

COUNCIL MEETING

AGENDA



For the Ordinary Meeting of Council to be held on

19 August 2026

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook will be held on Wednesday 19 August 2026 at the Cranbrook Council Chambers commencing at 3.00pm.

A handwritten signature in black ink, appearing to read 'L Gray', with a stylized, flowing script.

Linda Gray
Chief Executive Officer



PUBLIC QUESTION TIME – RULES AND PROCEDURES

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

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

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

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

Recording Of Proceedings

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

DISCLAIMER

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

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

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Recording of Meetings

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

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

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

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AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

President	Cr P (Perin) Mulcahy
Deputy President	Cr DM (Daisy) Egerton-Warburton
Councillors	Cr JA (Jennifer) Quick
	Cr P (Peter) Beech
	Cr C (Chelsea) Lange
	Cr P (Peter) Denton
	Cr H (Harvey) Gillam

Chief Executive Officer	Ms LA (Linda) Gray
Chief Financial Officer	Ms K (Kerry) Fisher
Manager of Finance	Miss C (Chelsea) Paterson
Manager of Works	Mr L (Les) Vidovich
Community Development Manager	Mrs J (Jenny) Cristinelli
Governance Officer	Mrs RL (Renee) Dean

Members of the Public

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

3. APPLICATIONS FOR LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTIONS

5. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Laura Gray – Heritage Listings Presentation – 3.15pm

7. DISCLOSURE OF INTEREST

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 15 July 2026

That the minutes from the Ordinary Meeting of Council held on 15 July 2026, be confirmed as a true and correct record.

9.2 SPECIAL COUNCIL MEETING – 22 July 2026

That the minutes from the Special Council Meeting held on 22 July 2026, be confirmed as a true and correct record.

10. REPORTS OF OFFICERS

10.1 CORPORATE AND COMMUNITY SERVICES

10.1.1 MONTHLY FINANCIAL REPORT – JUNE 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 August 2026
ATTACHMENTS:	Financial Statements for June 2026

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as of 30 June 2026. Please note there are still movements that are yet to be finalised and this will, in turn, change the balances reported in the attached document.

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 June 2026 Monthly Financial Report represents Twelve (12) months of the financial year. The following items are worthy of noting on the June 2026 report:

- Closing surplus position of \$236,532,632 (shown on page 2).
- Cash and cash equivalents of \$6,653,665 of which \$3,813,674 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of \$85,561 equates to 2.4% of the 2025/2026 rates levied and arrears from previous years (shown on page 15); and
- Explanation of material variances is shown by nature on page 6.

Statutory Environment

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

Policy Applicable – Implications

Council Policy 4.1 Defining Material Variances

Financial Implications

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

Risk Implications

The risks associated with matters in this report are:

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

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

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

The **likelihood** is: Rare

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

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

Council Plan 2025-2035 Reference

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

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

Activities: 4.1.1 Provide strategic leadership and governance

4.1.2 Effectively represent and promote the Shire of Cranbrook

Consultation

Consultation was not required for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the attached Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 30 June 2026

10.1.2	LIST OF PAYMENTS
RESPONSIBLE OFFICER:	Chelsea Paterson - Manager of Finance
REPORT AUTHOR:	Téa Etheridge – Finance Officer
FILE REFERENCE:	FM2
APPLICANT:	N/A
DATE OF REPORT:	3 August 2026
ATTACHMENTS:	List of Payments – 1 July 2026 to 31 July 2026

Purpose

The purpose of this report is to present to Council a list of payments made during the period 1 July 2026 to 31 July 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 \$750,457.42 per the attachment be noted:

- Electronic Funds Transfers EFT 18002 to EFT 18095 - \$486,929.03;
- Cheque 12306 to 12306 - \$50.80;
- Internal Account Transfers (Payroll Weeks 2 & 4) - \$193,778.05;
- Direct Debit - \$69,699.54;
- Credit card purchases of \$5,611.99 (separate from July 2026 accounts total); and
- Fuel Card Purchases of \$365.02 (separate from July 2026 accounts total).

10.1.3 ADOPTION OF THE 2026-2027 BUDGET

RESPONSIBLE OFFICER: Linda Gray - Chief Executive Officer
REPORT AUTHOR: Kerry Fisher - Chief Financial Officer
FILE REFERENCE: FM6
APPLICANT: N/A
DATE OF REPORT: 10 August 2026
ATTACHMENTS: 2026-2027 Draft Annual Budget
2026-2027 Fees and Charges

Purpose

The purpose of this report is for Council to adopt the Annual Budget for the 2026-2027 financial year.

Background

The draft 2026-2027 budget has been compiled based on the principles contained in the Council Plan. The 2026-2027 draft budget has been prepared in accordance with discussions held at recent Management Team meetings between Councillors and Executive staff, and the presentations made to Council at the Budget Workshops. In addition, many of the one-off items of expenditure (capital) have been submitted as separate agenda items at previous Council Meetings.

Officer's Comments

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include:

RATES

The budget has been prepared with a 5.2% rate increase as per the Council discussion at the July 2026 budget workshop. This increase applies to all rating categories.

FEES & CHARGES

The fees and charges for the 2026–2027 financial year were adopted at the Ordinary Meeting of Council held on 20 May 2026 and local public notice was then given. There are some minor changes;

- Community bus per kilometre rate - removal of under 6 hours
- Niche Wall Plaque – at cost from supplier
- Include Transfer of Grant of “Right of Burial” - \$100

An amended 2026-2027 Schedule of Fees and Charges is included with the budget for adoption.

Due to the increase in contractor collection charges, ratepayers will notice an increase on their rates notice of household and commercial waste charges of approximately 4.6% from the previous 2025-2026 fees.

OPERATING

The recurrent operating budget reflects revenue from Grants, subsidies and contributions down from 25/26. This is due to the forward payment of the Financial Assistance Grant being slightly more than 80% and, is offset by a larger opening balance brought forward. We have included increased revenue from fees and charges.

The biggest increase to costs for the Shire of Cranbrook in the new financial year has been to cover the increases to fuel related expenses. This is reflected in the increase in materials and contracts of approximately \$300,000. Utility expenses see a 3% rise. Insurance has remained comparable to 25/26. It should be noted that insurance (including workers compensation employee expense) paid to LGISWA totals approximately \$400,000 being close to 12% of rating income. Other Expenditure includes an increase from \$665 to \$1,500 to Councillor Information Communication and Technology costs and \$1,337 to \$3,000 for Shire Presidents' ICT Allowance as a cost to keeping up with technology.

There was a 4% increase in Outside Staffs' wages due to a recently negotiated Outside Staff's Enterprise Bargaining Agreement and recognises the increase in Consumer Price Index (4.8%) due to the cost of fuel and its flow on effect. It also recognises the difficulty in sourcing good outside workers especially those capable of driving a grader, and more so, for a final trim grader driver. There was a small increase in the Adverse Conditions Allowance for the outside workers from .92 cents per hour to \$1.00 per hour (an increase of 8 cents). The impact of the fuel crisis was also captured in the Shire's Fuel Management Plan, and the housing allowance of \$45 per week to all not in a Shire's house increased by \$15. The Fuel Management Plan is now closed. The high cost of fuel has now become the norm.

The continued focus of Council has been to improve on service delivery to the community.

Items of note include:

- Ongoing financial support of the Gillamii Centre and Frankland River CRC. There is also increased on the ground support for Gillamii with the Shire taking on responsibility for the maintenance of the ground west of their building.
- Ongoing support to assist doctor visits to Cranbrook and Frankland River, including additional visits to Frankland River and medical receptionist support.
- Continued funding from Department of Fire and Emergency Services (DFES) for the Local Grants Scheme providing funding for clothing, equipment, maintenance of fire trucks, insurance etc for fire brigade volunteers.
- A change to the CESM model, the Shire of Cranbrook now shares our emergency management officer between DFES and the Shire of Gnowangerup. This has increased our commitment to emergency management and the CESM's position to a .5 FTE (\$40K).
- Continuation of the grant funded After School Care Program.
- Continuation of the Shire's 0-4 years Smart Start Program for preschool children.

BRIDGES

The Shire has continued to make bridge maintenance a priority to meet Main Roads' requirements and improve its eligibility for future bridge funding. Routine maintenance is scheduled for 2 bridges on Boyup Brook-Cranbrook Road and Unanup Road Bridge.

Capital Bridge infrastructure projects:

- Boyup Brook – Cranbrook Road Bridge \$564k refurbishment – Special bridge funding. Funds were received in 2025/26 FY for this project and have been carried over to this year when the work will be done.

GRANT FUNDING

Principal grant funding for the year for projects is from:

- Roads to Recovery - \$966,520
- Regional Road Group - \$940,667
- Commodity Route - \$340,000
- Main Roads Direct Grant - \$252,733

CAPITAL

A capital works program totalling \$5,512,121 is planned for investment in infrastructure, land and buildings, and plant and equipment.

The budgeted infrastructure spend includes \$3.895M for Council's ongoing road construction program, including Infrastructure Bridge works of \$564k. Purchases for Plant and Equipment of \$745,747 as per the plant replacement program. Additions and improvements to Council owned buildings of \$457,928. Infrastructure - other projects of \$412k.

Road infrastructure projects:

- Salt River Road \$44k, Wingebellup Road \$580k, Cranbrook Frankland Road \$175k and \$18k Kojonup Frankland Road to repair failed pavement and reseal to 7m width
- Shamrock Road \$319k and Wingebellup Road \$680k, to reconstruct shoulders and reseal to include culvert extensions, verge mulching, signage and white posts
- Ballochmyle/Yeriminup Road carryover - new T-intersection realignment
- Boyup Brook – Cranbrook Road carryover – construct to 9m formation, widen and seal to 7 meters
- Boyup Brook – Cranbrook, Ballochmyle and Yonka Roads construct and widen to a 7m seal – R2R funded
- Archers Road and Boyup Brook – Cranbrook Road gravel re-sheeting R2R funded

Footpath infrastructure projects:

- New footpath construction in Herbert Street, Frankland River and King Street, Cranbrook.

Other infrastructure projects previously approved by Council as separate Agenda items:

- Heritage Walk Trail stage 2 - complete a footpath and signage, purchase and install sculptures and benches
- Horse paddocks upgrade – stage 1 as per Council resolution June

An amount of \$0.457m is provided for buildings projects, these were approved by Council as separate Agenda items. The main projects include:

- Frankland River Hall – \$20k to complete the upgrade to the kitchen
- Frankland River Hall – Western Power upgrades
- Frankland River Hall – Airconditioning units
- Frankland River Hall – Caretakers office renovations
- Cranbrook Sporting Club – \$20k to upgrade the kitchen and purchase a rangehood.
- Cranbrook Works Depot – staff room upgrade \$40k
- Cranbrook Caravan Park renovations and upgrades to the self-contained unit, camp kitchen and Caretaker's cottage as per the March Council resolution

Other infrastructure projects to be approved by Council in this year's budget:

- Carryover to complete the permanent VMS sign Board outside the Shire Buildings – to communicate with the community and provide for people who are not on social media or others travelling through
- Sukey Hill upgrade seal to road \$35k
- Fire shed Mural – plan and paint \$15k

BORROWINGS

The Shire currently has no long-term borrowings.

RESERVES

The closing reserves balance is budgeted at \$3.257m as at 30 June 2027. Some transfers for projects that were not completed at 30 June 2026 have been carried over into the 2026-2027 budget. These include the completion of the Frankland River and Cranbrook Hall kitchen upgrades, the remaining work to complete the depot upgrades (\$40,000 coming from the Works Depot Reserve) and the VMS signage.

The Communities Facilities Upgrade Reserve is for the purpose of funding improvements or new community facilities, so in compiling this budget funding taken from this Reserve account must meet the criteria. Projects budgeted from this reserve include; the Frankland River Town Hall upgrades, the Cranbrook Caravan Park improvements, Frankland River Sports Shed, the Heritage Trail stage 2 and the Fire Shed Mural.

Other projects funded from other Reserves include \$376k from the Bridge Reserve for FAGS special project funding received in 25/26 and transferred to the Bridge Reserve. This is for the Boyup Brook/Cranbrook Bridge upgrade.

Due to the poor condition of the Crib Room at the Shire Depot work has been scheduled to remove the asbestos on site and to do renovations. As the Depot was neglected for many years due to the expectation that it would be replaced with a new build, it is necessary now to do some basic upgrades. Last year we installed the first Female ablution block as well as a secondary Male ablution block.

OPENING SURPLUS

An estimated surplus of \$2,649,200 is anticipated to be brought forward from 30 June 2026. This amount includes federal Financial Assistance Grants of \$1.771m received in advance for the 2026-27 financial year and other revenue recognised in accordance with Australian Accounting Standards. Some carry overs are included in this figure, due to delays in completing works and have been considered in setting the 2026-2027 budget. The closing surplus is unaudited and may change. Any change will be addressed as part of a future budget review.

The draft 2026-2027 budget continues to deliver on other strategies adopted by the council and maintains a high level of service across all programs ensuring roads and associated infrastructure remain a high priority as well as renewing assets at sustainable levels.

Statutory Environment

The *Local Government Act 1995*, S6.2 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the LGA refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2025-2026 budget as presented is considered to meet statutory requirements.

Section 5.98 of the *Local Government Act 1995* sets out fees etc payable to Council members. Section 5.98A of the *Local Government Act 1995* sets out allowances payable to Deputy Presidents.

Section 7B(2) of the *Salaries and Allowances Act 1975* requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine –

- The amount of fees to be paid to Council members;
- The amount of expenses to be reimbursed to Council members;
- The amount of allowances to be paid to Council members.

Regulations 30-34AD of the *Local Government (Administration) Regulations 1996* sets the limits, parameters and types of allowances that can be paid to elected members.

Policy Applicable – Implications

There are no known policy implications arising from this report.

Financial Implications

Specific financial implications are as outlined in the body of this report and as itemised in the draft 2026-2027 budget attached for adoption.

Risk Implications

The risks associated with matters in this report are:

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

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

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

The **likelihood** is: Possible

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

Risk mitigation includes the adoption of the budget by 30 August each year and a structured approach to the delivery of the programmes and projects identified and approved in the budget. Mitigation also includes sound supervision of the various projects by members of the Management Team and the staff under their direct control.

Strategic Community Plan Reference

The 2026-2027 budget has been developed having regard for the Shire's Strategic Corporate Plan and Corporate Business Plan adopted by Council.

Key Pillar: Connect

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

While no specific consultation has occurred on the draft of the 2026-2027 budget, community consultation and engagement has previously occurred during the development of the Strategic Community Plan from which the Corporate Business Plan was developed.

Extensive internal consultation has occurred with the Management team and through briefings and workshops with elected members.

Voting Requirements

Recommendation 1 – Absolute Majority Required
Recommendation 2 - Absolute Majority Required
Recommendation 3 - Absolute Majority Required
Recommendation 4 – Absolute Majority Required
Recommendation 5 - Simple Majority Required

OFFICER'S RECOMMENDATIONS

Recommendation 1 – Budget of 2026-2027

Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, Council adopt the Budget as contained in the attachment of this agenda and the minutes, for the Shire of Cranbrook for the 2026-2027 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Cash Flows
- Statement of Financial Activity
- Notes to and Forming Part of the Budget.

Recommendation 2 – General rates, minimum payments, instalment payment arrangements, discounts, and interest

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Recommendation 1 above, Council pursuant to Sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* imposes the following differential general rates and minimum payments on Gross Rental and Unimproved Values:
 - 1.1 General Rates:

Gross Rental Value	11.2078 cents in the dollar
Unimproved Value	0.3833 cents in the dollar
 - 1.2 Minimum Payments:

Gross Rental Value	\$812.00
Unimproved Value	\$854.00
2. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:
 - Option 1 (Full Payment) – full amount of rates and charges including arrears, to be paid on or before 1 October 2026 or 35 days after the date of issue appearing on the rate notice whichever is later.
 - Option 2 (Two Instalments) – First instalment to be made on or before 1 October 2026 or 35 days after the date of issue appearing on the rate notice whichever is later, including all arrears and half the current rates and service charges; and, second instalment to be made on or before 4 February 2027, or four months after the due date of the first instalment, whichever is later.
 - Option 3 (Four Instalments) – First instalment to be made on or before 1 October 2026 or 35 days after the date of issue appearing on the rate notice whichever is later; second instalment to be made on or before 3 December 2026 or two months after the due date of the first instalment whichever is later; third instalment to be made on or before 4 February 2027 or two months after the due date of the second instalment, whichever is later; and fourth instalment to be made on or before 8 April 2027, or two months after the due date of the third instalment, whichever is later.
3. Pursuant to Section 6.45 of the *Local Government Act 1995*, and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an

administration charge where the owner has elected to pay rates and charges through an instalment option of \$11.00 for each instalment after the initial instalment is paid.

4. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
5. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995*, and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates and service charges that remains unpaid after becoming due and payable.

Recommendation 3 – Fees and Charges for 2026-2027

Pursuant to section 6.16 of the *Local Government Act 1995* and other relevant legislation, council adopts the Fees and Charges included in the draft 2026-2027 budget as presented in the attachment to this agenda and minutes.

Recommendation 4 – Elected Members Fees and Allowances for 2026-2027

1. In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Shire President annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$12,295.00.
2. In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Deputy Shire President and Councillor annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$6,147.00.
3. In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 *Local Government (Financial Management) Regulations 1996*, Part 7.2(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, annual allowance for the Shire President be set at \$15,177.00.
4. In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 *Local Government (Financial Management) Regulations 1996*, Part 7.3(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, annual allowance for the Deputy Shire President be set at \$3,794.00.
5. In accordance with Section 5.99A(b) of the *Local Government Act 1995*, Regulation 34A *Local Government (Financial Management) Regulations 1996*, and Part 9.2(2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the annual allowance for ICT expenses for the Shire President be set at \$3,000.00.
6. In accordance with Section 5.99A(b) of the *Local Government Act 1995*, Regulation 34A *Local Government (Financial Management) Regulations 1996*, and Part 9.2(2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the annual allowance for ICT expenses for the Deputy Shire President and Councillors be set at \$1,500.00.

Recommendation 5 – Material Variance Reporting for 2026-2027

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, the level to be used in statement of financial activity in 2026-2027 for reporting material variances shall be 10% with a minimum value of \$10,000.

10.1.4	CLOSURE OF WESTPAC BANK PROFILE
RESPONSIBLE OFFICER:	Chelsea Paterson – Manager of Finance
REPORT AUTHOR:	Chelsea Paterson – Manager of Finance
FILE REFERENCE:	FM3
APPLICANT:	N/A
DATE OF REPORT:	12 August 2026
ATTACHMENTS:	Nil

Purpose

The purpose of this report is for Council to consider the closure of the banking profile currently held by the Shire of Cranbrook with Westpac Bank. The banking profile was established in November 2023 to facilitate online payments for the Shire of Cranbrook; however, it has not been utilised and is no longer required.

Background

At the Ordinary Council Meeting held on **15th November 2023**, Council resolved that the Shire of Cranbrook establish a bank account with an authorised deposit-taking institution, in accordance with the Local Government (Financial Management) Regulations 1996, for the purpose of facilitating online payment services for the Shire of Cranbrook.

The requirement for the original resolution arose following the introduction, in early 2021, of online payment and booking services for the Cranbrook Caravan Park. At that time, Shire officers undertook a comprehensive review to identify and implement a booking system suitable for the Shire's operational requirements, with RMS Cloud subsequently selected as the preferred provider.

To enable customers to make online payments through the RMS booking platform, a compatible payment gateway provider is required. Until 2023, Windcave was successfully utilised as the payment gateway between Bendigo Bank and RMS. However, following Bendigo Bank's transition of its online payment solutions to Tyro, the Shire's ability to process online payments and bookings was affected. Bendigo Bank advised that its system did not support Windcave, and the alternative payment gateway options proposed were not supported by RMS Cloud.

Following discussions with Bendigo Bank, Windcave, Tyro and RMS Cloud, no viable solution was identified that enabled the continued use of the existing arrangements. As a result, establishing an account with an alternative banking institution compatible with Windcave was considered the most practical option at that time.

Officer's Comment

The Shire experienced ongoing difficulties in setting up the Westpac banking profile for its intended purpose. After reviewing the available options, Shire officers moved the online payment platform from Windcave to Stripe, which has provided a more straightforward solution. As the Westpac banking profile is no longer needed, and no transactions have been processed through it since it was established, it is recommended that the profile be closed.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

The closure of the Westpac banking profile will result in all active bank accounts held by the Shire of Cranbrook being maintained with Bendigo Bank.

Risk Implications

The risks associated with matters in this report are:

- Errors, Omissions and Delays

The **impacts** of the risk are: Financial, Service Interruption, 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 checking that no transactions have been processed through the Westpac banking profile, confirming that the Shire's online payment services are operating correctly through Stripe, and ensuring the profile is closed in line with normal financial and banking procedures.

Council Plan 2025-2035 Reference

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

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

Activities: 4.1.1 Provide strategic leadership and governance

Strategy 4.2: maintain an effective organisation delivering community services

Activities: 4.2.1 Deliver appropriate services to our community

Consultation

Consultation for this report included the Management Team and CEO.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council approve the closure of the current banking profile held with Westpac Bank.

10.1.5	PROPOSED PLANTATION – LOT 12667 (No 7691) MUIR HIGHWAY, FRANKLAND RIVER – RECONSIDERATION OF CONDITIONS OF APPROVAL
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Liz Bushby – Town Planning Innovations
FILE REFERENCE:	A68
APPLICANT:	Lunzy Custodian Pty Ltd
DATE OF REPORT:	6 August 2026
ATTACHMENTS:	1. Approval letter dated 2 December 2025 2. Determination Notice dated 2 December 2025 marked up with new condition numbers 3. Driveway Plan lodged by applicant on 21 May 2025 and supported by Main Roads WA.

Purpose

The purpose of this report is for the Council to re-consider it's decision to conditionally approve an application for a plantation on Lot 12667 (No 7691) Muir Highway, Frankland River.

The applicant has a current application for review lodged with the State Administrative Tribunal (SAT). Through the SAT process, Council has been invited to reconsider some of the conditions of the existing planning approval issued on the 2 December 2025.

A reconsideration decision is required to be made on or before the 26 August 2026.

Background

• ***Summary and SAT Application***

The original application was considered by Council at the Special Meeting held on the 24 September 2024. It was refused by Council for a number of reasons.

The applicant subsequently lodged an application for a review of the Council's decision to the State Administrative Tribunal (SAT). Shire representatives have attended mediation sessions as part of the SAT process. All discussions held at mediation are confidential and have therefore not been referred to in this report.

SAT invited Council to reconsider the original decision by the 27 February 2025.

A revised application was considered by Council at the Ordinary Meeting held on the 19 February 2025. Council resolved to refuse the application for modified reasons.

A subsequent SAT Order invited Council to again reconsider the refusal decision by the 26 November 2025. Revised documents were considered and conditionally approved by Council at the Ordinary Meeting held on the 26 November 2025.

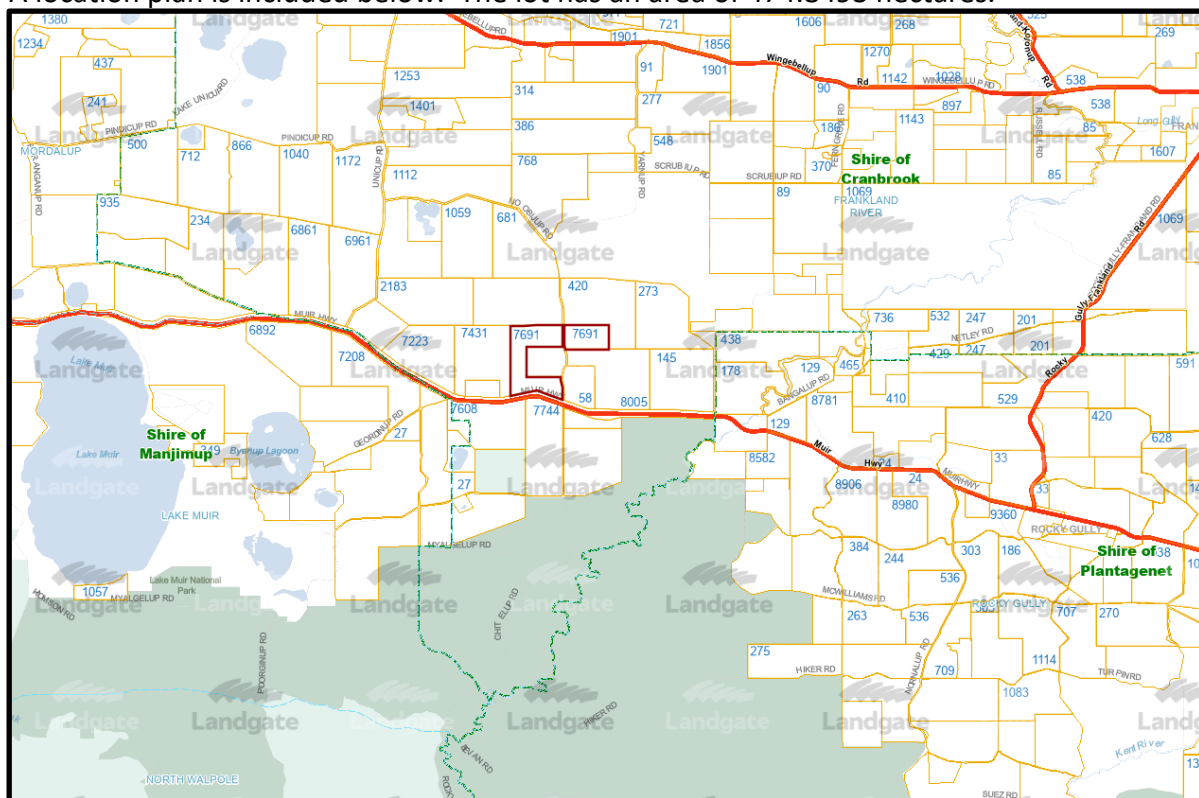
The approval letter, dated 2 December 2025, is included as Attachment 1.

• ***Location and Lot Details***

Frankland River townsite is located at the intersection of Rocky Gully - Frankland Road, Wingebellup Road and Frankland-Cranbrook Road. Lot 12667 is located approximately 36.5

kilometres south west of Frankland River townsite, and approximately 18 kilometres to the west of Rocky Gully via Muir Highway.

A location plan is included below. The lot has an area of 474.8493 hectares.



Officer's Comment

The applicant has requested that a number of conditions be deleted or modified as part of the SAT process.

The applicant has requested deletion of Conditions 1 and 2 of the current approval (Attachment 1).

It is important to note that:

- A. Condition 1 of the current approval required lodgement of a revised Forest Management Plan.

The applicant has lodged a revised Forest Management Plan (FMP) that complies with Condition 1, and that FMP has been approved by the Shire on the 2 July 2026.

- B. Condition 2 of the current approval required lodgement of a revised Fire Management Plan with updated mapping.

The applicant lodged a revised Fire Management Plan that complies with Condition 2, and that plan has been approved by the Shire.

- C. Conditions 1 and 2 have become superfluous. Both parties have agreed to deletion of Conditions 1 and 2, on the basis that a final Forest Management Plan and final Fire Management Plan have been approved.

A Council decision is still required to formalise deletion of Conditions 1 and 2.

The applicant has requested modification of Conditions 3, 4, 11, 12 and deletion of footnote (a) and (b), as detailed in Table 1 and 2.

Table 1	
Current Condition 3	Proposed modified renumbered Condition 3
3. The revised Forest Management Plan and Fire Management Plan approved separately under Condition 1 and 2 above, will form part of this approval. All development, ongoing management and mitigation measures shall be in accordance with the approved Forest Management Plan and Fire Management Plan unless any alternative plan(s) are approved separately in writing by the Chief Executive Officer.	1. The approved Forest Management Plan (received on the 25 June 2026) and approved Fire Management Plan (received on the 7 January 2026) form part of this approval.
<u>Officer Comment on modified Condition 3:</u> The revised Condition 3 (now 1) is supported to: - Delete reference to conditions 1 and 2 which are proposed to be removed; - Reflect the final documents already approved by the Shire; - Ensure the final documents form part of the revised planning approval. - Deletion of Footnote (a) is supported as it relates to Condition 1 (which is to be deleted).	
Current Condition 4	Proposed modified renumbered Condition 4
4. The developer/applicant shall ensure that a copy of the approved Fire Management Plan is stored at the main entrances to the property in secure, weatherproof and clearly labeled containers at all times in accordance with the approved Fire Management Plan.	2. The developer/applicant shall ensure that a copy of the Emergency Access and Egress Roads plan within the approved Fire Management Plan is stored at the main entrances to the property in secure, weatherproof and clearly labeled containers at all times in accordance with the approved Fire Management Plan.
<u>Officer Comment on modified Condition 4:</u> The revised Condition 4 (now 2) as requested by the applicant is supported, as only the emergency access and egress plan needs to be available in containers, and not the entire Fire Management Plan.	

Current Condition 12	Proposed /replaced Condition 12
12. If the development subject of this approval is not substantially commenced within a period of 3 years, the approval shall lapse and be of no further effect. If development does not commence, it makes Condition 12 superfluous, as the approval will already be void.	10. The existing constructed driveway is to be modified to conform with the attached plan prior to use by any vehicles carrying harvested product. Note: The plan included as Attachment 3 to this report, will need to go out with the amended approval letter.
<u>Officer Comment on modified Condition 12:</u> Modified condition 12 (now 10) is supported as: - The applicant lodged a revised driveway plan on the 21 May 2025. - The plan was sent to Main Roads Western Australia. MRWA supports the plan. - The Shire has already advised the applicant that the revised driveway plan, and condition, are supported at an officer level. - Removal of existing condition 12 allows increased flexibility for a commencement date, given the current SAT application.	
Existing Footnote(b)	Proposed to be deleted
(b) This approval is for a plantation and is not an approval for use of the existing driveway for heavy vehicles during the subsequent harvesting stage. Main Roads WA has advised that the existing constructed driveway is unsuitable for harvesting vehicles, and the driveway design needs to be modified, relocated or an alternative solution be provided. Design plans for a modified, relocated or alternative access need to be lodged separately to MRWA for approval prior to any harvesting plan being approved by the Shire.	Proposed to be deleted, as the applicant has lodged a modified driveway plan which has subsequently been supported by Main Roads WA. Footnote (b) is no longer required.

A 'marked up' copy of the December 2025 determination notice showing the conditions proposed to be deleted, modified or renumbered is included in Attachment 2.

The only condition still in dispute is Condition 11. The applicant has requested that Condition 11 be modified as outlined in Table 2.

The applicant has advised that:

- The *revised* wording (for Condition 11) removes any doubt that if the condition use of the concept of harvest that it may be directed towards thinning as opposed to clear-felling.
- The imposition of an approval time limit of 32 years is not appropriate. At this time when it will be appropriate to clear-fell is not certain, despite what is said in the Forest Management Plan. The approval should allow the plantation to be clear-felled at the most appropriate time, rather than be restricted to 32 years.

It should be noted that Condition 11 was imposed based on information in the Forest Management Plan that clear felling would occur in 32 years, and to ensure there was an 'end date' for the approval, given that the planning framework may change over the life of the development.

Table 2	
Current Condition 11	Proposed modified Condition 11 (by applicant)
11. This approval shall expire after the plantation is harvested.	9. This approval shall lapse after the plantation is clear felled .
Officer Comment on modified Condition 11 (now 9): The revised Condition 11 (now 9) as requested by the applicant is not supported. - TPI agrees with the applicant that reference to 'harvesting' should be removed, as plantations can be harvested several times over and re-planted. - TPI is concerned that over the uncertainty of what constitutes 'clear felling'. It is assumed it means when the trees are harvested and removed for the last time, with no replanting. The condition may create some uncertainty if only a portion of the plantation is clear felled, and some of the plantation is retained (ie it doesn't provide a clear 'end date' for the approval). - It may be difficult to distinguish between 'clear felling' and 'harvesting', especially if part of the plantation is retained. - An owner, or future owner, may argue that clear-felling has not occurred if they intend to re-plant at any time.	

TPI recommends that Condition 11 (now 9) be modified to state:

'This approval shall expire 35 years from the date of this approval, unless an alternative timeframe is approved in writing by the Chief Executive Officer'.

The modified Condition 11 (now 9) is based on:

- The Forest Management Plan cites clear felling will occur within 25 to 30 years. A condition limiting the approval to 35 years provides for 5 years over and above the time for the life of the plantation contemplated by the applicants Forest Management Plan (which forms part of the approval).
- It is preferable for to have a time limit on the approval because the planning regime, environmental conditions and the climate may be very different in 20 to 30 years. What is now considered appropriate may not be in 30 to 35 years time.
- The wording of the condition allows some flexibility for the Shire CEO to have the ability to approve an extension of time in the future. If any extension is not agreed to by the CEO, the applicant can still lodge a request to modify any condition of approval in the future, should the life of the development be extended. They would need to explain why an extended time period is required and is appropriate.

If Council wishes to agree to the applicants modified Condition 11, then it has the ability to amend/replace Point (v) the Officer Recommendation. It is noted that agreement with the applicant would likely resolve the SAT case.

Statutory Environment

State Administrative Tribunal Act 2004 - Pursuant to section 31(1), the Shire has been invited to reconsider its decision on or before 26 August 2026.

Section 31 states as follows:

31. Tribunal may invite decision-maker to reconsider decision
- (1) At any stage of a proceeding for the review of a reviewable decision, the Tribunal may invite the decision-maker to reconsider the decision.

- (2) Upon being invited by the Tribunal to reconsider the reviewable decision, the decision-maker may —
 - (a) affirm the decision; or
 - (b) vary the decision; or
 - (c) set aside the decision and substitute its new decision.
- (3) If the decision-maker varies the decision or sets it aside and substitutes a new decision, unless the proceeding for a review is withdrawn it is taken to be for the review of the decision as varied or the substituted decision.

Planning and Development (Local Planning Schemes) Regulations 2015

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

Clause 67 of the Regulations outlines the matters that the local government can have regard for in considering any development application. It includes matters such as state planning policies, the compatibility of the development with its setting, the amenity of the locality, and likely effect of height, bulk, scale, orientation and appearance of the development.

Shire of Cranbrook Town Planning Scheme No 4 – The original application was assessed in accordance with the Scheme and Shires Local Planning Policy.

This report is for Council to review the conditions of an existing planning approval.

Policy Applicable – Implications

The original application was assessed in accordance with the Shire adopted Local Planning Policy No 1 – Plantations.

Financial Implications

The Shire pays consultancy fees to Town Planning Innovations for planning advice. The Shire has also been liaising with its solicitor.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

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

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

The **likelihood** is: Unlikely

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

Strategic Community Plan Reference

There are no known relevant strategic plan references.

Consultation

The original application was advertised for public comment. The Shire is represented in SAT by McLeods.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- A. . Pursuant to Section 31(1) of the State Administrative Tribunal Act 2004 (WA) Council reconsiders its approval decision dated the 2 December 2025 for a plantation on Lot 12667 (No 7691) Muir Highway, Frankland River, by:**
- (i) Deleting Conditions 1 and 2;**
 - (ii). Modifying and renumbering Condition 3 to state as follows:**
 - 1. The approved Forest Management Plan (received on the 25 June 2026) and approved Fire Management Plan (received on the 7 January 2026) form part of this approval.**
 - (iii). Modifying and renumbering Condition 4 to state as follows:**
 - 2. The developer/applicant shall ensure that a copy of the Emergency Access and Egress Roads plan within the approved Fire Management Plan is stored at the main entrances to the property in secure, weatherproof and clearly labeled containers at all times in accordance with the approved Fire Management Plan.**
 - (iv) Renumber retained conditions as follows:**
 - Condition 5 to Condition 3**
 - Condition 6 to Condition 4**
 - Condition 7 to Condition 5**
 - Condition 8 to Condition 6**
 - Condition 9 to Condition 7**
 - Condition 10 to Condition 8**
 - (v). Modifying and renumbering Condition 11 to state as follows:**
 - 9. This approval shall expire 35 years from the date of this approval, unless an alternative timeframe is approved in writing by the Chief Executive Officer'.**
 - (vi). Modifying and renumbering Condition 12 to state as follows:**
 - 10. The existing constructed driveway is to be modified to conform with the attached plan prior to use by any vehicles carrying harvested product.**
 - (vii) Delete Footnotes (a) and (b), re-number footnote (c) to (a), and renumber footnote (d) to (b).**
- B. Authorise the Chief Executive Officer to issue a new Determination Notice to reflect the Council decision and replace the original Determination Notice dated the 2 December 2025.**

10.1.6	CBH APPLICATION SEEKING PLANNING APPROVAL (RURAL INDUSTRY) – LOT 3826 ON PLAN 81132
RESPONSIBLE OFFICER:	Linda Gray– Chief Executive Officer
REPORT AUTHOR:	Liz Bushby – Consultant Planner (Town Planning Innovations)
FILE REFERENCE:	A1020
APPLICANT:	CBH Group
DATE OF REPORT:	4 August 2026
ATTACHMENTS:	1. Site Plan 2. CBH letter

Purpose

To consider a new planning application lodged by CBH Group seeking approval for open bulkheads and associated works on Lot 3826 on Plan 81132.

Background

- *Location Plan and Existing Use*

CBH has established operations at nearby Lot 1505 (No 4) Johnson Street, and Lot 4426 for an extended period. The last planning approval granted for permanent bulkheads was on Lot 1505 in 2021.



The Shire supported exemption of 2 temporary bulk heads from the need for planning approval as 'temporary works' on Lot 3826 in 2025. The exemption was only for a 12 month period.

Officers Comment

- *Description of Proposal*

The proposed development includes the following:

- a) Retention of two open bulkheads as permanent infrastructure. These bulkheads were supported as temporary works in 2025.
- b) Construction of 2 new open bulkheads.
- c) Expansion of an existing drainage basin and associated works.

A site plan is included as Attachment 1. The applicant has advised that the bulk heads are needed to address a shortfall of storage – refer Attachment 2.

- *Land use Permissibility (Rural zone)*

When an application is lodged, part of the planning assessment involves examining the land use definitions in the Scheme and determining the 'best fit' land use classification.

There is a specific land use definition for 'rural industry' under the Shire of Cranbrook Town Planning No 4 ('the Scheme') and it includes '*an industry handling, treating, processing or packing rural products*'.

The proposed grain storage land use is construed as a 'Rural Industry'. A 'Rural Industry' is listed as a 'D' use in the Rural zone under the zoning table of the Scheme. This means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

CBH has already established a Rural Industry use on adjacent lots, and the proposed works simply allow for expansion of the existing development.

- *Setbacks*

The Shires Scheme has a requirement that all buildings be setback 20 metres from the front / rear boundary and 10 metres from any side boundary.

The development complies with the setback requirements.

- *Traffic*

CBH has lodged a letter by Shawmac (engineers) on traffic impact advising that:

- The 2025 site works consisted of constructing two new emergency-specification (unsealed) bulkheads, providing 78,600t of storage, while the proposed 2026 site works involve constructing two additional bulkheads to provide a further 81,875t of storage.
- Although there is an increase in total site storage, CBH advise that there is not expected to be an increase in grower demand, and it is anticipated that the development will result in a net decrease in peak truck movements which occur during the busy harvest period.

- This is because Harvest Essential Moves (HEM's) will be reduced. HEM's occur when local production exceeds the onsite storage capacity, and to continue to offer a service to growers during the harvest, grain must be out-turned to restore storage capacity. The proposed increase in storage will accordingly reduce the risk that storage capacity be exceeded, and that out-turning needs to be undertaken during the busy harvest period.
- Out-turning outside of the harvest period will ultimately be required to remove all grain from site for export, but this will be undertaken at the same rate that currently occurs (approximately 2,000t/day), although over a longer period, proportional to the increase in storage.
- The modest increase in storage capacity will not result in any increase in peak hour trips but rather is likely to result in a reduction in peak movements. Accordingly, the traffic impacts are low (nil), and a formal transport impact document is not needed.

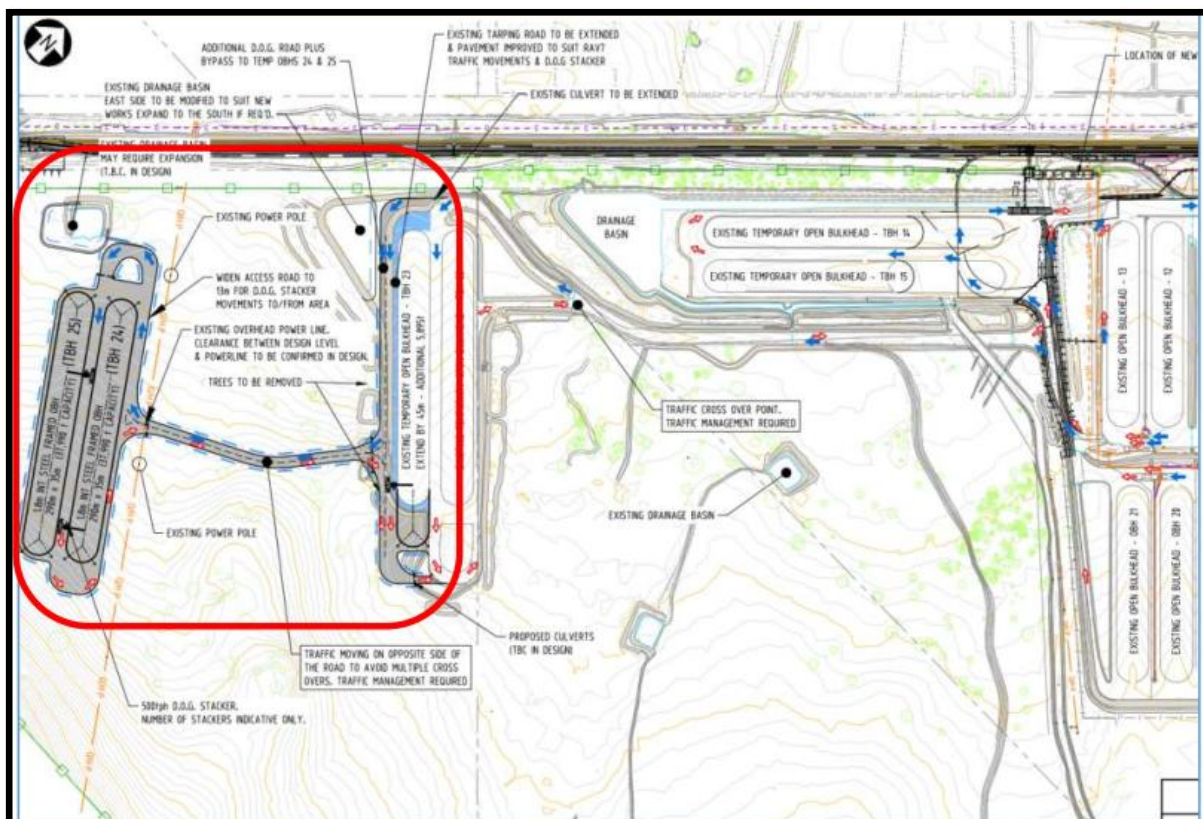
The intent of the Shawmac letter is to provide the Shire with sufficient transport information to confirm that CBH has adequately considered the traffic and transport aspects of the proposed development and demonstrate that the facility would not have an adverse transport impact on the surrounding area.

- *Stormwater Management*

A Stormwater Management Plan has been prepared by Shawmac (Consultant Engineers).

In summary the report advises that there is an existing basin adjacent to the 2 proposed new bulkheads. The basin is proposed to be expanded to accommodate an increase in stormwater.

An extract of the drainage management plan is included below:



Statutory Environment

Shire of Cranbrook Town Planning Scheme No 4 (the Scheme) – Explained in the body of this report. The proposed development is within Lot 3826 which is zoned ‘Rural’ under the Scheme.

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

The Regulations include ‘Deemed Provisions’ that automatically apply.

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

Policy Applicable – Implications

There are no policy implications for this report.

Financial Implications

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

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

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

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

The **likelihood** is: Unlikely

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

Strategic Community Plan Reference/ Council Plan 2025-2035

2.0: *Economic*

2.1 *Support our progressive and vibrant agricultural industry*

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

Consultation

This application has not been advertised for public comment. The Shire has discretion to advertise the application if desired by Council and / or to refer the proposal to state government agencies such as Main Roads WA for comment.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Council:

- 1. Approve the application for a Rural on Lot 3826 on Plan 81132 in Cranbrook subject to the following conditions:**
 - (i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.**
 - (ii) This approval is for 4 open head bulkheads, stormwater drainage, internal accessways and associated works.**
 - (iii) All stormwater from impervious areas shall be collected and disposed of on-site generally in accordance with the recommendations included in the Stormwater Management Plan prepared by Shawmac dated the 15 April 2026.**
 - (v) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

10.1.7 APPLICATION TO MODIFY CONDITIONS OF EXISTING PLANNING APPROVAL FOR EXTRACTIVE INDUSTRY - LOT 8078 CLIMIE STREET, CRANBROOK

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Liz Bushby – Town Planning Innovations (TPI)
FILE REFERENCE: A1378
APPLICANT: Shire of Cranbrook
DATE OF REPORT: 12 August 2026
ATTACHMENTS: 1. Existing planning approval dated 20 December 2017
2. Applicant letter

Purpose

The purpose of this report is for Council to consider granting delegated authority to the Chief Executive Officer to determine an application to modify conditions of an existing planning approval issued on the 20 December 2017 for an extractive industry on Lot 8078 Climie Street, Cranbrook.

Background

Lot 8078 has an approximate area of 16.181 hectares, contains native vegetation and has a battleaxe leg driveway to Climie Street. The nearest intersection is Climie Street and Albany Highway – refer aerial below.



An application for an extractive industry on Lot 8078 was considered by Council at the Ordinary meeting held on the 18 December 2017 and was conditionally approved.

The approval letter is included as Attachment 1. A request to modify the approval is included as Attachment 2.

Officer's Comment

The existing planning approval from 2017 approved the mining proposal, project management plan, explosives management plan, mine closure plan and die back management plan. These are approved under Condition (a) of the approval dated 20 December 2017.

No changes to the actual development, land use or footprint is proposed.

A new proponent has lodged an application seeking modification to some of the existing conditions, including:

- Modification of Condition (a) to allow revised documents including a revised project management plan, mine closure plan and die back management plan.

TPI is liaising with the proponent over the revised plans, and they are mainly being updated to reflect the new proponent details.

- Deletion of Condition (c) (xiv) which requires sealing of Climie Road from the mining entrance to Albany Highway.

Condition c(xiv) was imposed by Council, and was not part of the officer recommendation. Road upgrading is not normally requested as a condition unless it can be substantially justified by the amount of traffic that will be generated by the proposal.

Shire Administration support deletion of Condition (c) (xiv).

- Modification to Condition 1(f) to make it clear that that the section of Climie Road used as the haul road will be maintained to pre-development condition, and any damage to the road as a result of the extractive industry is to be made good.
- Modification to Condition (r) to allow the 23 year approval period to start from a new current date.
- Deletion of Point (3) at the end of the approval letter which refers to a clearing permit, as no clearing is proposed.

TPI notes that Point 2 and 3 at the end of the approval letter are not conditions and should be removed. They are points from the Council resolution only, and have erroneously been included in the formal approval letter.

Shire Administration are working through the revised documents with the applicant. Council support for the proposed delegated authority will allow this application to be dealt with by the Shire Chief Executive Officer.

Statutory Environment

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

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

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the

compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Clause 77(1) allows an application to be made to the local government to amend or delete any condition of approval.

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

Shire of Cranbrook Town Planning Scheme No 4 – Lot 8078 is zoned 'Rural'.

An 'extractive industry' which is defined in the Scheme as '*means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining*'.

Policy Applicable – Implications

There are no known Policy Implications. A separate extractive industry licence is required under the Shires Local Laws.

Financial Implications

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

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

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

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

The **likelihood** is: Unlikely

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

Strategic Community Plan Reference

There is no strategic plan reference associated with this report.

Consultation

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

Voting Requirements

Absolute Majority (for delegated authority)

OFFICER'S RECOMMENDATION

That Council:

1. **Delegate authority to the Chief Executive Officer to determine the application for modification of conditions of the existing planning approval for an extractive industry on Lot 8078 Clmie Street, Cranbrook.**
2. **Note that revised management plans may be approved by the Chief Executive Officer as part of the application process.**

10.2 GOVERNANCE AND EXECUTIVE SERVICES

10.2.1 WALGA LOCAL GOVERNMENT CONVENTION 2025

RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Renee Dean – Governance Officer
FILE REFERENCE:	GO24
APPLICANT:	N/A
DATE OF REPORT:	27 July 2026
ATTACHMENTS:	LGC26 Program

Purpose

The purpose of this report is to approve two Councillors to attend the annual Western Australian Local Government Association (WALGA) Local Government Convention 2026 and to be the Council's voting delegates at this event.

Background

The annual WALGA Local Government Convention for 2026 will be held between Wednesday 16 and Friday, 18 September 2026 at the Perth Convention and Exhibition Centre. The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held on Thursday, 17 September 2026. It is the premier event for WA local governments and normally all local governments send representatives in company with their Chief Executive Officers.

Officer's Comment

The full Convention programme is attached.

This convention includes the Annual General Meeting of WALGA. The Shire President and Deputy Shire President are normally the Council's voting delegates at this event; however, the Shire President and Deputy Shire President are unable to attend this year due to family commitments. Council are requested to advise which two Councillors will be selected to attend, dependent upon Councillors' desire to do so and their availability. Council will also need to approve the selected attendees to be voting delegates at the event.

The convention provides the year's most important professional development and networking opportunity for Councillors. It is suggested that prospective attendees be Councillors that have not previously attended the WALGA Local Government Convention.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

Council Policy 1.6 – (Local Government Convention - Attendance) states that:

- The Shire President, Deputy Shire President and Chief Executive Officer will attend the annual WALGA Local Government Annual General Meeting and Local Government Convention;
- That the Council may decide and make a resolution to send other Elected Members as appropriate each year on a rotational basis to the WALGA Local Government Convention; and
- The expenditure for the conference be contained responsibly by all attendees and be consistent with the Financial Policies and Code of Conduct of the Shire of Cranbrook.

Financial Implications

The 2026/2027 budget includes provision under Members' Conference Expenses for attendance at this year's convention. The average cost per person to attend the convention in recent years has ranged from \$1,600 in 2023 to \$1,300 in 2025.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil statutory, regulatory or compliance requirements

The impacts of these risks are Non-Compliance and Reputational

The consequences of these risks are considered to be Minor

The likelihood is Unlikely

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

Risk mitigation includes adherence to Council Policies 1.6 – Local Government Convention – Attendance, and 1.7 – Elected Members – Allowances and Reimbursements, as well as the Shire of Cranbrook Code of Conduct.

Strategic Community Plan Reference

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

Key Pillar: Work

Outcome 5 – Business Engagement: A resilient, knowledgeable and networked local business sector.

Deliverable 5.1: An accessible data-base of businesses in and around the region.

Deliverable 5.2: A data-base of extra or shared workers is in reach.

Key Pillar: Connect

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation was not required for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That:

1. Cr XXXXX and Cr XXXXX be authorised to attend the 2026 WALGA Local Government Convention from 16 to 18 September 2026 at the Perth Convention and Exhibition Centre;
2. Cr XXXXX and Cr XXXXX be nominated and approved as the Voting Delegates at the WALGA Annual General Meeting (AGM) on Thursday, 17 September 2026.

10.2.2	PERFORMANCE IMPROVEMENT PLAN AND POLICY
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Phillip Summers – People and Projects Officer
FILE REFERENCE:	GO17
APPLICANT:	Nil
DATE OF REPORT:	6 August 2026
ATTACHMENTS:	1. Policy 2.3 Employee Management. 2. Policy 2.26 Performance Improvement Policy. 3. Performance Improvement Plan Template.

Purpose

The purpose of this report is for the Council to consider the adoption of changes to the Policy Manual in respect to employee performance management and Performance Improvement Plans (PIP).

Background

Under Section 2.7(2b) of the *Local Government Act 1995* (the Act), the Council is to determine the Local Government's policies. Policy changes are presented to Council for review. 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, Management Team and staff throughout the year.

Officer's Comment

The Management Team has identified that the process for how employee Performance Improvement Plans are to be conducted has not been documented. To ensure procedural fairness and consistency in these processes a new policy is proposed. Existing policies are updated to reflect this change. The proposed policy aligns with WALGA guidelines.

Policy Number and Title	Amendments
2.3 Workforce – Employee – Performance Management	Amended - Under "Performance Improvement Plans" – reference to proposed new policy 2.26
2.26 Workforce – Employee – Performance Improvement Policy.	New policy, new template– As per attachment

Statutory Environment

Local Government Act 1995 (WA) 2.7 (2b) states:

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

Local Government Act 1995 (WA) s5.40 (c) states:

Employees are to be treated fairly and consistently.

Local Government Act 1995 (WA) s5.38 states:

(2) The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.

(3) A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment

Policy Applicable – Implications

This report proposes adoption of the new and revised policies to the Council Policy Manual as defined above.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report include:

- Ineffective Employment Practices
- Inadequate Engagement Practices
- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impact** of the risk is People and 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:

- Policy 2.3 Workforce – Employee – Performance Management
- Consultation with WALGA Employee Services

Strategic Community Plan Reference

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

Key Pillar: 2 Economic:

Activities: ***4.2.2 Provide a positive and safe workplace***

Consultation

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

Voting Requirements

Simple Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

That Council:

- 1. Adopts amendments to policy 2.3 Workforce – Employee – Performance Management**
- 2. Adopts policy 2.26 Workforce - Employee – Performance Improvement Policy**

10.2.3	ELECTED MEMBERS – ALLOWANCES AND REIMBURSEMENTS POLICY UPDATE
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Kerry Fisher – Chief Financial Officer
FILE REFERENCE:	N/A
APPLICANT:	Nil
DATE OF REPORT:	11 August 2026
ATTACHMENTS:	1.7 Governance – Elected Members – Allowances and Reimbursements Policy

Purpose

The purpose of this report is for the Council to consider an amendment to the Elected Members – Allowances and Reimbursements Policy. Shire of Cranbrook Policy Manual 2026, 1.7 Governance - Elected Members – Allowances and Reimbursements.

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, Management Team and staff throughout the year.

Officer’s Comment

The 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.

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 two changes to the Elected Members – Allowances and Reimbursements Policy. Firstly, to allow for the annual Information Communication and Technology (ICT) Allowance to be paid quarterly to Councillors, at the same time as their other allowances. And to deduct the cost of an iPad from the ICT Allowance during the Elected Members first year of office. In the current policy the iPad is being deducted from the Meeting Allowance.

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 amended Shire of Cranbrook 1.7 Governance – Elected Members – Allowances and Reimbursements Policy, as attached.

10.2.4	REVIEW OF POLICY 5.1 - ROAD MATERIAL ACQUISITION - GRAVEL, SAND AND WATER
RESPONSIBLE OFFICER:	Linda Gray - Chief Executive Officer
REPORT AUTHOR:	Les Vidovich – Manager of Works
FILE REFERENCE:	GO17
APPLICANT:	Not Applicable
DATE OF REPORT:	12 August 2026
ATTACHMENTS:	Reviewed Draft Policy 5.1 - Gravel, Sand and Water Supplies and Pit Rehabilitation

Purpose

The purpose of this report is for Council to consider the update of the existing Policy 5.1 - Road Material Acquisition - Gravel, Sand and Water, and to consider adopting the updated policy titled Policy 5.1 - Gravel, Sand and Water Supplies and Pit Rehabilitation.

The review has been undertaken to ensure the policy continues to provide a clear and consistent framework for the Shire's access to, extraction and use of gravel, sand and water for road maintenance, road construction and other operational requirements, together with appropriate requirements for landowner consultation, compensation, pit management and rehabilitation.

Background

The Shire of Cranbrook requires ongoing access to suitable gravel, sand and water supplies to undertake its annual road maintenance, renewal and construction programs and other operational activities.

These materials and water supplies may be sourced from private properties throughout the Shire and are important to the ongoing maintenance and improvement of the Shire's road network. Their acquisition and use require appropriate arrangements with landowners, including access, compensation, private works where applicable, rehabilitation and management of affected land.

The existing Policy 5.1 - Road Material Acquisition - Gravel, Sand and Water provides a framework for the Shire's acquisition of road-building materials and water from private property. As part of the Shire's ongoing policy review process, the policy has been reviewed to ensure its provisions remain appropriate, clear and aligned with current operational requirements and relevant legislation.

As part of the review, it is proposed that the policy be renamed Policy 5.1 - Gravel, Sand and Water Supplies and Pit Rehabilitation to better reflect its broader scope, including material and water acquisition, landowner arrangements, pit management, rehabilitation and ongoing monitoring. The updated policy is presented for Council's consideration.

Officer's Comment

Gravel, sand and water are important resources used by the Shire in the maintenance, renewal and construction of its road network and other operational activities. Maintaining reliable access to suitable supplies is therefore important to the efficient delivery of the Shire's annual works program.

The review of the existing Policy 5.1 - Road Material Acquisition - Gravel, Sand and Water provides an opportunity to update and clarify the Shire's framework for the acquisition, extraction, use and management of gravel, sand and water supplies and the rehabilitation of extraction sites.

Key matters addressed through the reviewed policy include:

- Consultation with landowners prior to extraction activities commencing;
- Written agreements between the Shire and landowners;
- Compensation arrangements for gravel, sand and water acquired from private property;
- Options for landowners to receive payment and/or private works in consideration for materials or water acquired;
- Testing of gravel and sand materials to ensure they are suitable for construction purposes;
- Minimising the impact and inconvenience of extraction activities on landowners;
- Appropriate management of gravel and sand pits; and
- Rehabilitation and ongoing monitoring of extraction sites.

An important component of the reviewed policy is the requirement for appropriate rehabilitation of gravel and sand pits. The policy recognises that rehabilitation is necessary to minimise issues such as soil compaction, drainage impacts, erosion and visual impacts associated with extraction activities.

The reviewed policy provides specific rehabilitation requirements for bushland and pastured sites and establishes requirements for progressive rehabilitation and monitoring of pits following extraction. It also provides a framework for the rehabilitation of abandoned pits where required.

The reviewed policy will provide greater clarity and consistency in the Shire's dealings with landowners and establish clear expectations regarding the Shire's responsibilities when accessing gravel, sand and water supplies and rehabilitating extraction sites.

It is considered that adoption of the reviewed and renamed policy will support the effective delivery of the Shire's road construction, maintenance and other operational programs while ensuring material acquisition, extraction, water supply arrangements and subsequent rehabilitation are undertaken in a responsible, transparent and consistent manner

Statutory Environment

Local Government Act (1995)

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

(1) The council —

- (a) governs the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*

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

- (a) oversee the allocation of the local government's finances and resources and*
- (b) determine the local government's policies."*

The reviewed policy has regards to sections 3.21, 3.22, 3.27, 3.31, 3.32 and 3.33 and Schedule 3.2 of the Local Government Act 1995 relating to works and the acquisition of materials required for public works. The policy also identifies relevant environmental, work health and safety and biodiversity legislation that may apply.

Policy Applicable – Implications

The existing Policy 5.1 - Road Material Acquisition - Gravel, Sand and Water currently governs the Shire's arrangements for the acquisition of road-building materials and water. The review provides Council with the opportunity to update the policy to reflect current operational, governance, environmental and rehabilitation requirements.

Adoption of the reviewed policy, to be renamed Policy 5.1 - Gravel, Sand and Water Supplies and Pit Rehabilitation, will provide an updated framework for the Shire to manage these activities consistently and transparently.

The reviewed policy provides guidance to Shire staff and landowners regarding access arrangements, compensation, private works, material testing, water acquisition, pit management, rehabilitation and monitoring requirements

Financial Implications

The reviewed policy provides the following rates of payment for gravel, sand and water acquired from private property:

The rates contained in the reviewed policy are:

- Gravel – \$2.00 per cubic metre, exclusive of GST;
- Sand – \$1.50 per cubic metre, exclusive of GST; and
- Water – \$1,000 per ML, no GST.

Expenditure associated with the purchase of gravel, sand and water, private works arrangements and rehabilitation activities will be accommodated through the Shire's annual budget and relevant road construction, maintenance and operational programs.

Where funding is required for the rehabilitation of abandoned pits, an appropriate allocation may be considered by Council as part of its annual budget deliberations.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil statutory, regulatory or compliance requirements;
- Inconsistent arrangements with private landowners for gravel, sand and water supplies;
- Inadequate management of material extraction and water acquisition activities;
- Environmental impacts associated with extraction activities and;
- Inadequate rehabilitation of gravel and sand pits

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

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

The **likelihood** is: Possible

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

Risk mitigation includes adopting and implementing the reviewed policy, ensuring written agreements are established with landowners prior to extraction or acquisition, complying with relevant legislative requirements and ensuring appropriate pit management, rehabilitation and monitoring.

Council Plan 2025-2035 Reference

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

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

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

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

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

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

The reviewed policy supports these objectives by establishing appropriate arrangements for securing the gravel, sand and water supplies required to maintain and improve the Shire's road infrastructure and deliver operational requirements, while ensuring extraction sites are appropriately managed and rehabilitated.

Consultation

Consultation for this report included Chief Executive Officer, Manager of Works and Relevant Shire operational staff.

Where required, consultation with affected landowners will continue to be undertaken in accordance with the requirements of the policy.

Voting Requirements

Simple Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE'S RECOMMENDATION

That Council adopts the updated Policy 5.1, currently titled Road Material Acquisition - Gravel, Sand and Water, and approves its renaming to Policy 5.1 - Gravel, Sand and Water Supplies and Pit Rehabilitation, as presented.

10.2.5	NEW POLICY 1.20 – GOVERNANCE – PRIVACY POLICY
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Phillip Summers – People and Projects Officer
FILE REFERENCE:	G017
APPLICANT:	Nil
DATE OF REPORT:	12 August 2026
ATTACHMENTS:	Nil

Purpose

The purpose of this report is for the Council to consider the adoption of a new Policy 1.20 Governance - Privacy Policy.

Background

The Management Team acknowledges that the Shire of Cranbrook handles personal information and that the Legislative requirement to implement a Privacy Policy as part of *Privacy and Responsible Information Sharing Act 2024 (WA)* has not been met. To address this gap the Management Team, propose the council adopts the proposed policy which addresses the requirements of the Information Privacy Principles (IPP) as prescribed in the Act.

Officer's Comment

As part of the staged introduction of the Act, the provisions of the act that came into place on 1 July 2026 included the requirement for the introduction of a privacy policy for entities including local Government. From 1 January 2027, local Government agencies must start reporting all serious data breaches.

Statutory Environment

- Privacy and Responsible Information Sharing Act 2024 (PRIS Act)
- Privacy Act 1988 (Cth)
- Freedom of Information Act 1992 (WA)
- State Records Act 2000 (WA)

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impacts** of the risk are: People, Non-Compliance, 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 excellent record keeping procedures.

Council Plan 2025-2035 Reference

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

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

Activities: 4.1.1 Provide strategic leadership and governance

Consultation

Consultation included Shire's Governance Officer.

Voting Requirements

Simple Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE'S RECOMMENDATION

That Council adopts Policy 1.20 – Governance – Privacy Policy.

10.2.6	ACTING CHIEF EXECUTIVE OFFICER – OFFER OF SHORT-TERM APPOINTMENT
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	HR501
APPLICANT:	N/A
DATE OF REPORT:	21 July 2026
ATTACHMENTS:	CONFIDENTIAL Attachment

Purpose

The purpose of this report is for the Council to consider approving a short-term contract for the period from 13 September 2026 to 1 November 2026 as Chief Executive Officer (CEO) for the Shire of Cranbrook.

Background

The current Chief Executive Officer's contract (five years) terminates on 12 September 2026. Ms Gray notified Council late in 2025 that she would not be renewing her contract. In April 2026 a CEO recruitment process commenced and on 21 July 2026, a new CEO was endorsed by Council.

Officer's Comment

As the incoming Chief Executive Officer is currently employed by another local government as a Chief Executive Officer (CEO), he is required to give 12 weeks' notice prior to leaving. In addition, it is important that there is an opportunity for an incoming employee to have a leave break and to come into a new position having had the opportunity to take leave.

For these reasons, the incoming CEO cannot commence in his new position until 2 November 2026. The current CEO's contract finishes on 12 September 2026, and under the *Local Government Act 1995*, a CEO contract cannot be for a term exceeding 5 years, so the preferable approach is to enter into a new short-term contract with substantially the same terms as the current contract ending on 1 November 2026. This will be reflected in the Shire's standard CEO contract (attached) for the seven weeks' time period excluding a probation period. The current CEO would continue to meet the CEO Key Performance Indicators set by the 2025/2026 Performance Review Panel. The check of qualifications and experience were done previously at the commencement of the five-year contract by Lester Blades, the employment consultant for the 2021 CEO recruitment.

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Policy Applicable – Implications

Council Policy 2.24 – Temporary and/or Acting Chief Executive Officer.

Adopted Standards for CEO Recruitment, Performance and Termination.

Financial Implications

The CEO remuneration package has been included in the draft 2026/2027 budget.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Ineffective Employment Practices

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

The **consequences** of these risks are considered to be: High.

The **likelihood** is: Unlikely.

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

Risk mitigation includes advice received from WALGA Employee Services.

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 was not required for this report.

Voting Requirements

Absolute Majority

RECRUITMENT AND SELECTION PANEL'S RECOMMENDATION

That Council:

1. Endorses Ms Linda Gray to the position of Temporary Chief Executive Officer of the Shire of Cranbrook for the period from 13 September 2026 to 1 November 2026.
2. Determines that Ms Linda Gray is suitably qualified for the position in accordance with section 5.36(2)(a) of the Local Government Act 1995, having regard to the candidate's qualifications, skills, experience, character, employment history, competencies, performance, and information obtained through the recruitment, referee, and assessment processes.
4. Approves the proposed Contract of Employment – Chief Executive Officer, including the CEO Key Performance Indicators, remuneration package, and employment conditions, noting that the total remuneration package is consistent with the Salaries and Allowances Tribunal's Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2026 for a Band 4 Local Government.
5. Authorises the Shire President and Chief Executive Officer to execute the Temporary CEO Contract of Employment and apply the common seal of the Shire of Cranbrook in accordance with section 9.49A(1) of the Local Government Act 1995.

10.3 WORKS

10.3.1 2027/28 Commodity Route Funding Applications

RESPONSIBLE OFFICER:	Les Vidovich – Manager of Works
REPORT AUTHOR:	Les Vidovich – Manager of Works
FILE REFERENCE:	RO001
APPLICANT:	N/A
DATE OF REPORT:	12 August 2026
ATTACHMENTS:	Yeriminup Road Submissions

Purpose

The purpose of this report is to seek Council's endorsement to submit two funding applications to Main Roads Western Australia (MRWA) under the 2027/28 Commodity Routes Fund for:

1. the construction and sealing of 1.8 kilometres of Yeriminup Road between SLK 0.00 and SLK 1.80, commencing from Albany Highway; and
2. the widening and sealing of approximately 3.0 kilometres of Yeriminup Road between SLK 31.05 and SLK 34.05.

Council is also requested to consider the potential allocation of the required local government contribution as part of the Shire's 2027/28 Annual Budget deliberations, should either or both applications be successful.

Background

The Commodity Routes Fund is administered by MRWA under the State Road Funds to Local Government Agreement and provides financial assistance to local governments for projects that improve local roads undertaking significant commodity transport functions.

Funding is available on a two-thirds State and one-third local government basis, with a maximum grant of \$400,000 available per project. The program is specifically intended to support eligible local roads that are not funded through the Regional Road Group program.

Following a review of the Shire's forward capital works program and road network priorities, two sections of Yeriminup Road have been identified as suitable projects for submission under the 2027/28 Commodity Routes Fund.

Yeriminup Road is a local road under the care, control and management of the Shire of Cranbrook and is not classified as a road of significance under the Regional Road Group Program. As an important local commodity route servicing the district's agricultural industry, it is considered an appropriate candidate for funding under the Commodity Routes Fund.

The proposed projects are:

Project 1 – Yeriminup Road SLK 0.00 to SLK 1.80

- Construction and sealing of 1.8 kilometres of Yeriminup Road.
- Proposed sealed pavement width of 7 metres.
- Estimated total project cost: \$450,000.
- Proposed MRWA contribution: \$300,000.
- Proposed Council contribution: \$150,000.

Project 2 – Yeriminup Road SLK 31.05 to SLK 34.05

- Widening and sealing of approximately 3.0 kilometres of Yeriminup Road.
- Proposed sealed pavement width of 7 metres.
- Estimated total project cost: \$600,000.
- Proposed MRWA contribution: \$400,000.
- Proposed Council contribution: \$200,000.

The two projects have a combined estimated value of \$1,050,000, comprising \$700,000 in potential external funding and a \$350,000 local government contribution. Both projects are intended to improve freight efficiency and road safety, while enhancing the long-term performance and serviceability of Yeriminup Road.

Applications for the 2027/28 Commodity Routes Fund close on 21 August 2026. Council endorsement is required to enable the applications to be submitted prior to the closing date and to confirm Council's intention to consider the required local government contribution through the 2027/28 Annual Budget process.

Officer's Comment

Yeriminup Road is an important local commodity route within the Shire of Cranbrook, providing access for heavy vehicles transporting grain and other agricultural commodities. The route plays a significant role in supporting the district's agricultural industry by facilitating the efficient movement of agricultural produce from farming properties to receival facilities and markets.

The two sections identified for funding currently require regular grading, gravel re-sheeting and drainage maintenance to maintain an acceptable level of service. The proposed works will upgrade these sections of Yeriminup Road by providing a 7-metre-wide sealed pavement capable of accommodating current and future freight movements.

The proposed projects would provide a significant opportunity to leverage external funding for improvements to the Shire's road network. If both applications are successful, a Council contribution of \$350,000 would leverage \$700,000 in external funding, enabling \$1.05 million of road improvements to be undertaken.

It is proposed that the Council contribution of up to \$350,000 be considered as part of the Shire's 2027/28 Annual Budget deliberations, with the contribution potentially funded through either:

- \$75,000 from municipal funds and \$275,000 from the Shire's confirmed 2027/28 Roads to Recovery allocation; or
- \$350,000 from the Shire's confirmed 2027/28 Roads to Recovery allocation.

The Shire's confirmed 2027/28 Roads to Recovery allocation is expected to be approximately \$768,823. The proposed approach would allow the Shire to maximise the value of available external funding while retaining flexibility in the allocation of its Roads to Recovery funds across the 2027/28 capital works program.

There is no guarantee that either application will be successful. Should either or both applications be unsuccessful, the associated Council contribution would not be required, and the relevant works would be reconsidered through the Shire's future capital works and budget processes.

Should one application be successful and the other unsuccessful, only the Council contribution applicable to the successful project would be required.

The proposed projects represent an opportunity to undertake priority improvements to an important agricultural freight route while leveraging significant external funding. A copy of the application form and associated documents is attached.

Statutory Environment

Section 2.7 of the Local Government Act 1995 provides that Council is responsible for governing the affairs of the local government, overseeing the allocation of the local government's finances and resources, and determining the local government's policies.

Policy Applicable – Implications

The Shire's Procurement Policy will apply to the procurement and delivery of the projects should funding be approved and the works proceed.

Financial Implications

The estimated project costs and proposed funding contributions are as follows:

Project	Scope	Total Cost	MRWA Contribution	Council Contribution
Yeriminup SLK 0.00–1.80	Road Construct and seal 1.8 km's to 7 m width	\$450,000	\$300,000	\$150,000
Yeriminup SLK 31.05–34.05	Road Widen and seal 3.0 km's to 7 m width	\$600,000	\$400,000	\$200,000
Total		\$1,050,000	\$700,000	\$350,000

It is proposed that the Council contribution of up to \$350,000 be considered as part of the Shire's 2027/28 Annual Budget deliberations.

The Council contribution could be funded through either: \$75,000 from municipal funds and \$275,000 from the Shire's confirmed 2027/28 Roads to Recovery allocation; or \$350,000 from the Shire's confirmed 2027/28 Roads to Recovery allocation.

The actual Council contribution required will depend on the outcome of the funding applications. If only one application is successful, only the contribution applicable to that project will be required.

Should either or both applications be successful, the required funding will be incorporated into the relevant Capital Works Program and 2027/28 Annual Budget.

Risk Implications

The risks associated with matters in this report include:

- Business and Community Disruption
- Inadequate Asset Sustainability Practices
- Inadequate Project/Change Management
- Inadequate Supplier/Contract Management

The **impacts** of the risk are: Financial, Service Interruption, 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 measures include:

- preparing comprehensive applications to Main Roads WA;
- detailed project scoping and cost estimation;
- effective procurement and contract management;
- compliance with Commodity Routes Fund requirements; and
- sound project management practices.

Council Plan 2025–2035 Reference

The 2025-2035 Shire of Cranbrook Council Plan identifies the following relevant priorities:

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

Key Pillar: 3 Environment:

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

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

Activities: 3.3.1 Maintain the road infrastructure network and pursue funding opportunities to support appropriate road network service levels
3.3.2 Seek upgrade of transport and associated infrastructure, including air, rail and bridges

Consultation

Consultation has been undertaken with the Shire's Works Department in identifying the two sections of Yeriminup Road as priority projects for external funding.

Subject to Council endorsement, the applications will be submitted to Main Roads Western Australia for assessment under the 2027/28 Commodity Routes Fund in accordance with the published funding guidelines.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Endorse the submission of two funding applications to Main Roads WA under the 2027/28 Commodity Routes Fund for:
 - a) the construction and sealing of Yeriminup Road between SLK 0.00 and SLK 1.80; and;
 - b) the widening and sealing of Yeriminup Road between SLK 31.05 and SLK 34.05
2. Consider the allocation of up to \$350,000 as part of its 2027/28 Annual Budget deliberations, as Councils required one third contribution towards the projects should the applications to Main Roads WA be successful, with the contribution to be funded by either:
 - a) \$75,000 from the Shire's municipal funds; and \$275,000 from the Shire's confirmed 2027/28 Roads to Recovery Allocation or
 - b) \$350,000 from the Shire's confirmed 2027/28 Roads to Recovery allocation
3. Authorise the Chief Executive Officer to execute all documentation necessary to submit the funding applications to Main Roads WA and, should either or both applications be successful, enter into the associated funding agreements, subject to the required funding being included in the adopted 2027/28 annual budget.

- 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 Sections 5.23(4)(c) and 5.23(2)(e) (iii) of the Local Government Act 1995, the following Items and their 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 sections 5.23 (4) (c) and 5.23(2)(e)(iii) of the Local Government Act 1995.

13.1 RISK MANAGEMENT REVIEW – AUDIT REGULATION 17

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Linda Gray – Chief Executive Officer
FILE REFERENCE: AD106, FM9
APPLICANT: N/A
DATE OF REPORT: 5 August 2026
ATTACHMENTS: Risk Report – Confidential Attachment

Voting Requirements

Simple Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE'S RECOMMENDATION

That Council receives the attached CEO's report on the Review of Risk Management, Internal Controls and Legislative Compliance for the Shire of Cranbrook.

13.2 POLICY MANUAL PROPOSED CHANGES

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Phillip Summers – People and Projects Officer
FILE REFERENCE: GO17
APPLICANT: Nil
DATE OF REPORT: 11 August 2026
ATTACHMENTS: 4. Policy 1.19 Cyber Security (Confidential)

Voting Requirements

Simple Majority

AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

That Council adopt Policy 1.19 Governance - Cyber Security (CONFIDENTIAL)

13.3	CERTIFICATION OF COMPLIANCE WITH THE SHIRE OF CRANBROOK'S ADOPTED MODEL STANDARD FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION
RESPONSIBLE OFFICER:	Linda Gray, Chief Executive Officer
REPORT AUTHOR:	Linda Gray, Chief Executive Officer
FILE REFERENCE:	HR501
APPLICANT:	Nil
DATE OF REPORT:	12 August 2026
ATTACHMENTS:	1. Certificate of Compliance 2. LOGO-Appointments Report re CEO Recruitment

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council, in accordance with regulation 18FB of the *Local Government (Administration) Regulations 1996*:

1. the recruitment process for appointment of the Chief Executive Officer is certified as having been undertaken in accordance with the model Standards for CEO Recruitment, Performance and Termination; and
2. within 14 days of this resolution, provides confirmation of compliance to the Local Government Inspector in accordance with Regulation 18FB(4) of the *Local Government (Administration) Regulations 1996*.

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.