

COUNCIL MEETING

MINUTES



For the Ordinary Meeting of Council held on

16 September 2026

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook held on Wednesday 16 September 2026 at the Cranbrook Council Chambers commencing at 10.00am.

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.

ATTENTION/DISCLAIMER

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

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

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

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

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

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

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

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Recording of Meetings

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

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

Chief Executive Officer, Linda Gray, declared the meeting open at 10.05am.

OFFICERS RECOMMENDATION/COUNCIL DECISION

Motion 01092026

Moved Cr Quick, seconded Cr Beech that Cr Denton takes the chair for the duration of the meeting in the absence of Shire President, Cr Mulcahy and Deputy President, Cr Egerton-Warburton.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

Cr Denton as Presiding Member alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

SUSPENSION OF STANDING ORDERS/COUNCIL DECISION

Motion 02092026

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

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors

Cr JA (Jennifer) Quick
Cr P (Peter) Beech
Cr C (Chelsea) Lange
Cr P (Peter) Denton
Cr H (Harvey) Gillam

Chief Executive Officer
Manager of Finance
Manager of Works
Governance Officer

Ms LA (Linda) Gray
Miss C (Chelsea) Paterson
Mr L (Les) Vidovich
Mrs RL (Renee) Dean

Members of the Public

Lynda Tyrrell - Observer

2.2 APOLOGIES

Nil

2.3 APPROVED LEAVE OF ABSENCE

Cr Mulcahy has an approved leave of absence for the 16 September 2026 Ordinary Council Meeting.

3. APPLICATIONS FOR LEAVE OF ABSENCE

Motion 03092026

Moved Cr Beech, seconded Cr Lange that Cr Egerton-Warburton be granted a leave of absence for the 16 September 2026 ordinary meeting of Council.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Nil

5. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

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

Jill Toovey
Molly Jones

A moment's silence was observed as a mark of respect.

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

7. DISCLOSURE OF INTEREST

Nil

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 19 August 2026

Motion 04092026

Moved Cr Quick, seconded Cr Lange that the minutes from the Ordinary Meeting of Council held on 19 August 2026, be confirmed as a true and correct record.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

10. REPORTS OF OFFICERS

10.1 CORPORATE AND COMMUNITY SERVICES

10.1.1 LIST OF PAYMENTS

RESPONSIBLE OFFICER: Chelsea Paterson - Manager of Finance

REPORT AUTHOR: Téa Etheridge – Finance Officer

FILE REFERENCE: FM2

APPLICANT: Nil

DATE OF REPORT: 9 September 2026

ATTACHMENTS: List of Payments – 1 August 2026 to 30 August 2026

Purpose

The purpose of this report is to advise the Council of payments made during the period 1 August 2026 to 30 August 2026.

Background

Nil

Officer's Comment

Nil

Statutory Environment

Local Government (Financial Management) Regulation 13 and 13A states:

13. List of accounts

(1) If the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared — (a) the payee's name;

- (b) the amount of the payment;
- (c) the date of the payment;
- (d) sufficient information to identify the payment.

(2) A list prepared under sub regulation (1) must be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Applicable – Implications

Council Policy 4.8 – ‘Purchasing’, states that:

“The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

- a) The payee’s name*
- b) The amount of the payment*
- c) The date of the payment*
- d) Sufficient information to identify the transaction.*

The list referred to above is to be presented to the Council at each ordinary meeting of the Council and is to be recorded in the minutes of the meeting at which it is presented.

It is considered appropriate to delegate this authority to the Chief Executive Officer as the payment of accounts is the final process after debts have been incurred through other processes and systems in place.”

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

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

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

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

The **likelihood** is: Rare

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

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

Strategic Community Plan Reference

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

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

Activities: 4.1.1 Provide strategic leadership and governance

Consultation

Consultation was not required for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 05092026

Moved Cr Gillam, seconded Cr Quick that the payment of accounts totalling \$421,746.91 per the attachment be noted:

- **Electronic Funds Transfers EFT 18096 to EFT 18166 - \$191,774.86;**
- **Internal Account Transfers (Payroll Weeks 6 & 8) - \$176,279.96;**
- **Direct Debit - \$47,724.38;**
- **Credit card purchases of \$5,209.40 and**
- **Fuel Card Purchases of \$758.31.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

10.1.2 MONTHLY FINANCIAL REPORT – JULY 2026

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

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as of 31 July 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 July 2026 Monthly Financial Report represents One (1) month of the financial year. The following items are worthy of noting on the July 2026 report:

- Closing surplus position of \$2,149,633 (shown on page 2).
- Cash and cash equivalents of \$6,183,730 of which \$3,816,129 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of \$80,880 equates to 70% of the 2026/2027 rates levied to date 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/COUNCIL DECISION

Motion 06092026

Moved Cr Beech, seconded Cr Gillam that Council receive the attached Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 30 July 2026.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

10.1.3	MUNICIPAL HERITAGE INVENTORY REVIEW
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jenny Cristinelli – Community Development Manager
FILE REFERENCE:	TP2
APPLICANT:	Nil
DATE OF REPORT:	31 July 2026
ATTACHMENTS:	1. Draft Local Heritage Survey September 2026 2. Draft Local Heritage List September 2026

Purpose

That Council endorses the draft Local Heritage Survey and draft Local Heritage List as presented, advertise for public comment until 28 October 2026, and consider public comments. Final Local Heritage Survey to be presented for consideration at the November 2026, Ordinary Council Meeting.

Background

The *Heritage Act 2018* requires all local government authorities in Western Australia to prepare a survey of places in its district that are, or may become, of cultural heritage significance. A heritage survey was formally referred to as a Municipal Heritage Inventory under the *Heritage of Western Australia Act 1990*, which preceded the *Heritage Act 2018*.

A Local Heritage Survey should:

- Identify and record places that are, or may become, of cultural heritage significance in its district;
- Assist the local government in making and implementing decisions that are in harmony with cultural heritage values;
- Provide a cultural and historical record of its district;
- Provide an accessible public record of places of cultural heritage significance to its district; and
- Assist the local government in preparing heritage list or lists of heritage areas under a local planning scheme.

Local Governments are also required to establish a Heritage List under the Planning and Development (Local Planning Schemes) Regulations 2015. When the Heritage List is adopted, which is located within the Heritage Survey, local governments are required to give due regard to the heritage significance of the listed place when determining development applications but does not limit or restrict how a local government is to determine an application.

The Shire currently has a Municipal Heritage Inventory; these documents were prepared in 1996 and have not been reviewed since that time. Within the 2023/2024 financial year, the Shire received funding from the Department of Planning, Lands and Heritage “Local Government Heritage Consultancy Grants Program”, which aims to support efficient planning process and encourage the protection of local heritage places under a local planning scheme. The funding enabled a review of the Municipal Heritage Inventory to be undertaken by a qualified heritage consultant, and the preparation of a Local Heritage Survey.

The review has been completed, and the draft documents are presented for Councils consideration.

Officer's Comment

Laura Gray, form Heritage Intelligence (WA) was engaged to complete the review of the Municipal Heritage Inventory. The project outcomes included the following;

- Review the 1996 Municipal Heritage Inventory of Heritage Places
- Prepare a Local Heritage Survey
- Prepare a Local Planning Policy
- Develop Heritage List recommendations
- Consult with the community

The draft Local Heritage Survey is attached for the Council's consideration for endorsement to advertise. Places and sites contained in the draft Local Heritage Survey have been classified according to their level of significance, as follows:

LEVEL OF SIGNIFICANCE TO THE LOCAL AREA	CLASSIFICATION	DESCRIPTION
Exceptional	Category 1	Essential to the heritage of the locality. Rare or outstanding example.
Considerable	Category 2	Very important to the heritage of the locality. High degree of integrity /authenticity
Some/Moderate	Category 3	Contributes to the heritage of the locality. Some altered or modified elements, not necessarily detracting from the overall significance of the item.
Little	Category 4	Has elements of value worth noting for community but otherwise makes little contribution.

Places and sites classified as Category 1 or 2 have been recommended for inclusion in the draft Local Heritage Survey.

Prior to the Council's adoption of these documents, they are to be advertised for public comment. The draft Local Heritage Survey is opened for public comment for a minimum of 21 days. Following any amendments required, the draft Local Heritage Survey will be brought back to Council for adoption.

The draft Local Planning Policy for Heritage Listed Places has been prepared and will be referred to the Shire's Town Planner for review. This will be presented at a future Council meeting for consideration.

Statutory Environment

Heritage Act 2018 – Part 8

Planning and Development (Local Planning Schemes) Regulations 2015 – s2 p3 cl.9

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:

- Errors, Omissions and Delays
- Inadequate Engagement Practices

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

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

The **likelihood** is: Unlikely

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

Council Plan 2025-2035 Reference

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

Key Pillar: 1 Social:

Be respectful for our friendly, vibrant, connected and safe community

Strategy 1.1: Support an engaged and inclusive community culture.

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

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*

Consultation

Laura Gray – Heritage Consultant

Community Members Consultation Sessions Cranbrook & Frankland River

Linda Gray – Chief Executive Officer

Jenny Cristinelli - Community Development Manager

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 07092026

Moved Cr Lange, second Cr Quick that Council endorse the draft Local Heritage Survey and draft Local Heritage List as presented, advertise for public comment until 28 October 2026, and consider public comments. Final Local Heritage Survey to be presented for consideration at the November 2026, Council Meeting.

COUNCIL DECISION

Motion 08092026

Moved Cr Lange, seconded Cr Beech that the item be deferred until the October meeting of Council as it is a major review, therefore all members of Council should be present to consider this item.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

10.1.4	TENTERDEN TENNIS CLUB – REQUEST FOR LOAN FOR NEW PLAYGROUND EQUIPMENT
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	FM5 & A1284
APPLICANT:	Tenterden Tennis Club
DATE OF REPORT:	10 September 2026
ATTACHMENTS:	1. Tenterden Tennis Club (TTC) Quote 2. Letter re TTC's Strategic Plans

Purpose

The purpose of this report is for the Council to consider a request from the Tenterden Tennis Club (TTC) for a co-contribution towards the replacement of playground equipment at the Tenterden Tennis Club.

Background

In early September a letter was received from the TTC advising that a survey of members taken to support the consultation process for their new Strategic Plan 2026 – 2030, had identified that the immediate priority was the replacement of play equipment. This would be in recognition of the young tennis families that comprise an important part of the TTC's membership. A quote was obtained to identify the proposed cost of replacement, and this was \$20,000 plus GST. The Club has funds of \$10,000 for this project and are seeking a co-contribution from the Shire of Cranbrook, in addition to sourcing alternative funding for items such as soft fall in order to be compliant with playground standards.

Officer's Comment

There are options with this request. We could (again) offer them a loan as we did for the resurfacing of the two courts which they have fully repaid, we could offer them some funding with the expectation that they source sufficient for this project, or we could refuse to assist and advise that we are responsible for two excellent playgrounds in Cranbrook and Frankland River and do not wish to increase our service delivery level.

Whilst the Shire's budget for 2026/2027 financial year has been completed, we could propose a budget amendment to cover the full co-contribution cost with the \$10,000 being transferred from our Community Facilities Reserve. The playground equipment does meet the purpose of this Reserve which is to be used to fund improvements to existing and new community facilities.

In their responsibilities to their Club, the TTC has always shown itself to be innovative in sourcing funding and in growing their Club through its membership. The Club is run by busy people and through this co-contribution we can make this upgrade progress quickly and efficiently. The funding will demonstrate the Shire's recognition of the Club's importance to the region.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

The total cost of the matters in this report is anticipated to be \$10,000 and will be taken into consideration within the 2026/2027 financial budget, and funded from the Community Facilities Reserve.

Risk Implications

The risks associated with matters in this report are: Misconduct

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

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

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

The **likelihood** is: Unlikely

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

Council Plan 2025-2035 Reference

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

Key Pillar: 1 Social:

Be respectful for our friendly, vibrant, connected and safe community

Strategy 1.1: Support an engaged and inclusive community culture.

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

Strategy 1.3: *Facilitate accessibility in our community spaces, supporting inclusion and connection*

Activities: ***1.3.1 Support an advocate for health and wellbeing initiatives and provisions of services to the community***

Key Pillar: 2 Economic:

Be an innovative diverse prosperous and growing economy

Strategy 2.1: *Support our progressive and vibrant agricultural industry*

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

Strategy 2.3: *Promote and support our active and innovative nature-based tourism industry*

Activities: ***2.3.1 Increase awareness of the district and regional attractions***

Key Pillar: 3 Environment:

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

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

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

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

Activities: 4.1.1 Provide strategic leadership and governance

Strategy 4.2: maintain an effective organisation delivering community services

Activities: 4.2.1 Deliver appropriate services to our community

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 09092026

Moved Cr Lange, seconded Cr Gillam that Council approves a co-contribution to the Tenterden Tennis Club of \$10,000 to be sourced from the Community Facilities Reserve for the purpose of funding improvements to existing and new community facilities.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

10.2 GOVERNANCE AND EXECUTIVE SERVICES

10.2.1	ADOPTION OF LEMC MINUTES AND LEMA ENDORSEMENT
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Phill Gunn – Community Emergency Services Manager
FILE REFERENCE:	BF13
APPLICANT:	Nil
DATE OF REPORT:	8 September 2026
ATTACHMENTS:	1. LEMC Minutes 3 September 2026 2. Local Emergency Arrangements - 2026 - 2031 - DRAFT FINAL 3. Local Recovery Plan - 2026 - 2031 - DRAFT FINAL 4. Evacuation Plan 2026 - 2031 - DRAFT FINAL 5. Animal Welfare Plan 2026-2031 - DRAFT FINAL 6. LEMA Contact List Updated Aug 2026 - DRAFT FINAL

Purpose

The purpose of this report is for the Council to adopt and endorse the draft minutes and associated recommendations from the 3rd of September 2026 LEMC meeting.

Background

The Shire of Cranbrook Local Emergency Management Committee (LEMC) was established in accordance with the Emergency Management Act 2005 section 38 which states:

- (1) A Local government is to establish one or more local emergency management committees for the local government's district.

The function of the LEMC is documented in the Act under section 39:

- a) to advise and assist the local government in ensuring that the local emergency management arrangements are established for its districts;
- b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Officer's Comment

The draft minutes of the 3rd of September 2026 LEMC meeting are attached with a recommendation to Council to adopt and endorse the Local Emergency Management Arrangements (LEMA), Local Emergency Recovery Plan, Local Evacuation Plan, Local Animal Welfare Plan, and the LEMA Contact List that were endorsed at this meeting.

In accordance with relevant legislation the plans have been reviewed by the LEMC, and this report seeks Council's adoption and endorsement of those plans. Adoption and endorsement of the plans will ensure the Shire remains compliant with legislative responsibilities in accordance with the Emergency Management Act 2005 and relevant State Emergency Management Plans and Policies.

Once endorsed by Council, the LEMA must be submitted to the District Emergency Management Committee (DEMC) for review, then the State Emergency Management Committee (SEMC) for noting to complete the approval process.

Statutory Environment

The Emergency Management Act (2005) Part 3, Division 2 relates to this report.

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:

- Business and Community Disruption
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Engagement Practices
- Inadequate Safety and Security Practices

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

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

The **likelihood** is: Rare

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

Risk mitigation includes the well managed operations of the LEMC and ensuring all relevant plans are current and reviewed as required.

Council Plan 2025-2035 Reference

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

Key Pillar: 1 Social:

Be respectful for our friendly, vibrant, connected and safe community

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

Activities: 1.2.1 Retain a strong focus on community safety and crime prevention

1.2.2 Advocate and actively support emergency management and services

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

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

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

Activities: 4.1.1 Provide strategic leadership and governance

4.1.2 Effectively represent and promote the Shire of Cranbrook

Strategy 4.2: maintain an effective organisation delivering community services

Activities: 4.2.1 Deliver appropriate services to our community

4.2.2 Provide a positive and safe workplace

Consultation

Consultation for this report included members of the LEMC.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 10092026

Moved Cr Quick, second Cr Gillam that Council:

- 1. Receive the attached draft minutes of the 3 September 2026 Local Emergency Management Committee meeting;**
- 2. Adopt and endorse the attached Shire of Cranbrook – Local Emergency Management Arrangements 2026 - 2031 and Appendices;**
- 3. Adopt and endorse the attached Shire of Cranbrook – Local Recovery Plan 2026 – 2031;**
- 4. Adopt and endorse the attached Shire of Cranbrook – Evacuation Plan 2026 - 2031; and;**
- 5. Adopt and endorse the attached Shire of Cranbrook – Animal Welfare Plan 2026 – 2031 and;**
- 6. Adopt and endorse the attached LEMA Contact List Updated August 2026.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

10.3 WORKS

Nil

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

Nil

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

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 11092026

Moved Cr Lange, seconded Cr Gillam that Council discuss Items 12.1 Monthly Financial Report - August 2026 now.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

12.1 MONTHLY FINANCIAL REPORT – AUGUST 2026

RESPONSIBLE OFFICER: Chelsea Paterson – Manager of Finance
REPORT AUTHOR: Chelsea Paterson – Manager of Finance
FILE REFERENCE: FM12
APPLICANT: Nil
DATE OF REPORT: 14 September 2026
ATTACHMENTS: Financial Statements for August 2026

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as of 31 August 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 August 2026 Monthly Financial Report represents Two (2) month of the financial year. The following items are worthy of noting on the August 2026 report:

- Closing surplus position of \$5,209,780 (shown on page 2).
- Cash and cash equivalents of \$6,092,386 of which \$3,820,296 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of \$3,691,322 equates to 95.4% of the 2026/2027 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

Manager of Finance, Chelsea Paterson noted there is a balancing error due to a technical issue within the August Monthly Financials and would like the item to be deferred until the October meeting of Council. The amount is immaterial, however needs to be resolved.

OFFICER'S RECOMMENDATION

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

COUNCIL DECISION

Motion 12092026

Moved Cr Gillam, seconded Cr Quick that the August Monthly Financials be deferred to the October meeting of Council.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

13. MATTERS BEHIND CLOSED DOORS

In accordance with Section 5.23(2)(c) of the Local Government Act 1995, the following Item 13.1 and its attachments are confidential.

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

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 13092026

Moved Cr Quick, seconded Cr Beech that the meeting be closed to members of the public in accordance with section 5.23 (2) (c) of the Local Government Act 1995.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

Lynda Tyrrell left the room at 10.19am.

The meeting was closed to the public at 10.19am.

13.1	(RFT 02-2026) SUPPLY OF BITUMEN SEALING SERVICES
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Les Vidovich – Manager of Works
FILE REFERENCE:	FM21
APPLICANT:	N/A
DATE OF REPORT:	16 September 2026
ATTACHMENTS:	Confidential Attachment - contains a copy of the submitted costs, selection criteria and staff assessment

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 14092026

Moved Cr Gillam, seconded Cr Beech that Council;

- 1. Having considered the submissions received for RFT 02-2026 – “Provision of Bitumen Sealing Services”, accepts the tender submitted by Bitutek Pty Ltd, in accordance with its submitted Schedule of Rates, for the provision of bitumen sealing services required as part of the Shire’s 2026/27 Road Construction Program; and;**
- 2. Authorises the Chief Executive Officer to finalise and execute the required contractual documentation with Bitutek Pty Ltd, including the option to extend the contract for a further period of up to 12 months for the Shire’s 2027/28 Sealing Program, subject to the conditions of RFT 02-2026, satisfactory contractor performance, the Shire’s operational requirements and provision within the relevant adopted budget.**

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL DECISION

Motion 15092026

Moved Cr Beech, seconded Cr Quick that the meeting be re-opened to members of the public.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

The meeting was reopened to the public at 10.22am.

REINSTATING STANDING ORDERS/COUNCIL DECISION

Motion 16092026

Moved Cr Gillam, seconded Cr Quick that Standing Orders be reinstated.

CARRIED 5/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam,
Cr P Beech, Cr C Lange

AGAINST: Nil

14. CLOSURE OF MEETING

There being no further business to discuss, Cr Denton declared the meeting closed at 10.23am.