COUNCIL MEETING

MINUTES

For the Ordinary Meeting of Council held on

15 July 2026

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.

ATTENTION/DISCLAIMER

These minutes will be confirmed at the next Ordinary Council Meeting. The minutes should be read to ascertain the decision of the Council.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Cranbrook for any act, omission, statement or intimation occurring during Council or Committee meetings.

The Shire of Cranbrook disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement of intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or Officer of the Shire of Cranbrook during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Cranbrook.

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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<u>Recording of Meetings</u>

- All Council Meetings are digitally recorded, for audio only, except for Confidential Agenda Items (in accordance with Section 5.23(2) of the *Local Government Act 1995*) during which time recording ceases.
- Following publication and distribution of the meeting minutes to Council Members the digital audio recording will be available on the Shire's website.

<u>Defamation – cl 14K *Local Government (Administration) Regulations 1996*</u>

(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.

CONTENTS

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Cr Mulcahy as Presiding Member declared the meeting open at 3.09pm. The Shire President alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

SUSPENSION OF STANDING ORDERS

Motion 01072026

Moved Cr Egerton-Warburton, seconded Cr Denton that Standing Orders be suspended for the duration of this meeting to facilitate open discussion on items presented in this Agenda, given the importance of those matters.

CARRIED 7/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange

AGAINST: Nil

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
Chief Financial Officer	Ms K (Kerry) Fisher
Manager of Finance	Miss CR (Chelsea) Paterson
Manager of Works	Mr L (Les) Vidovich
Community Development Manager	Mrs JM (Jenny) Cristinelli
Governance Officer	Mrs RL (Renee) Dean
Members of the Public	Nil

2.2 APOLOGIES

Nil

2.3 APPROVED LEAVE OF ABSENCE

Nil

3. APPLICATIONS FOR LEAVE OF ABSENCE

Motion 02072026

Moved Cr Denton, seconded Cr Quick that Cr Mulachy be granted a leave of absence for the 19 August 2026 ordinary meeting of Council.

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil

4. PUBLIC QUESTION TIME

Nil

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Nil

5. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

On the 19 June the Shire hosted the Great Southern Zone meeting at the Cranbrook Sporting Club. The Shire President, Cr Perin Mulachy, Chief Executive Officer, Ms Linda Gray and Deputy Shire President, Cr Daisy Egerton-Warburton represented the Shire

Cr Mulcahy acknowledged Frankland River local, Tabitha Lawson, who is representing the Albany electorate in the WA Youth Parliament program this week at State Parliament. Tabitha was selected to join other young leaders from across Western Australia to represent her state electorate and debate bills on issues that matter most to young people.

The Shire President on behalf of the entire Shire Council would like to congratulate Tabitha, on this outstanding achievement.

The Shire President, Cr Mulcahy announced that the following people who were either residents or past residents of the Shire had passed away since the last meeting:

Frank Krakouer
Marylne Forsythe
Mavis Injram

A moments silence was observed as a mark of respect.

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

7. DISCLOSURE OF INTEREST

Proximity Interest

Cr P Beech
Item 10.1.9
Type: Proximity Interest pursuant to Section 5.60B *Local Government Act 1995*
Nature: Owner of land adjacent to proposed road closure

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 17 June 2026

Motion 03072026

Moved Cr Egerton-Warburton, seconded Cr Quick that the minutes from the Ordinary Meeting of Council held on 17 June 2026, be confirmed as a true and correct record.

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil

10. REPORTS OF OFFICERS

10.1 CORPORATE AND COMMUNITY SERVICES

10.1.3	**FRANKLAND RIVER TOWN HALL – ELECTRICAL LOAD UPGRADE AND INSTALL OF AIR-CONDITIONING UNITS**
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	CP201
APPLICANT:	N/A
DATE OF REPORT:	6 July 2026
ATTACHMENTS:	Electrical Load Assessment Report

Purpose
The purpose of this report is for Council to consider allocating funding in the 2026/2027 Budget to upgrade the electrical supply to the Frankland River Town Hall. The proposed upgrade will provide sufficient electrical capacity to facilitate the installation of reverse cycle air conditioning in the main stadium and support planned future improvements to the facility, ensuring it remains fit for purpose and capable of meeting the community's long-term needs.

Background
Over the past 18 months, the Frankland River Town Hall has undergone significant renovations. As part of these works, the manual gas heating system servicing the main stadium was removed due to safety concerns. The building currently has a reverse-cycle air conditioning unit servicing the Supper Room and an older-style air conditioning unit located in the former library.

As part of the ongoing upgrade program, discussions were held with the Shire's electrical contractor regarding the installation of reverse-cycle air conditioning within the main stadium. It was identified that the existing electrical supply, following the installation of the new commercial kitchen, had reached its available load capacity.

To confirm the site's electrical capacity, an electrical load assessment was undertaken in February 2026. The assessment confirmed that the existing electricity supply is insufficient to support additional high-load infrastructure, including air conditioning for the main stadium.

Officer's Comment
To support the future development of the Frankland River Town Hall and improve the functionality and comfort of the facility throughout the year, it is recommended that the required electrical supply upgrade be undertaken. Increasing the available electrical load will enable the installation of reverse-cycle air conditioning within the main stadium and provide sufficient capacity to accommodate other planned improvements to the facility.

Future concepts for the Town Hall include the conversion of the former Doctor's Office into a reception office for the Frankland River Caravan Park caretaker and the redevelopment of the former library into a community gym. These projects, together with the installation of air conditioning, cannot be progressed under the existing electrical supply due to the current load limitations.

Upgrading the electrical infrastructure will provide the capacity required to support these and other future improvements, ensuring the Town Hall remains a functional, comfortable and adaptable community facility for many years to come. Based on advice provided by the Shire's electrical contractor, the proposed upgrade is expected to provide sufficient electrical capacity to meet the facility's anticipated operational requirements for approximately 30 years.

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 proposed works is estimated to be up to $145,565**,** comprising the electrical supply upgrade and the installation of reverse-cycle air conditioning units within the main stadium of the Frankland River Town Hall.

$110,000 be allocated from GL744000 – Community Facilities Upgrade Reserve for the increase electrical supply as part of the 2026/2027 Annual Budget.

$35,565 be allocated to GL11112000 Capital Expense – Frankland River Hall Major Maintenance, for air-conditioning supply and install as a Shire funded capital project as part of the 2026/2027 Annual Budget**.**

Risk Implications
The risks associated with matters in this report are:

- Misconduct
- Business and Community Disruption
- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Engagement Practices
- Inadequate Asset Sustainability Practices
- Inadequate Project/Change Management
- Inadequate Supplier/Contract Management
- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are: Financial, Service Interruption, Non-Compliance, Reputational, Property
The **consequences** of these risks are considered to be: Minor,
The **likelihood** is: Unlikely
Hence the **risk rating** for this report is: Low,

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

Key Pillar: 1 Social:
Be respectful for our friendly, vibrant, connected and safe community
Strategy 1.1: Support an engaged and inclusive community culture.
1.1.3 Ensure appropriate community infrastructure and facilities, servicing the health and social needs of our community

<u>Key Pillar: 3 Environment</u>:
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

<u>Key Pillar: 4 Leadership</u>
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 Chief Executive Officer, Community Development Manager, Electrical Contractors and Western Power.

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION
Motion 04072026
Moved Cr Denton, seconded Cr Egerton-Warburton that Council;

1. **Approves the allocation of up to $110,000 in the 2026/2027 Annual Budget from GL744000 - Community Facilities Upgrade Reserve for the increase of electrical supply to the Frankland River Town Hall and;**
2. **Approves the amount of $35,565 as a Shire funded capital work project for the Frankland River Hall as major maintenance, allocate to GL11112000 in the 2026/2027 Annual Budget.**

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil
By *Absolute Majority*

10.1.4	**FRANKLAND RIVER TOWN HALL – CARAVAN PARK CARETAKERS OFFICE**
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	CP201
APPLICANT:	N/A
DATE OF REPORT:	7 July 2026
ATTACHMENTS:	N/A

Purpose

The purpose of this report is for Council to consider allocating funding in the 2026/2027 Budget to renovate the old Doctors Office within the Frankland River Town Hall and turn into the Frankland River Caravan Park Caretakers Office.

Background

Over the past 18 months, the Frankland River Town Hall has undergone significant renovations to improve the functionality and long-term use of the facility. The next stage of the redevelopment includes the refurbishment of the foyer area, incorporating the former doctor's office. Frankland River Caravan Park Caretaker currently operates from shared office space within the Frankland River Community Resource Centre. This office functions as a "hot desk" and is intended for temporary use. The existing shared office arrangement does not provide dedicated storage for caravan park equipment or administrative records.

Officer's Comment

To support the ongoing development of the Frankland River Town Hall and improve the functionality of the facility, it is recommended that the refurbished former doctor's office be established as the permanent office and reception for the Frankland River Caravan Park Caretaker. The space will also provide secure storage for caravan park equipment, records and operational materials. It is considered that this location is the most suitable option, as it is adjacent to the Frankland River Caravan Park, provides a permanent and purpose-built workspace, and improves the day-to-day administration of the caravan park. Locating the caretaker within the Town Hall will also increase the regular use and activation of the facility along with providing a welcoming point of contact for visitors.

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 proposed works is $9,350, allocate to GL11112000 Capital Expense – Frankland River Hall Major Maintenance, as a Shire funded capital project within the 2026/2027 Annual Budget.

Risk Implications
The risks associated with matters in this report are:

- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are: Property
The **consequences** of these risks are considered to be: Minor,
The **likelihood** is: Unlikely
Hence the **risk rating** for this report is: Low,

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

***Key Pillar: 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

Consultation
Consultation for this report included Chief Executive Officer, Community Development Manager, Frankland River Community Resource Centre Manager.

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION
Motion 05072026
Moved Cr Quick, seconded Cr Egerton-Warburton that Council approves the amount of $9,350, allocate to GL11112000 Capital Expense – Frankland River Hall Major Maintenance, as a Shire funded capital project as part of the 2026/2027 Annual Budget.

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil

10.1.5	**FRANKLAND RIVER TOWN OVAL – STORAGE SHED (CRICKET)**
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	CP202
APPLICANT:	N/A
DATE OF REPORT:	7 July 2026
ATTACHMENTS:	N/A

Purpose
The purpose of this report is for Council to consider allocating funding in the 2026/2027 Budget to install a storage shed including electrical supply for the Frankland River community cricket equipment.

Background
During the 2025/2026 financial year, the Shire was made aware that community cricket equipment was being stored within the Frankland River District Country Club bowling club storage shed. Due to the limited size of the shed and the storage requirements of the bowling club, the facility is no longer considered suitable to accommodate the cricket equipment. The equipment is large and heavy and requires regular movement throughout the cricket season, which generally operates from September to April each year.

Officer's Comment
To support the ongoing delivery and future development of community cricket programs in Frankland River, it is proposed that a dedicated storage shed be constructed adjacent to the existing cricket wickets at the Frankland River Oval. The proposed location will provide a secure and convenient storage facility for cricket equipment, with access to power where required for the operation and maintenance of equipment used throughout the cricket season.

I consider this to be the most practical and sustainable solution, as it will improve access to equipment for volunteers delivering the junior cricket program, reduce the need to transport heavy and bulky items between locations, and ensure equipment is stored in an appropriate facility that is fit for purpose.

The provision of a dedicated cricket storage shed will also relieve the current demand on the Frankland River District Country Club bowling club storage shed, allowing the Bowling Club to utilise its storage space for its own operational requirements. The proposal supports the efficient use of community sporting infrastructure, improves functionality for multiple user groups, and assists in maintaining sporting opportunities within the Frankland River community, including the potential re-establishment of senior cricket in the future.

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 proposed works is $13,600, allocate to a new job code under GL111322600 Capital Expense – Other Infrastructure Frankland River, as a Shire funded capital project as part of the 2026/2027 Annual Budget.

Risk Implications
The risks associated with matters in this report are:

- Misconduct
- Business and Community Disruption
- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Asset Sustainability Practices
- Inadequate Project/Change Management
- Inadequate Supplier/Contract Management
- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are: People, Financial, Service Interruption, Non-Compliance, Reputational, Property
The **consequences** of these risks are considered to be: Minor,
The **likelihood** is: Unlikely
Hence the **risk rating** for this report is: Low,

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

<u>Key Pillar: 1 Social:</u>
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
Strategy 1.3: *Facilitate accessibility in our community spaces, supporting inclusion and connection*
Activities: ***1.3.2 Support a healthy, sporting an active community***
1.1.4 Support youth an early childhood development opportunities

Consultation
Consultation for this report included Chief Executive Officer, Community Development Manager, Frankland River volunteer community members involved with delivering sporting programs for the community and Suppliers.

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION
Motion 06072026
Moved Cr Denton, seconded Cr Quick that Council approves the amount of $13,600, as part of the 2026/2027 Annual Budget, for the install of a storage shed located at the Frankland River Oval to house community sporting equipment, for the use of sporting groups who utilise the oval.

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech,
Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil
By *Absolute Majority*

10.1.6	**CRANBROOK CARAVAN PARK UPGRADES**
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	CP121
APPLICANT:	N/A
DATE OF REPORT:	8 July 2026
ATTACHMENTS:	Nil

Purpose

The purpose of this report is for Council to consider allocating funding in the 2026/2027 Budget to upgrade the Cranbrook Caravan Park facilities.

Background

At the 18 March 2026 meeting of Council, it was resolved that:

Motion 15032026

Moved Cr Quick, seconded Cr Denton that Council:

2. **Undertakes upgrades and renovations to existing infrastructure at the Cranbrook Caravan Park within the 2026/2027 capital budget.**

Council supported the recommendation because strategically this option suited the current external environment and met the needs of the Cranbrook Caravan Park.

Officer's Comment

To support the future development of the Cranbrook Caravan Park and improve its overall functionality, the following asset renewal and upgrade projects are recommended.

UPGRADE	PROJECT SCOPE	AMOUNT EX GST
Chalet Upgrade	Draft Design, Earthworks, Additional Room Build, Electrical, Plumbing, Furniture,	$72,000.00
Camp Kitchen	Electrical Upgrade, Electric BBQ, Electric Rangehood,	$9,700.00
Electric Conversion (Gas to Electric)	Hot Water System Changeover - Park Home - Ablution Block - Caretakers Cottage	$21,580.00
Caretakers Cottage	Bathroom, Kitchen, Electrical, Plumbing & HWS, Laundry	$70,613.00
Site Signage	Signs and Poles	$1,520.00
	TOTAL	$175,413.00

The proposed upgrades have been costed.

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
$175,413 to be allocated as a Capital Expense and funded from GL744000 Community Facilities Upgrade Reserve account.

Risk Implications
The risks associated with matters in this report are:

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

The **impacts** of the risk are: Financial, Non-Compliance, Reputational, Property
The **consequences** of these risks are considered to be: Minor,
The **likelihood** is: Unlikely
Hence the **risk rating** for this report is: Low,

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

Key Pillar: 1 Social:
Be respectful for our friendly, vibrant, connected and safe community
Strategy 1.1: Support an engaged and inclusive community culture.
1.1.3 Ensure appropriate community infrastructure and facilities, servicing the health and social needs of our community

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

Consultation
Consultation for this report included Executive Management Team, Community Development Officer, Cranbrook Caravan Park Caretaker and Contractors

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION
Motion 06072026
Moved Cr Egerton-Warburton, seconded Cr Lange that Council approves the allocation of $175,413 in the 2026/2027 Annual Budget from GL744000 - Community Facilities Upgrade Reserve for the Cranbrook Caravan Park upgrades and asset renewal projects.

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil
By *Absolute Majority*

10.1.7	**CRANBROOK TOWN HERITAGE WALK TRAIL – STAGE 2**
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	ED4
APPLICANT:	N/A
DATE OF REPORT:	8 July 2026
ATTACHMENTS:	Nil

Purpose
The purpose of this report is for Council to consider the installation of stage 2 of the Cranbrook Town Heritage Walk Trail.

Background
At the April 2025 Council Meeting, Council approved;
Motion 11042025
The installation and promotion of the Cranbrook Town Heritage Walk Trail, to incorporate the following sites (with owner approval sought) ;

- **Susannah Peacocks Cottage – Climie Street**
- **1st Official School Site – Gathorne Street**
- **Traditional Aboriginal Birthing Site – Gathorne Street**
- **Road Board Offices (Cranbrook Town Hall) – Gathorne Street**
- **Cranbrook Hotel – Gathorne Street**
- **Station Master's House – Gathorne Street**

Officer's Comment
During 2025/2026 financial year, the Cranbrook Town Heritage Walk Tail, with approved budget of $20,000 saw the install of the post and rail fence. An underspend of $5,243 occurred. The costs associated with the scope of the project including a pathway, signage design, manufacture and install, along with benches and promotional maps were outside the allocated budget.

It is recommended that the following is considered within stage 2 of the Cranbrook Town Heritage Walk Trail. All mentioned items have been quoted.

ITEM	PROJECT SCOPE	AMOUNT EX GST
Pathway	Climie Street to Gathorne Street – concrete meandering path 2 metres wide, disability access inclusive	$11,900.00
Signage Design, Signage Manufacture and Install	On-site Interpretive Signs – continuity with like for like (as per information bay)	$15, 499.00
Garden Sculptures, benches & install	Continuation of the information bay sculptures (horse/emu), two park benches & install	$10,751.00
	TOTAL	$38,150.00

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
$38,150 to be allocated as a Capital Expense and funded from GL744000, Community Facilities Upgrade Reserve account, within the 2026/2027 annual budget.

Risk Implications
The risks associated with matters in this report are:

- Inadequate Environmental Management
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Asset Sustainability Practices

The **impacts** of the risk are: Financial, Non-Compliance, Property, Natural Environment
The **consequences** of these risks are considered to be: Insignificant, 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:

<u>Key Pillar: 1 Social:</u>
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***

<u>Key Pillar: 2 Economic:</u>
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***
2.3.2 Enhance and maintain local attractions an associated infrastructure

<u>Key Pillar: 4 Leadership</u>
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’s Executive Management Team and contractors.

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION
Motion 07072026
Moved Cr Gillam, seconded Cr Quick that Council approves the allocation of $38,150 in the 2026/2027 Annual Budget from GL744000 – Community Facilities Upgrade Reserve for stage 2 of the Cranbrook Town Heritage Walk Trail.

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil
By Absolute Majority

10.1.8	**CRANBROOK HORSE PADDOCKS UPGRADES**
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Stephanie Waldron – Project Officer
FILE REFERENCE:	CP132
APPLICANT:	N/A
DATE OF REPORT:	2 July 2026
ATTACHMENTS:	1. Quote AT02569 Plantagenet Sheds 2. Quote PEP Horse Shelter 3. Quote QT00053 Claass Fabrication 4. Proposed Horse Yards Management Plan

Purpose

The purpose of this report is for the Council to consider upgrades to the Shire Horse Paddocks and facilities located on Rockwell Road.

Background

The Shire-owned horse paddocks are a valued community asset that provide agistment facilities for local horse owners. To ensure these facilities continue to meet the needs of lessees and the broader community, The Shire has identified the need to upgrade key infrastructure within the horse paddocks.

The proposed upgrades are intended to improve the safety, functionality, and longevity of the facilities while enhancing the overall standard of the paddocks. Works will focus on renewing ageing infrastructure, improving horse shelters and associated amenities, and ensuring the facilities remain fit for purpose and compliant with current safety standards.

Officer’s Comment

The proposed project objective of the upgrades is to include removal of old horse shelters and installation of six (6) new horse shelters. Refencing of six (6) horse yards, round yard and fencing of communal horse paddock. The improvements aim to engage the community and tourism through recreation and maximise the asset utilisation.

During the review of the facilities, it is proposed to undertake the upgrades in three (3) stages over three (3) years.

Stage 1: Remove existing six (6) horse shelters and erect new horse shelters in each paddock with a 3m x 3m shelter.

Stage 2: Remove existing fencing around six (6) horse yards and install suitable horse fencing and gates per horse paddock.

Stage 3: Remove existing round yard fencing and install new fencing and gate. Fencing of communal paddock.

The following options are presented for Council's consideration - Quotations have been sort from local contractors as per the below:

1.	Plantagenet Sheds	Supply and install 3 new shelters, remove old shelters	$63,449.00 (excl GST)
2.	Paul Plant	Supply and construct 6 horse shelters, removal of old material	$32,727.28 (excl GST)
3.	Claass Fabrication	Supply and construct 6 horse shelters, remove old material	$24,756 (excl GST)

Statutory Environment
There is no specific legislation applicable to this report.

Policy Applicable – Implications
Policy 7.0 Community – Community Engagement
Policy 7.1 Community – Community Facilities and Equipment – Usage

Financial Implications
The total cost of the matters in this report is anticipated to be $24,756 excl GST within the 2026/27 budget and can be funded from GL Account 113229.

Risk Implications
The risks associated with matters in this report are:

- Errors, Omissions and Delays
- Inadequate Document Management Processes
- Inadequate Engagement Practices
- Inadequate Asset Sustainability Practices
- Inadequate Safety and Security Practices
- Inadequate Supplier/Contract Management
- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are: People, Financial, Property,
The **consequences** of these risks are considered to be: Moderate
The **likelihood** is: Possible
Hence the **risk rating** for this report is: Medium

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

Key Pillar: 1 Social:
Be respectful for our friendly, vibrant, connected and safe community
Strategy 1.1: Support an engaged and inclusive community culture.
Activities: ***1.1.2 Support our community in 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

<u>Key Pillar: 2 Economic:</u>
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***
2.3.2 Enhance and maintain local attractions and associated infrastructure

<u>Key Pillar: 3 Environment</u>:
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***

<u>Key Pillar: 4 Leadership</u>
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 Linda Gray, Chief Executive Officer, community consultation via Facebook and Newsletter and current lessees of the horse paddocks.

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION
Motion 08072026
Moved Cr Lange, seconded Cr Egerton-Warburton that Council;
1. **Gives in principle support to the Horse Yards Community Upgrade plan;**
2. **Awards the contract for the Removal, Supply and Construction of 6 Horse Shelters to Claass Fabrication and;**
3. **Approve the allocation of $24,756 in the 2026/2027 Capital Budget, funded from the GL Account 113229, to undertake upgrades and renovations to existing infrastructure at the Shire Horse Paddocks.**

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil
By *Absolute Majority*

Cr P Beech left meeting at 3.33pm.

10.1.9	**PROPOSED ROAD CLOSURE – PORTION OF KENNY ROAD AND RE-NAMING TO POISON HILL ROAD, FRANKLAND RIVER**
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Liz Bushby – Town Planning Innovations
FILE REFERENCE:	R0079 & R0033
APPLICANT:	Shire of Cranbrook
DATE OF REPORT:	2 July 2026
ATTACHMENTS:	1. Map of advertised Kenny Road closure 2. Map of proposed re-naming for portion of Kenny Road 3. Outline of re-naming process/ extract from Landgate Policy

Purpose

At the Ordinary Meeting held on the 18 February 2026, Council resolved to advertise a proposed closure of a portion of Kenny Road, and potential re-naming of a section of Kenny Road to Poison Hill Road, in Frankland River.

The proposal has been advertised for public comment. The purpose of this report is for Council to consider all submissions, and whether to formally resolve to close a portion of Kenny Road and pursue re-naming of a portion of Kenny Road to Poison Hill Road.

Any road closure requires separate assessment by the Department for Planning, Lands and Heritage, and approval by the Minister for Planning and Lands.

Any road name change requires approval through Landgate, who administers their 'Policies and Standards for Geographical Naming in Western Australia'.

Background

The proposed road closure has been pursued because of a request by FJ & DM Haynes who own 651 Kenny Road in Frankland River.

There has been some confusion caused by the current road network as:

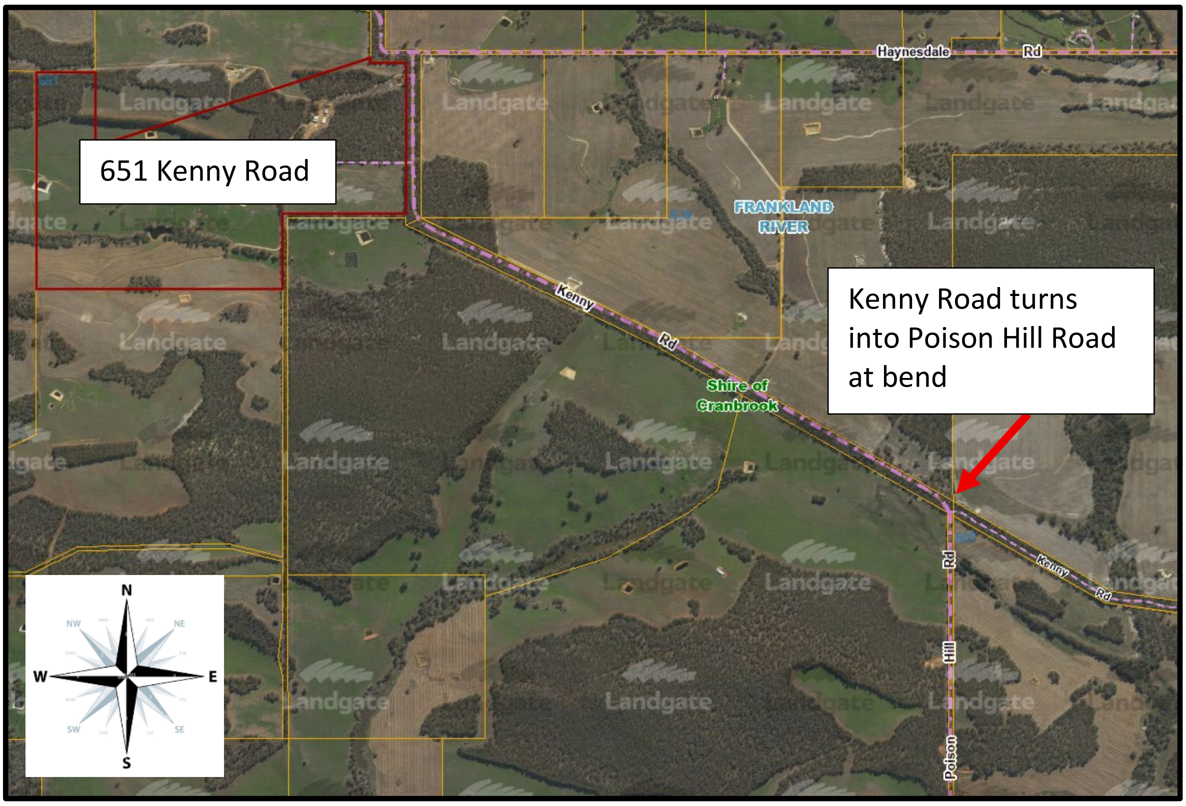
a) Kenny Road runs past their property but then turns into Poison Hill Road at the bend to the south-east. This part of Kenny Road and Poison Gully Road physically appears as if it is one road.

   Refer to map and photograph overpage.

b) Their property is identified as being on Kenny Road in Landgate, and as being Poison Hill Road on the Shires Rates Notice.

   The Haynes family updated their address in various important databases to reflect a Poison Hill Road address.

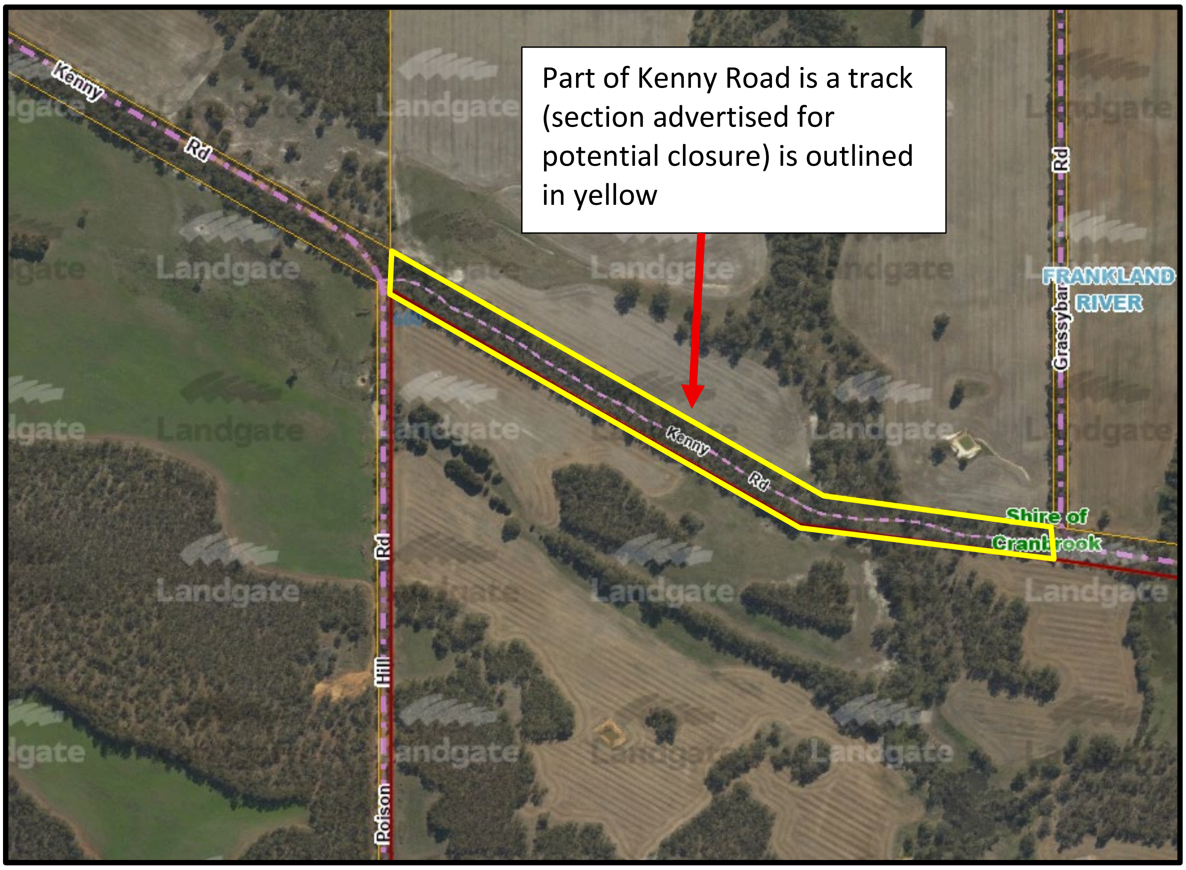
c) This situation has been exacerbated by Shire signage changing from Kenny Road to Poison Hill and back again, to try and provide direction for vehicles in an emergency management situation.

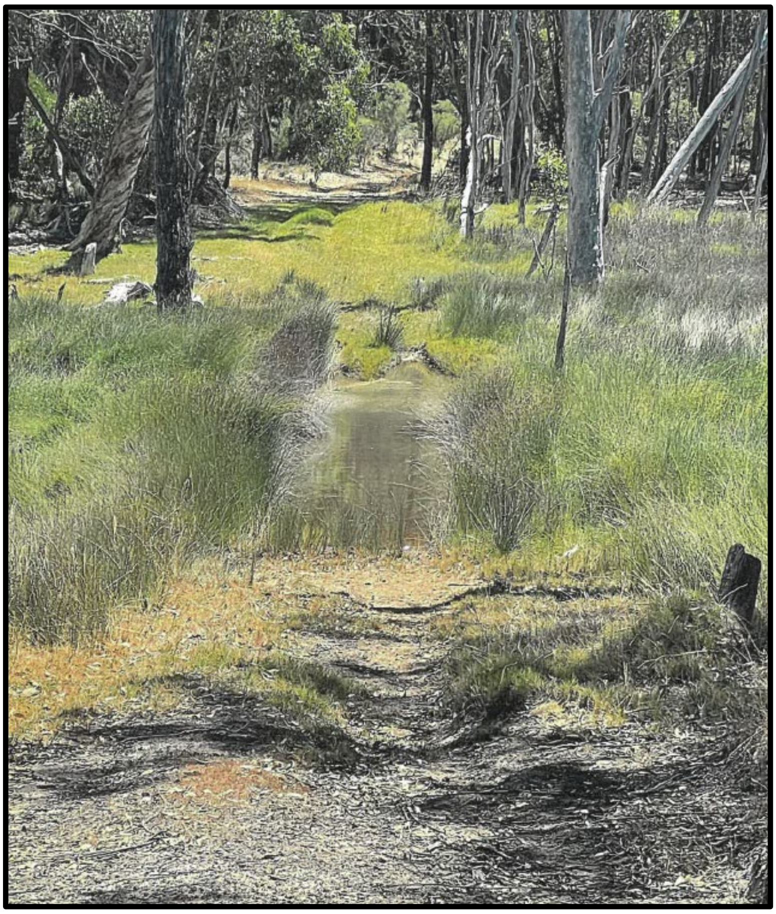


Above: Kenny Road turns into Poison Hill Road (at a bend). It physically appears as if it is one connected road to drivers/users.

d) Whilst the Kenny Road, road reserve extends to the east of the Poison Hill Road intersection, only a portion near to Shamrock Road is constructed gravel, and part of it is only a track.

Refer to photographs overpage.





Above: Photograph of unconstructed (track) portion of Kenny Road

Above: Photograph of unconstructed (track) portion of Kenny Road

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

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

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

- The closure of the portion of Kenny Road between Poison Hill Road and Grassy Bank Road.
- The renaming of a west section of Kenny Road as Poison Hill Road.

In February 2026, Council resolved to formally advertise a potential closure and re-naming of a portion of Kenny Road.

A proposed road closure in line with the map in Attachment 1 was subsequently advertised for public comment after the February 2026 Council meeting.

Officer's Comment

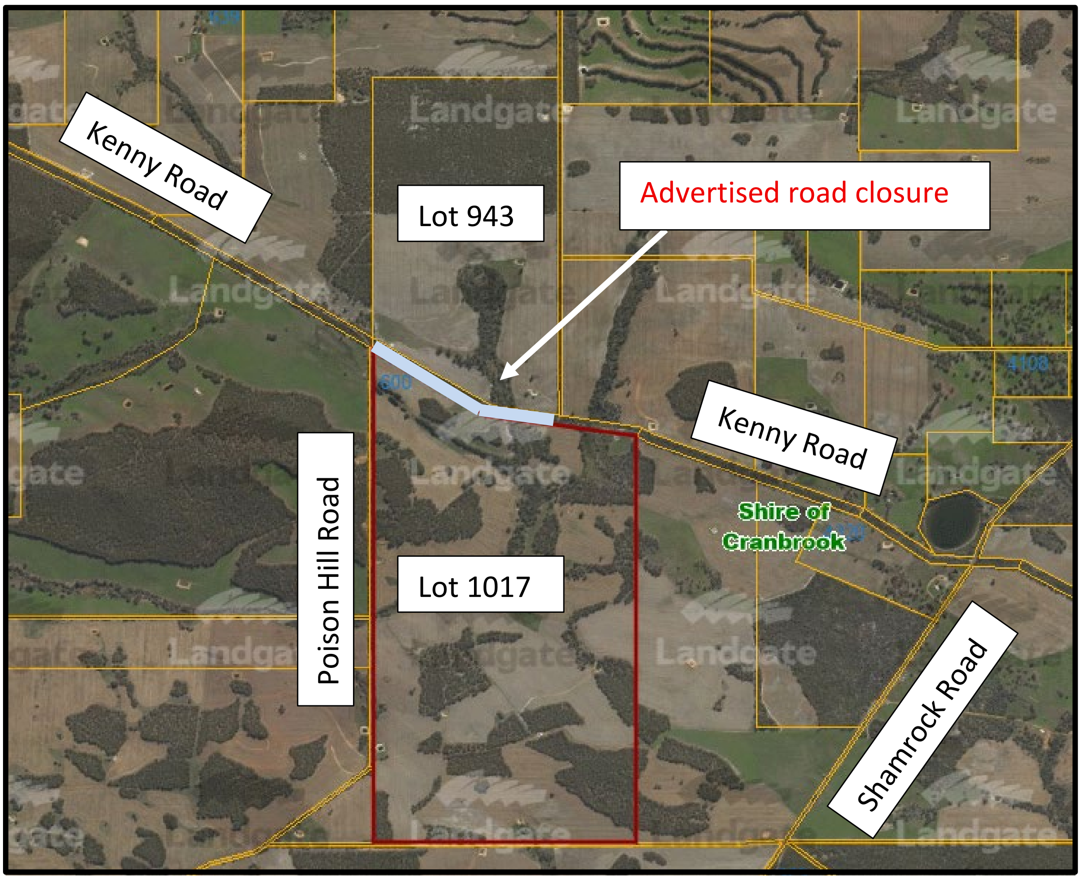
- ***Proposed Road Closure***

Since the proposed road closure has been advertised for public comment, TPI (Town Planning Innovations) has further investigated the situation and advises as follows:

1. It is not simply enough to resolve to close a portion of Kenny Road, as the closed road/land has to be absorbed somewhere – usually into the Certificate of Titles of adjacent lots, subject to the affected owner's consent, and willingness to buy the closed road.

2. The portion of Kenny Road proposed to be closed is adjacent to two properties, being Lot 943 to the north (owned by Simon and Nicole Hilder) and Lot 1017 to the south (owned by Kieron Haynes).

   Simon Hilder and Mr Kieron Haynes have both objected to the closure. Neither adjacent landowner has expressed interest in purchasing the proposed closed road.



Above: Map showing advertised road closure in context of adjacent lots

In the absence of any adjacent landowner interest to buy a portion, or all of the proposed closed road, TPI cannot recommend support. As part of the closure process the Shire has to inform the Minister of the proposed future disposition of the land in the closed road to adjoining land holders.

- ***Summary of Submissions***

The proposed road closure and potential road re-naming was advertised for public comment.

A total of 6 submissions were received, however 4 were from government agencies. Out of the 3 landowner's submissions, there was one letter of support from the Haynes family, and 2 objections.

Submissions are summarised in the table below.

Submittor	Summary of Submission	Officer (TPI) Comment
1. Department for Planning, Lands and Heritage	Thank you for your email to the Department of Planning, Lands and Heritage (Department) regarding the proposed Road closure and renaming of a portion of road in the Shire of Cranbrook. The Land Use Management Division has no comment at this stage and will await a formal application. On receipt of a formal request a case will be created for the relevant Land Management Team who will assess the proposal and carry out the Department's standard due diligence investigation.	Noted. TPI is not recommending support for closure of a portion of Kenny Road due to objections from some local landowners, and as the land would need to be disposed of (and there are no interested purchasers).
2. Main Roads WA	Main Roads has no objection to the Shire of Cranbrook's proposal to close a portion of Kenny Road.	Noted.
3. Department of Water, Environment and Regulation	The Department does not object to the proposal. The Department notes that a BOM rainfall WIN site is located on the creek line just above the proposed road reserve. Access requirements to this site should be considered.	Noted. As per 1.
4. Emma Haynes for FJ & DM Haynes	We are writing to express our support for the above proposed road closure and renaming. We currently live at (technically) 651 Kenny Road. As per the multiple emails we have sent Linda and the Shire in general, this has for some time been a major cause of confusion and frustration for us. For the past 20 or more years this was inaccurately signed as Poison Hill Road and our green number sign for the entrance to our property was 1005. This number is currently still there however is inaccurate (should be 651) since the Shire changed the road back to Kenny Road. Google maps, and indeed all shire maps, has it shown as Kenny Road so for anyone using those maps to find us inevitably get sent down a practically impassable section of Kenny Road to get to us. On numerous occasions this has ended up	Noted. As per 1. Irrespective of the road closure, a potential solution may be to simply re-name the western portion of Kenny Road to Poison Hill Road.

	with road trains getting stuck and having to perform dangerous manoeuvres to turn around or back out. This section of Kenny Road needs to be removed from all maps with signs erected stating it is a no through road and the remaining section of Kenny Road be renamed to Poison Hill Road.	
5. Simon Hilder	My wife and I are owners of the farm to the north of this road and currently do not use this section of road due to its poor state. I would like to recommend this section of road NOT to be closed as maybe one day there may be funding available to upgrade the creek crossing that would make the road trafficable in case of any emergency. I am strongly opposed to the road being closed and the land being offered for sale as I have been informed. This would potentially cause a lot of tension is a small community.	Noted. Mr Hilder owns Lot 943 to the immediate north of the proposed road closure. His lot has access from Grassy Bank Road. The Shires Manager of Works advises that Grassy Hills Road is a narrow road and would only be around 4 or 5 meters wide. The Shire does not recommend use of Grassy Hill Road a school bus route as it wouldn't cater for two heavy vehicles to pass one another safely. It's more of an access road for farming. TPI notes that retention of all of the Kenny Road road reserve retains future opportunities for roadworks or upgrading.
6. Peter Beech and Kieron Haynes	We are two farming businesses with land adjoining the proposed road closure, and oppose the road closure for the following reasons: - Our businesses use this section as much as possible in its present condition. This includes for stock, vehicle and machinery movements, whenever possible. - This section of Kenny Road is part of the historic stock route that runs form Kenny Tank, at the end of the Stockyard route, through to Yerimungup. - We would like further development done on this section of Kenny Road in the future to open it up for general use. There are safety issues at present, for quick access to fires and other emergencies. - We are willing to donate gravel for any future work on this section of Kenny Road.	Noted. As per 1.

- ***Proposed Road Re-Naming***

It appears that some of the issues arise simply due to:

a) The physical constructed link between the west portion of Kenny Road, and Poison Hill Road. The section of Kenny Road between Haynesdale Road and Poison Hill Road, physically appears to be part of Poison Hill Road.

b) The disconnect between the west and east parts of Kenny Road, which are separated by an informal track.

c) Local road signage. Kenny Road was previously signposted as Poison Hill Road, at its intersection with Haynesdale Road. It is now signposted as Kenny Road, at its intersection with Haynesdale Road.

   There is a separate Kenny Road name sign where the road reserve intersects with the intersection with Shamrock Road (much further east).

TPI (Town Planning Innovations) does not recommend that the Shire proceed with any formal road closure request through the Department of Planning, Lands and Heritage (DPLH), for the reasons outlined in this report.

It is recommended that the Shire still pursue re-naming a portion of Kenny Road to Poison Hill Road – refer Attachment 2.

It is also recommended that the proposed road re-naming be re-advertised for public comment as:

a) All submissions focused on the road closure issue, rather than re-naming;
b) The Shire needs to ascertain whether it affects other landowners and the postal addresses that they use;
c) It is an opportunity to keep the local community informed about the situation, and outcome of the advertised road closure.
d) Road naming is crucial for effective navigation, emergency response, and community identity.
e) Targeted local consultation and liaison with emergency services is required for any road re-naming under the Landgate 'Policies and Standards for Geographical Naming in Western Australia' ('the Landgate Policy').

The Landgate Policy states that:

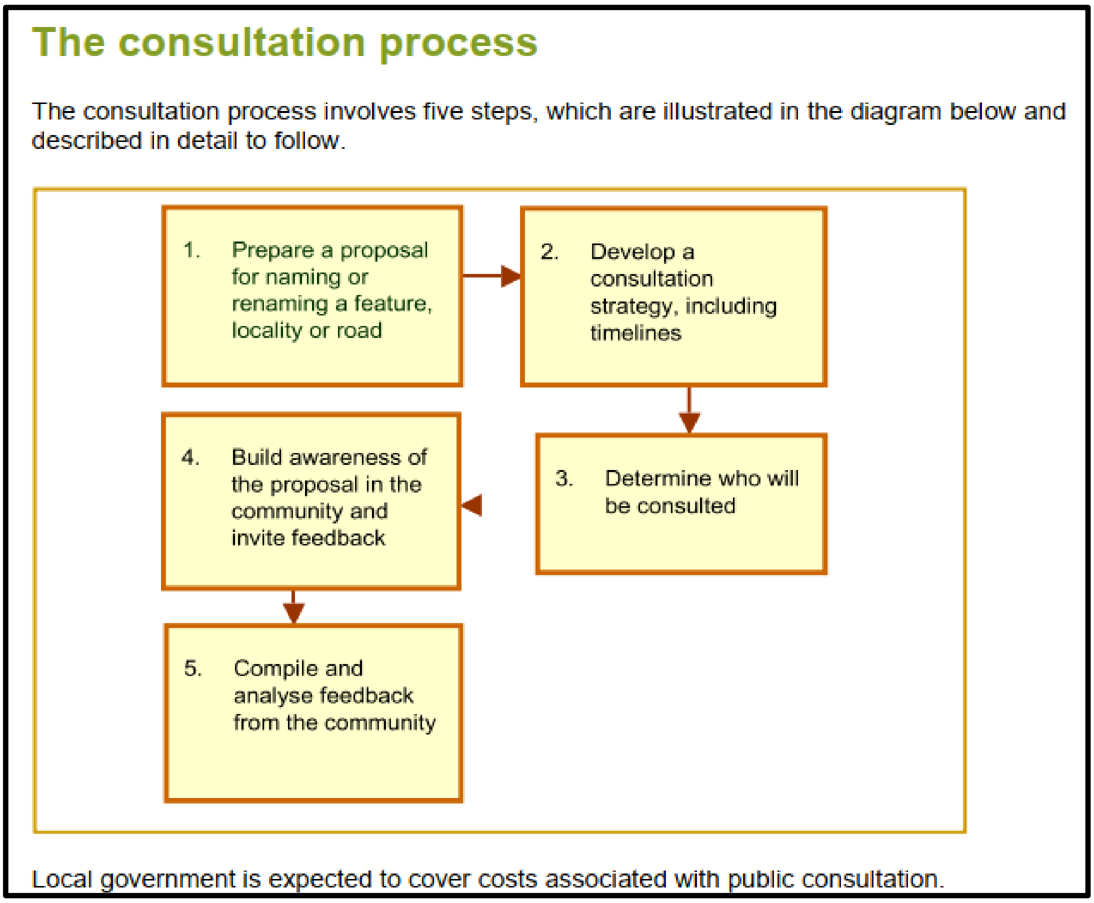
'Road names are intended to be enduring. The renaming of any road is discouraged unless there are good reasons for a change of name.

Reasons that may be considered in support of a name change are: • redesign of a road layout
• changed traffic flow
• mail delivery problems
• the misspelling of a name in the original application
• name duplication issues
• property street addressing issues.'

The road re-naming meets some of the above criteria.

The Landgate Policy also recognises that separated sections of road (which applies to Kenny Road) can cause difficulties for emergency service responders and the delivery of other services to the area.

The Landgate Policy outlines a general consultation process in a flow chart – refer below.


The consultation process

The consultation process involves five steps, which are illustrated in the diagram below and described in detail to follow.

Local government is expected to cover costs associated with public consultation.

Above: Extract on consultation from the Landgate Policy

Statutory Environment
<u>*Land Administration Act 1997*</u> – Part 5 deals with roads generally. The Minister for Land has the authority to approve road names.

The legislation is supported by the Landgate Policy. Attachment 3 outlines the road re-naming process from the Landgate Policy.

Policy Applicable – Implications
There is no Council policy applicable to this report.

Financial Implications
The Shire will be responsible for costs associated with the process.

Risk Implications
The risks associated with matters in this report are considered minimal, as public consultation is recommended to gain wider feedback on any road re-naming.

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***

Consultation
The road closure has been advertised for public comment, however more targeted public consultation is recommended for the proposed road re-naming to comply with the Landgate 'Policies and Standards for Geographical Naming in Western Australia'.

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION
Motion 09072026
Moved Cr Egerton-Warburton, seconded Cr Lange that Council:

1. **Note the public submissions outlined in this report and resolve not to proceed to close the section of Kenny Road between Poison Hill Road and Grassy Bank Road pursuant to Section 58 of the Land Administration Act 1997.**
2. **Resolve to re-advertise a proposal to rename a section of Kenny Road to Poison Hill Road (located between Haynesdale Road and Poison Hill Road).**
3. **Authorise the Chief Executive Officer to:**
   - **(a) Prepare a consultation strategy for the proposed re-naming consistent with the Landgate' 'Policies and Standards for Geographical Naming in Western Australia';**
   - **(b) Proceed to advertise the proposed road re-naming, noting that consultation with emergency services is required prior to public advertising;**
   - **© Review local road name and 'no through road' signage with the Manager of Works;**
   - **(d) Review affected postal addresses through rates notices, consultation and examine implications for house numbering.**
4. **Note that a second report will be referred to a future Council meeting following advertising. A formal Council resolution is required if the road re-naming does proceed.**

CARRIED 6/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil

Cr P Beech re-entered the meeting at 3.34pm.

10.1.10	**GRANT FUNDING AGREEMENTS – WATER HARVESTING**
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	N/A
APPLICANT:	N/A
DATE OF REPORT:	9 July 2026
ATTACHMENTS:	1. Agricultural Area Dam Program Agreement – Cranbrook 2. Agricultural Area Dam Program Agreement – Frankland River

Purpose
The purpose of this report is for Council approve the agreements with the Department of Water and Environmental Regulation (DWER) for the installation of two water tanks; one at Cranbrook and one at Frankland River for the purpose of supplying water for firefighting and stock water under DWER's Community Water Supplies Partnership (CWSP) and the Agricultural Area Dams (AA Dams) programs.

Background
The programs have been funded through State Government and National Water Grid initiatives to better prepare rural communities for periods of low rainfall. It will assist in the development of non-potable water supplies to increase water security and reduce the use of scheme water. The programs will also help to avoid water deficiency declarations, enhance emergency response to fire and livestock watering and build climate change resilience.

The Shire has been fortunate to gain financial support for two projects; the first being the establishment of a tank on Shire land on the corner of Salt River Road and Great Southern Highway to capture runoff from one of the new Elders' sheds. This will also be provided with tank level monitoring equipment and swipe cards to be held by the local Town Brigade and the Shire's Community Emergency Services Manager. Funds will also pay for a major electric pump upgrade for the CBH Dam. This water feeds two other dams which currently rely on a manual diesel transfer pump. There will also be a piped spur line of approximately 82 metres off the dam transfer pipeline to feed a second manifold at the tank. This will allow an alternative truck fill during an emergency utilising the CBH Dam.

The tank installation at the Frankland River Hall will access the water from its roof and will be piped to a manifold system located off Marlock Street with fast fill camlocks (50mm and 80mm). The grant funds will also include a portable Davey diesel pump to be used when power is out. Tank level monitoring equipment will also be installed.

Officer's Comment
It is appreciated that Elders have been happy to allow the Shire to access water from one of its new sheds in Cranbrook for the purpose of water harvesting.

The tank at Frankland River is one that has been requested by the Bushfire Advisory Committee (BFAC) and very much supported by the Chief Bush Fire Control Officer (CBFCO), Baz Marshall, and his Deputy CBFCO Simon Hilder. Both Brigade members accompanied the Chief Executive Officer, Linda Gray, to assess sites in Frankland River.

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

ITEM	**DWER GRANT FUNDS**		**SHIRE IN KIND**
Cranbrook Tank, plumbing from the Elders shed, swipe card & new electric pump at the CBH Dam	$145,137.20	Site Preparation	$8,160.00
Frankland River Tank, plumbing etc.	$51,285.30	Site Preparation	$26,060.00
Frankland River Tank Site Preparation	$5,000		
DWER	$201,422.50	SHIRE	$34,220

$34,220 to be allocated as a Capital Expense and funded from GL744000, Community Facilities Upgrade Reserve account, within the 2026/2027 annual budget.

Risk Implications
The risks associated with matters in this report are:

- Inadequate Environmental Management
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Asset Sustainability Practices

The **impacts** of the risk are: Financial, Non-Compliance, Property, Natural Environment
The **consequences** of these risks are considered to be: Insignificant, 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 1.2: Encourage liveability, safety, health and well-being initiatives
Activities: **1.*2.2 Advocate and actively support emergency management and services***
1.*2.3 Support and advocate for health and wellbeing initiatives and provision of services to the community*

Consultation
Consultation for this report included members of the Shire's Bushfire Advisory Committee.

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION
Motion 10072026
Moved Cr Gillam, seconded Cr Quick that Council approves the allocation of $34,220 in the 2026/2027 Annual Budget from GL744000 – Community Facilities Upgrade Reserve for the purpose of installing two water tanks at Cranbrook and Frankland River.

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil
By Absolute Majority

10.2 GOVERNANCE AND EXECUTIVE SERVICES

Nil

10.3 WORKS

10.3.1	**SHIRE OF CRANBROOK ROAD STRATEGY 2026**
RESPONSIBLE OFFICER:	Les Vidovich – Manager of Works
REPORT AUTHOR:	Les Vidovich – Manager of Works
FILE REFERENCE:	M999
APPLICANT:	Not applicable
DATE OF REPORT:	8 July 2026
ATTACHMENTS:	**1.** Shire of Cranbrook Road Strategy 2026 2. Regional Distributor Road Hierarchy 3. Local Distributor Road Hierarchy 4. Access Roads Hierarchy

Purpose

The purpose of this report is for the Council to consider the adoption of the Shire of Cranbrook Road Strategy 2026.

Background

The Shire of Cranbrook is responsible for the management and maintenance of approximately 1,096 kilometres of local road network, comprising approximately 323 kilometres of sealed roads and 773 kilometres of unsealed roads. The size and diversity of the network requires a strategic approach to ensure available resources are directed towards roads that provide the greatest benefit to the community, industry and freight movements.

The Road Strategy has been developed to provide Council with a long-term strategic framework for the planning, management, maintenance, renewal and future investment of the Shire's road network. The Strategy establishes a road hierarchy, defines Levels of Service, identifies maintenance standards, outlines available funding opportunities and includes an Action Plan to guide future road management practices.

The Strategy has been prepared to assist Council in making informed decisions regarding the management of its road assets while supporting sustainable service delivery and long-term financial planning.

Officer’s Comment

The Road Strategy provides Council with a comprehensive strategic framework for the long-term planning, maintenance, renewal and investment of the Shire's road network.

The Strategy establishes a functional road hierarchy based on the Main Roads Western Australia classification system, enabling roads to be managed according to their function, traffic volumes, freight significance and community importance. Appropriate Levels of Service have been developed for each road category to ensure maintenance activities are delivered consistently, efficiently and within available financial resources.

The Strategy also identifies a number of priority actions to strengthen the Shire's road management practices, including:

- implementation of a rolling traffic count program;
- development of long-term capital works and gravel resheeting programs;

- improved roadside vegetation maintenance planning;
- enhanced asset data collection and condition assessments;
- periodic review of Levels of Service; and
- regular review and updating of the Road Strategy.

The adoption of the Road Strategy will provide Council with a clear and consistent framework for managing one of the Shire's most significant infrastructure asset classes. It will assist Council in prioritising maintenance and capital investment, support long-term financial planning, strengthen applications for external funding and promote informed, evidence-based decision-making for the ongoing management of the Shire's road network.

Statutory Environment
There is no legislative requirement for Council to adopt a Road Strategy. However, the management of the Shire's road network is undertaken in accordance with the provisions of the *Local Government Act 1995*, *Main Roads Act 1930*, *Planning and Development Act 2005*, *Environmental Protection Act 1986* and other relevant State and Commonwealth legislation.

Policy Applicable – Implications
There is no Council policy requiring the adoption of a Road Strategy.

The Strategy supports Council's Asset Management Framework and complements Council Policy 5.1 – Road Material Acquisition – Gravel, Sand and Water.

Financial Implications
Adoption of the Road Strategy does not commit Council to any immediate expenditure.

Implementation of the actions identified within the Strategy will be considered through future Annual Budget deliberations, the Long-Term Financial Plan and external grant funding opportunities. The Strategy will also strengthen the Shire's ability to prioritise expenditure and support applications for State and Commonwealth funding programs.

Risk Implications
The risks associated with matters in this report are:
- Inadequate Asset Sustainability Practices
- Business and Community Disruption
- Failure to fulfil Statutory, Regulatory or Compliance Requirements

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 adopting a strategic framework for road asset management, implementing defined Levels of Service, improving long-term planning, prioritising investment based on risk and asset condition, and undertaking regular reviews to ensure the Strategy remains aligned with changing network demands and available funding.

Council Plan 2025-2035 Reference

<u>Pillar: 3 Environment</u>:
Strategy 3.3: *Maintain our built infrastructure, servicing the needs of the community*
Activity 3.3.1 Maintain Road infrastructure network and pursue funding opportunities to support appropriate road network service levels
3.3.2 Seek upgrade of transport an associated infrastructure, including air, rail, bridges

<u>Pillar: 4 – Leadership:</u>
Strategy 4.2: *Provide effective leadership through responsible governance and sound financial management.*
Activity 4.2.1 Deliver appropriate services to our community through responsible planning and management.

Consultation
The preparation of the Road Strategy included:
- review of Main Roads Western Australia road hierarchy and asset management guidance;
- consideration of Roads 2040 – Regional Strategies for Significant Local Government Roads;
- review of the Shire's existing asset management practices and maintenance standards;
- consideration of current and future State and Commonwealth funding opportunities; and

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION
Motion 11072026
Moved Cr Quick, seconded Cr Gillam that Council adopts the Shire of Cranbrook Road Strategy 2026, as attached, to provide the strategic framework for the planning, management, maintenance, renewal and future investment of the Shire's road infrastructure assets.

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil

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

Nil

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

OFFICER'S RECOMMENDATION/COUNCIL DECISION
Motion 12072026
Moved Cr Denton, seconded Cr Egerton that Council discuss Item 12.1.2 List of Payments – June 2026, now.

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil

12.1.2	**LIST OF PAYMENTS – JUNE 2026**
RESPONSIBLE OFFICER:	Chelsea Paterson - Manager of Finance
REPORT AUTHOR:	Madeleine Hammond – Senior Finance Officer
FILE REFERENCE:	FM2
APPLICANT:	N/A
DATE OF REPORT:	13 July 2026
ATTACHMENTS:	List of Payments – 1 June 2026 to 30 June 2026

Purpose

The purpose of this report is to advise the Council of payments made during the period 1 June 2026 to 30 June 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/COUNCIL DECISION
Motion 13072026
Moved Cr Quick, seconded Cr Egerton-Warburton that the payment of accounts totalling $1,757,569.43 per the attachment be noted:

- **Electronic Funds Transfers EFT 17861 to EFT 18001 - $1,526,372.48;**
- **Cheque 12304 to 12305 - $1,151.80;**
- **Internal Account Transfers (Payroll Weeks 50 & 52) - $172,700.13;**
- **Direct Debit - $57,345.02;**
- **Credit card purchases of $9,698.04 (separate from June 2026 accounts total); and**
- **Fuel Card Purchases of $343.29 (separate from June 2026 accounts total).**

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil

13. MATTERS BEHIND CLOSED DOORS

Nil

14. CLOSURE OF MEETING

REINSTATING STANDING ORDERS
Motion 14072026
Moved Cr Denton, seconded Cr Quick that Standing Orders be reinstated.

CARRIED 7/0
FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech, Cr D Egerton-Warburton, Cr P Mulcahy, Cr C Lange
AGAINST: Nil

There being no further business to discuss, the Shire President, Cr Mulcahy declared the meeting closed at 3.40pm.