland River Library Funding Agreement

Purpose

The purpose of this report is for the Council to consider renewing the library funding agreements for the Cranbrook and Frankland River Libraries.

Background

At the 22 November 2025 meeting of Council, it was resolved that Council:

Motion 22112025

Moved Cr Denton, seconded Cr Johnson that Council:

- 1. Endorse the attached funding agreements and associated funding commitments for the Gillamii Centre Inc and Frankland River Community Resource Centre for the 2025-2026 financial year; and**
- 2. Authorise the Chief Executive Officer to execute the attached funding agreements described above.**

Officer’s Comment

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

Previously the funding agreements have been in place for 3 years. The separation into two agreements was approved at the July and September 2023 Ordinary Council meeting to be for a one-year period.

The Gillamii Centre and the Frankland River Community Resource Centre each received \$14,000 in the 2025/2026 financial year to operate the Shire of Cranbrook’s library services. Historically, these library service agreements have been incorporated into the broader operational funding agreements held between the Shire and each organisation. Both providers have indicated that a one-year agreement cycle is more appropriate, as it aligns with the operational and reporting requirements of State Library WA, and this approach has been functioning effectively.

It is recommended that Council consider applying a 15% CPI based increase to the funding agreements, noting that no financial uplift has been provided since the 2023/2024 financial year. While the current CPI is 4.2%, the proposed 15% increase reflects the cumulative rise in service delivery costs over the past two financial years and supports the ongoing viability of library operations at both facilities. Incorporating this increase into the 2026/2027 budget will ensure the Gillamii Centre and the Frankland River Community Resource Centre can continue to provide accessible, library services to the community. Rounding the CPI adjustment to 15% provides a practical and sustainable funding level that better reflects actual cost pressures.

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 \$32,200 in the 2026/2027 financial year.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Business and Community Disruption
- Inadequate Engagement Practices
- Inadequate Asset Sustainability Practices

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

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

The **likelihood** is: Rare

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

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

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

Strategy 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: 3 Environment:

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

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

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

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

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

Consultation

Consultation for this report included the Shire Management, Gillamii Centre and Frankland River Community Resource Centre

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the attached funding agreements and associated funding commitments for the Gillamii Centre Inc and Frankland River Community Resource Centre for the 2026-2027 financial year; and**
- 2. Authorise the Chief Executive Officer to execute the attached funding agreements described above.**

10.2 GOVERNANCE AND EXECUTIVE SERVICES

10.2.1 ANNUAL REVIEW OF DELEGATIONS

RESPONSIBLE OFFICER:	Jenny Cristinelli – Acting Chief Executive Officer
REPORT AUTHOR:	Jo Scott – Executive Officer
APPLICANT:	N/A
FILE REFERENCE:	GO20
DATE OF REPORT:	5 June 2026
ATTACHMENTS:	1. Draft 2025/26 Delegations Register

Purpose

The purpose of this report is for the Council to adopt the reviewed and amended Shire of Cranbrook Delegations Register.

Background

Section 5.42 of the *Local Government Act 1995 (Act)* provides that a Council may delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the *Act*, other than those referred to in s. 5.43.

There are a range of powers and duties delegated to the CEO in accordance with the powers provided by s. 5.42 (1) (a) and (b) of the *Act*.

Section 5.46 (2) of the *Act* requires that these delegations be reviewed at least once every financial year. The Shire of Cranbrook delegations were last reviewed by Council in June 2025.

The purpose of this review is to consider the operational effectiveness of the current delegations, whether they remain relevant and appropriate, whether legislative amendments or organisational changes necessitate any revisions to the text, and whether any new delegations are required.

Officer's Comment

The following delegations have been amended or added to the Delegations Register since the 2025 Delegation Register review:

Amended Delegations:

*Delegation 1.0 – Delegations of Powers and Duties to the CEO,
This was a minor amendment to the Sub-Delegates to include Community Development Manager.
Approved at 8 September 2025 OCM.*

Removed Manager of HR and Administration throughout the register as this position is no longer applicable.

New Delegations:

*Delegation 1.19 – Cat Act 2011 – Cat Registrations
Delegation 1.20 – Authorise a person to perform specified functions under the Cat Act 2011
Delegation 1.39 – Dog Act 1976 – Registrations Officer
Delegation 1.40 – Dog Act 1976 – Refuse or Cancel Registrations*

These new delegations have been expanded from existing delegations (1.19 and 1.20) to provide clarity in functions delegated and the delegated officers' responsibilities.

Statutory Environment

Section 5.42 of the Act provides that Council may delegate powers to the CEO except those referred to in s. 5.43 of the Act.

Section 5.46(2) of the Act requires all delegations to be reviewed at least once each financial year.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

There are no financial implications for this report.

Risk Implications

Having clear and appropriate delegations from Council to the CEO and from the CEO to staff is an important part of the overall governance framework. It allows the Shire to conduct business in an efficient manner and provides overall accountability for the decision-making processes. Risk mitigation includes consultation with staff.

Council Plan 2025-2035 Reference

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

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

Activities: 4.1.1 Provide strategic leadership and governance

4.1.2 Effectively represent and promote the Shire of Cranbrook

Strategy 4.2: maintain an effective organisation delivering community services

Activities: 4.2.1 Deliver appropriate services to our community

Consultation

Acting Chief Executive Officer, Jenny Cristinelli, Executive Officer, Jo Scott.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the Shire of Cranbrook Delegations Register 2025/26 as included at Attachment One.

10.2.2	NEW POLICY - POLICY 7.5 CAMPING AND TEMPORARY ACCOMMODATION PERMITS
RESPONSIBLE OFFICER:	Jenny Cristinelli – Acting Chief Executive Officer
REPORT AUTHOR:	Jo Scott – Executive Officer
FILE REFERENCE:	GO17
APPLICANT:	N/A
DATE OF REPORT:	9 June 2026
ATTACHMENTS:	Draft new policy 7.5

Purpose

The purpose of this report is for the Council to consider adopting new policy, Policy 7.5 Camping and Temporary Accommodation Permits, for inclusion into the Council Policy Manual to assist in determining applications for temporary accommodation.

Background

Reforms to the *Caravan Parks and Camping Grounds Regulations 1997* (Camping Regulations) came into effect on 1 September 2024. The reforms streamline the application process and provide increased flexibility for Local Governments to determine temporary accommodation on private property applications. (eg such as caravans and tiny houses on wheels).

Officer’s Comment

Under the *Caravan Parks and Camping Grounds Regulations 1997*, a local government can consider applications to occupy a caravan or camp on private land.

Usually, a caravan or tiny home on wheels is the easiest form of temporary accommodation to place on the land under these approvals. Caravans or tiny homes on wheels are easily removable if need be, with some already fitted with necessary health and safety facilities. Caravans and tiny homes on wheels are used by many people in Western Australia for a variety of reasons including:

- temporary housing following a natural disaster
- staying in a caravan or tiny home on wheels while building or renovating a permanent home
- seasonal worker housing
- support someone ageing-in-place
- for holiday-makers
- other personal circumstances
- addressing homelessness

It is important that caravans and tiny homes on wheels are used in a safe and healthy manner. If a local government grants an approval to camp, they may make it subject to health and safety conditions. For example, the local government may require the applicant to have sufficient power, water, sewage, and cooking facilities. The inclusion of this policy will give decision makers guidelines to assess applications and make informed decisions when determining each individual case, allowing for the imposition of condition on approvals as required.

The Minister for Local Government has the power to consider camping approvals in instances where a local government does not provide approval or revokes an approval. If the Minister provides an approval to camp, this cannot be revoked by the local government.

Statutory Environment

Caravan Parks and Camping Grounds Regulations 1997

Policy Applicable – Implications

This is a proposed new Policy.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

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

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

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

The **likelihood** is: Unlikely

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

Risk mitigation includes providing guidelines to assist decision makers in the determining of applications for temporary accommodation or camping.

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

Consultation for this report included Environmental Health Officer, Dave Hadden, Town Planning Consultant Liz Bushby and Acting Chief Executive Officer, Jenny Cristinelli.

Voting Requirements

Simple Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE'S RECOMMENDATION

That Council adopt new policy, Policy 7.5 Camping and Temporary Accommodation Permits, for inclusion in Council's Policy Manual.

10.2.3	POLICY UPDATE – POLICY 4.8 PURCHASING
RESPONSIBLE OFFICER:	Jenny Cristinelli – Acting Chief Executive Officer
REPORT AUTHOR:	Chelsea Paterson – Manager of Finance
FILE REFERENCE:	GO17
APPLICANT:	Nil
DATE OF REPORT:	11 June 2026
ATTACHMENTS:	4.8 Finance - Purchasing Policy

Purpose

The purpose of this report is for the Council to consider an update to the Purchasing Policy. Shire of Cranbrook Policy Manual 2026, 4.8 Finance – Purchasing.

Background

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

Officer’s Comment

The Executive Management Team and staff regularly review the current Policy Manual and, as a result, Council is periodically requested to consider and approve amendments and improvements to individual policies. During the latest review, it was identified that Policy 4.8 Finance – Purchasing grants authorising authority to the Shire Engineer. Following the recent organisational restructure, this role now reports to the Manager of Works and therefore no longer requires authorising authority, other than the ability to raise requisitions.

Statutory Environment

Section 2.7(2b) of the *Local Government Act 1995*, states that:
The Council is to determine the Local Government’s policies.

Policy Applicable – Implications

This report proposes a change to the Purchasing Policy to align the authorising of expenditure to be approved by a manager.

Financial Implications

There are no financial implications for this report.

Risk Implications

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

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

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

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

The **likelihood** is Unlikely

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

Risk mitigation includes:

- Councillors having a clear understanding of the content of all policies, including the attached purchasing policy; and
- The successful execution of policies by the Management Team and staff.
- Review of the Policy Manual, when necessary, throughout the year.

Council Plan 2025-2035 Reference

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership:

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

4.1.1 Provide strategic leadership and governance

Consultation

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

Voting Requirements

Absolute Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE'S RECOMMENDATION

That Council adopt the revised Shire of Cranbrook 4.8 Finance - Purchasing Policy, as attached.

10.3 WORKS

10.3.1 PLANT REPLACEMENT PROGRAM

RESPONSIBLE OFFICER:	Les Vidovich – Manager of Works
REPORT AUTHOR:	Les Vidovich – Manager of Works
FILE REFERENCE:	PE7
APPLICANT:	N/A
DATE OF REPORT:	10 June 2026
ATTACHMENTS:	1. Draft Plant Replacement Program 2. IPWEA Plant & Vehicle Management Manual Excerpt

Purpose

The purpose of this report is for Council to endorse the proposed Plant Replacement Program as presented and to consider their inclusions as part of its annual budget deliberations.

Background

Staff have reviewed and modified Councils existing Plant Replacement Program to assist the Shire of Cranbrook in providing a structured changeover and acquisition plan for all its machinery and vehicles.

The program now utilises the Institute of Public Works Engineers Australia (IPWEA) Plant and Vehicle Management Manual optimum replacement timings as the basis of the plan. This document is recognised as best practice for local governments and ensures that the fleet is managed efficiently and is updated to meet Council’s current and future plant requirements.

Officer’s Comment

The proposed Plant Replacement Program is useful as a preliminary schedule to give an indication of the vehicles that are expected to be changed over within the next ten years and the budget allocation required.

It is proposed that Council changeover its existing Plant as shown in the program due to age, condition and utilisation. A copy of the Plant Replacement program is attached and includes Part 2 of the Plant and Heavy Vehicle management document. The proposed program is reviewed bi-annually and can be modified, and further years added to suit Council requirements.

Statutory Environment

Section 3.57 (Tenders for providing goods and services) and Section 3.58 (Disposing of Property) of the Local Government Act 1995 are applicable to this item.

Policy Applicable – Implications

Council Policies relating to Light Vehicles and Procurement are relevant and are used by staff where required.

Financial Implications

The estimated purchase cost for the draft 2026/27 replacement program is \$761,435 with the total disposal value based on current market trends calculated at \$311,157. The requested total investment in 2026/27 is \$450,278.

The long-term annual changeover cost of plant and equipment is approximately \$447,498 per annum.

Risk Implications

The risks associated with matters in this report are:

- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Asset Sustainability Practices
- Inadequate Safety and Security Practices

The **impacts** of the risk are Financial and 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 ensuring the process is undertaken by experienced staff and in accordance with established procurement and asset management procedures.

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

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.2: maintain an effective organisation delivering community services

Activities: 4.2.1 Deliver appropriate services to our community

4.2.2 Provide a positive and safe workplace

Consultation

Consultation in respect to the Plant Replacement Program has occurred between the Shire of Cranbrook's Management Team, Works Supervisor, Parks and Gardens Team Leader and Operators.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the proposed Plant Replacement Program as presented and consider the recommended plant acquisitions for 2026/27 as part of the 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

In accordance with Section 5.23(4)(c) of the Local Government Act 1995, the following Item 13.1 and its attachments are confidential.

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

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION:

That the meeting be closed to members of the public in accordance with section 5.23 (4) (c) of the Local Government Act 1995.

13.1	PURCHASE OF A NEW LOADER
RESPONSIBLE OFFICER:	Les Vidovich – Manager of Works
REPORT AUTHOR:	Les Vidovich – Manager of Works
FILE REFERENCE:	PE7
APPLICANT:	N/A
DATE OF REPORT:	10 June 2026
ATTACHMENTS:	Confidential Submissions and Evaluation Report

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION:

That the meeting be re-opened to members of the public.

14. CLOSURE OF MEETING

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