# COUNCIL MEETING

# MINUTES

For the Ordinary Meeting of Council held on

## 21 October 2026

**PUBLIC QUESTION TIME – RULES AND PROCEDURES**

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

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

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

1. A member of the public who raises a question during question time is to state his or her name and address. Questions should be directed to the Shire President (or Chairman at Committee Meetings).

2. A question may be taken on notice by the Council or committee for later response.

3. When a question is taken on notice under sub-clause (2) a response is to be given to the member of the public in writing by the CEO, and a copy is to be included in the agenda of the next meeting of the Council or committee as the case requires.

4. Council encourages input from the public but will not debate any issue with those in attendance at meetings.

5. The President (or Chairman) has the right to determine any address, question or statement made by a member of the public to be out of order if it is considered to be:
   (i) a personal attack or adverse reflection on the integrity of Elected Members or Employees;
   (ii) inappropriate behaviour and use of public question time. **Such behaviour will not be permitted or tolerated**.

6. Prevention of Disturbance (refer to Standing Order Local Law clause 8.6)
   a) Any member of the public addressing the Council or a committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so. (Penalty $1,000)
   b) No person observing a meeting is to create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means. (Penalty $1,000)

7. Copies of "Public Question Time – Rules and Procedures" will be distributed at each Council/Committee Meetings where members of the public are in attendance.

**Recording Of Proceedings**

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

# ATTENTION/DISCLAIMER

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

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

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

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

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

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

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

The Shire of Cranbrook advises that any plans or documents contained within these minutes may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that Copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

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

The Shire President, Cr Mulcahy as Presiding Member declared the meeting open at 3.04pm. The Shire President alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

**SUSPENSION OF STANDING ORDERS/COUNCIL DECISION**

**Motion 01102026**

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

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

## 2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

### 2.1 ATTENDANCE

| | |
|---|---|
| President | Cr P (Perin) Mulcahy |
| Deputy President | Cr DM (Daisy) Egerton-Warburton |
| Councillors | Cr JA (Jennifer) Quick |
| | Cr P (Peter) Beech |
| | Cr C (Chelsea) Lange |
| | Cr P (Peter) Denton |
| | Cr H (Harvey) Gillam |
| Chief Executive Officer | Ms LA (Linda) Gray |
| 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 | Mr Phil Horrocks |

### 2.2 APOLOGIES

Nil

### 2.3 APPROVED LEAVE OF ABSENCE

Nil

## 3. APPLICATIONS FOR LEAVE OF ABSENCE

**Motion 02102026**

**Moved Cr Lange, seconded Cr Quick that Cr Denton be granted a leave of absence for the 16 September 2026 ordinary meeting of Council.**

**CARRIED 7/0**

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

**AGAINST:** Nil

## 4. PUBLIC QUESTION TIME

### 4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

### 4.2 PUBLIC QUESTIONS

Nil

## 5. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

**100-Year Centenary Celebration**

The Shire president, Cr Mulcahy, acknowledged and thanked staff, Councillors and attendees for their participation in the Shire's 100-year centenary celebration held on 2 October. Appreciation was extended to Jan Pope, Robert Brown, Jenny Christinelli and Lauren Lehmann for their contributions to the event and the preservation of the Shire's history. The celebration provided an opportunity to reflect on the Shire's achievements and future direction.

**Farewell to the CEO**

Council formally acknowledged and thanked Chief Executive Officer, Ms Linda Gray for her leadership, dedication and contribution to the Shire. Recognition was given to her achievements in delivering major projects, supporting staff, maintaining stakeholder relationships and working collaboratively with Council. Council expressed its appreciation for her service and wished her every success and happiness in her future endeavours.

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

Rollie Ingram

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

## 6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

## 7. DISCLOSURE OF INTEREST

***Impartiality Interest***

Cr D Egerton-Warburton

Item 10.1.5

Type: Impartiality pursuant to the Shire of Cranbrook Code of Conduct for Council Members, Committee Members and Candidates

Nature: Minimal – Dwelling to be registered on the Heritage List

## 8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

## 9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 9.1 ORDINARY MEETING – 16 September 2026

**Motion 03102026**

**Moved Cr Quick, seconded Cr Beech that the minutes from the Ordinary Meeting of Council held on 16 September 2026, be confirmed as a true and correct record.**

**CARRIED 7/0**

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

**AGAINST:** Nil

# 10. REPORTS OF OFFICERS

## 10.1 CORPORATE AND COMMUNITY SERVICES

| | |
|---|---|
| **10.1.1** | **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:** | 13/10/2026 |
| **ATTACHMENTS:** | List of Payments – 1 September 2026 to 30 September 2026 |

**Purpose**
The purpose of this report is to advise the Council of payments made during the period 1 September 2026 to 30 September 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 04102026**
**Moved Cr Denton, seconded Cr Quick that the payment of accounts totalling $503,909.53 per the attachment be noted:**

- **Electronic Funds Transfers EFT 18205 to EFT 18309 - $271,603.76;**
- **Internal Account Transfers (Payroll Weeks 10 & 12) - $177,295.64;**
- **Direct Debit - $41,475.07;**
- **Credit card purchases of $12,812.87 and**
- **Fuel Card Purchases of $722.19.**

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

| | |
|---|---|
| **10.1.2** | **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 $5,183,800 (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

**OFFICER'S RECOMMENDATION/COUNCIL DECISION**
**Motion 05102026**
**Moved Cr Egerton-Warburton, seconded Cr Lange that Council receive the attached Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 31 August 2026.**

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

| 10.1.3 | MONTHLY FINANCIAL REPORT – SEPTEMBER 2026 |
|---|---|
| RESPONSIBLE OFFICER: | Chelsea Paterson – Manager of Finance |
| REPORT AUTHOR: | Chelsea Paterson –Manager of Finance |
| FILE REFERENCE: | FM12 |
| APPLICANT: | Nil |
| DATE OF REPORT: | 15 October 2026 |
| ATTACHMENTS: | Financial Statements for September 2026 |

**Purpose**
The purpose of this report is to present the financial position of the Shire of Cranbrook as of 30 September 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 September 2026 Monthly Financial Report represents Three (3) months of the financial year. The following items are worthy of noting on the September 2026 report:

- Closing surplus position of $4,952,712 (shown on page 2).
- Cash and cash equivalents of $8,341,517 of which $3,820,899 is held in cash backed reserve accounts (shown on page 10)
- Outstanding rates of $1,750,773 equates to 49.6% 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

**OFFICER'S RECOMMENDATION/COUNCIL DECISION**
**Motion 06102026**
**Moved Cr Quick, seconded Cr Denton that Council receive the attached Monthly Financial Report (containing the Statement of Financial Activity) for the period ending 30 September 2026.**

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

| 10.1.4 | ADOPTION OF STRATEGIC RESOURCE PLAN 2026 - 2041 |
|---|---|
| **RESPONSIBLE OFFICER:** | Linda Gray – Chief Executive Officer |
| **REPORT AUTHOR:** | Linda Gray – Chief Executive Officer |
| **FILE REFERENCE:** | Nil |
| **APPLICANT:** | Nil |
| **DATE OF REPORT:** | 14 October 2026 |
| **ATTACHMENTS:** | Strategic Resource Plan 2026 - 2041 |

**Purpose**
The purpose of this report is for the Council to consider the adoption of the Strategic Resource Plan 2026 - 2041 with an adjustment to be made in the 2027 Budget Review for the 2026/27 limited rate difference of -.8%

**Background**
The Plan is part of the Shire's ongoing commitment to an integrated approach to planning for the Shire of Cranbrook's future. It provides the Council and the community with a picture of the Shire's long-term financial, asset management and workforce circumstances and assists the Shire to achieve its strategic outcomes and objectives.

**Officer's Comment**
The Strategic Resource Plan 2026 – 2041 (SRP) replaces the Shire's Strategic Resource Plan 2017 – 2032. The SRP going forward was based on a 6% rate increase per annum to allow the Shire to improve service levels into the future whilst ensuring a health financial position. It also recognised the challenge of long-term maintenance and renewal of the Shire's infrastructure. At the Special Council Meeting a rate increase was approved of 5.2% for the 2026/27 Budget. An adjustment in savings of -.8% will have to be made in the 2027 Budget Review.

**Statutory Environment**
Integrated Planning and Reporting (IPR) Framework and Guidelines 2010.

**Policy Applicable – Implications**
Nil – no Policy

**Financial Implications**
The Long-Term Financial Plan is required to be a flexible document to allow modelling to be undertaken to test the local government's ability to deliver community services and assets under various scenarios as these may change over time.

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

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

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

Risk mitigation includes using a financial consultant to review the progress and complete the draft compliance document.

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

***Key Pillar: 4 Leadership***
***To demonstrate and partake in strong government and leadership***
***Strategy 4.1:*** *maintain a high level of corporate governance responsibility and accountability*
***Activities:*** ***4.1.1 Provide strategic leadership and governance***
***4.1.2 Effectively represent and promote the Shire of Cranbrook***

***Strategy 4.2:*** *maintain an effective organisation delivering community services*
***Activities:*** ***4.2.1 Deliver appropriate services to our community***
***4.2.2 Provide a positive and safe workplace***

**Consultation**
Consultation for this report included Mr Russell Barnes, Moore Australia (WA) Pty Ltd.

**Voting Requirements**
Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL DECISION**
**Motion 07102026**
**Moved Cr Denton, seconded Cr Quick that Council adopt the Strategic Resource Plan 2026 – 2041, with an adjustment of -.8% rates revenue in savings to be made at the 2027 Budget Review.**

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

| | |
|---|---|
| **10.1.5** | **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:** | 8 October 2026 |
| **ATTACHMENTS:** | 1. Draft Local Heritage Survey September 2026<br>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, 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 bought 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** 0810**2026**
**Moved Cr Lange, seconded Cr Quick that Council endorse the draft Local Heritage Survey and draft Local Heritage List as presented, advertise for public comment until 22 November 2026, and consider public comments.** ***Final Local Heritage Survey to be presented for consideration at the December 2026, Council Meeting.***

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

Passed with amendment to recommendation – Street names need amending.

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|---|---|
| **10.1.6** | **REMOTE AIRSTRIP UPGRADE PROGRAM – ROUND 12** |
| **RESPONSIBLE OFFICER:** | Linda Gray – Chief Executive Officer |
| **REPORT AUTHOR:** | Linda Gray – Chief Executive Officer |
| **FILE REFERENCE:** | File Number |
| **APPLICANT:** | N/A |
| **DATE OF REPORT:** | 8 October 2026 |
| **ATTACHMENTS:** | Grant Application |

**Purpose**
The purpose of this report is for the Council to consider approving a budget amendment for the application for grant funds under the Remote Airstrip Upgrade Program – Round 12 of $15,400 from 10430210 Professional Services if the grant application is successful.

**Background**
The Shire of Cranbrook's airstrip is located in the Great Southern of Western Australia and is identified as Outer Regional as defined by the 2016 Australian Statistical Geographic Standard (ASGS) Remoteness Area. The Cranbrook airstrip is approximately four kilometres northeast of the townsite. In 2022 grant funding through the Regional Airports Program – Round 3 assisted the Shire in gravel sheeting the 1.5-kilometre-long grass airstrip. Since then, the Shire through its own resources, has renovated the little terminal building, installed a toilet and has also bitumised part of the apron so that aeroplanes with propellers can warm up without damage from pebbles. The Shire has also installed two 90,000 litre water tanks on site for the purpose of emergency management.

**Officer's Comment**
Council's aim is to continue to upgrade the airstrip. Since the 2022 upgrade the airstrip has been utilised by farmers with their fertiliser program in a very wet season, and also by aerial contractors for spraying. Early this year a plane landed there just prior to a storm and remained on site until the storm had passed. It has also been utilised by Aviation Clubs from Albany and Narrogin. As the strip improves the intention is that it will become eligible for use by the Department of Biosecurity and Cultural Attractions (DBCA) water bombers which would save the 40 minutes extra flying time to the airstrip at Gnowangerup.

**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 are anticipated to be $34,628 of which we have requested $16,628 and $15,400 is our cash contribution plus $2,600 project management. It is suggested that the $15,400 is funded from 10430210 Professional Services.

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

- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Safety and Security Practices
- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are: Non-Compliance, Reputational
The **consequences** of these risks are considered to be: Moderate
The **likelihood** is: Unlikely
Hence the **risk rating** for this report is: Medium
Risk mitigation includes contracting the installation work to a reputation business skilled in the aviation industry.

**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***

***Strategy 2.3:*** *Promote and support our active and innovative nature-based tourism industry*
***Activities:*** ***2.3.1 Increase awareness of the district and regional attractions***
***2.3.2 Enhance and maintain local attractions an associated infrastructure***

***Key Pillar: 4 Leadership***
***To demonstrate and partake in strong government and leadership***
***Strategy 4.1:*** *maintain a high level of corporate governance responsibility and accountability*
***Activities:*** ***4.1.1 Provide strategic leadership and governance***
***4.1.2 Effectively represent and promote the Shire of Cranbrook***

***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 the Shires Manager of Works

**Voting Requirements**
***Absolute Majority***

**OFFICER'S RECOMMENDATION/COUNCIL DECISION**
**Motion 09102026**
**Moved Cr Denton, seconded Cr Egerton-Warburton that Council approve the funding of the Shire's Remote Airstrip Upgrade Stage 2 grant application, with $15,400 to be made available from 10430210 Professional Services, if the grant application to the Remote Airstrip Upgrade Program – Round 12 is successful.**

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

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| **10.1.7** | **CRANBROOK REGIONAL COMMUNITY HUB – LEASE FOR THE PURPOSE OF DAYCARE** |
| **RESPONSIBLE OFFICER:** | Linda Gray – Chief Executive Officer |
| **REPORT AUTHOR:** | Jenny Cristinelli – Community Development Manager |
| **FILE REFERENCE:** | CP145 and CS205 |
| **APPLICANT:** | Kylie Tomlinson |
| **DATE OF REPORT:** | 12 October 2026 |
| **ATTACHMENTS:** | Draft Lease Agreement |

**Purpose**
The purpose of this report is for Council to consider a 3-year lease agreement for the Cranbrook Regional Community Hub daycare facility.

**Background**
Notification by email was received on the 6 August 2026, with information regarding the future status of the Cranbrook Community Hub daycare facility lease with Mrs Mary Gillam. Information provided explained that Mrs Kylie Tomlinson has become a registered educator through Uplyft (previously known as Wanslea). Mrs Kylie Tomlinson would like to apply to become the new lease holder of the Cranbrook Community Hub daycare facility once Mrs Mary Gillam's lease expires on the 31 October 2026. Daycare within Cranbrook is proposed to be known as the Cranbrook Family Daycare. Mrs Mary Gillam will retain her registration with Uplyft as an educator and will work alongside Mrs Kylie Tomlinson providing extra daycare opportunities for Cranbrook.

The Council have a three-year lease with Mrs Gillam for exclusive use of the day care area in the Cranbrook Community Hub due to expire of 31 October 2026. All utilities are paid by the Shire.

**Officer's Comment**
With discussions held with Mrs Mary Gillam and with the written information provided, Mrs Gillam does not wish to renew the Cranbrook Family Daycare facility lease but will continue to work alongside of Mrs Kylie Tomlinson as an educator for daycare.

Mrs Kylie Tomlinson currently has her business license through Uplyft as a family daycare and must adhere to strict requirements regarding daycare facilities. Uplyft ensures compliance, training and professional development provided to the daycare operator.

The continuation of the daycare service remains a valuable asset to the Cranbrook community, supporting workforce participation and enabling residents to engage in a range of community activities. Given the current demand for childcare services, there is a need for greater operational flexibility to accommodate future growth. Providing the lease agreement to Mrs Kylie Tomlinson as an educator and with Mrs Mary Gillam providing additional support will provide the capacity to increase service delivery and operating hours as required to meet community needs.

**Statutory Environment**
Section 3.58 of the Local Government Act 1995 relates to the disposal of property. In this section of the Act, dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not.

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

**Financial Implications**
The operating expenses of the daycare facility are included in the total operating expenses of the entire community centre. The income from the lease is expected to be $1,700 per annum.

**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
- Inadequate Asset Sustainability Practices
- Ineffective Management of Facilities/Venues/Events

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

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

***Key Pillar: 1 Social:***
***Be respectful for our friendly, vibrant, connected and safe community***
***Strategy 1.1:*** Support an engaged and inclusive community culture.
**Activities:** ***1.1.4 Support youth an early childhood development opportunities***

***Key Pillar: 3 Environment:***
***Strategy 3.3:*** *Maintain our built infrastructure, servicing the needs of the community*
***Activities:*** ***3.3.4 Maintain and enhance our community infrastructure, providing appropriate public facilities***

***Key Pillar: 4 Leadership***
***To demonstrate and partake in strong government and leadership***
***Strategy 4.1:*** *maintain a high level of corporate governance responsibility and accountability*
***Activities:*** ***4.1.1 Provide strategic leadership and governance***

**Consultation**
Consultation has included Mrs Mary Gillam, Mrs Kylie Tomlinson, Community Development Manager and Chief Executive Officer. There will be consultation undertaken in the form of advertising the proposed lease as detailed under Statutory Environment.

**Voting Requirements**
Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL DECISION**
**Motion 10102026**
**Moved Cr Denton, seconded Cr Egerton-Warburton that Council:**

1. **The intent to lease the Cranbrook Regional Community Hub Daycare to Mrs Kylie Tomlinson for a period of three (3) years, with the rental being $1,700 per annum, as per the attached Draft Agreement with the intention to lease to be advertised as per section 3.58 of the Local Government Act; and**
2. **If no submissions are received, the Chief Executive Officer be authorised to execute the attached lease document for the purpose of operating a daycare centre from the Cranbrook Regional Community Hub Daycare facility.**

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

| | |
|---|---|
| **10.1.8** | **DISABILITY ACCESS AND INCLUSION PLAN 2026-2031** |
| **RESPONSIBLE OFFICER:** | Linda Gray – Chief Executive Officer |
| **REPORT AUTHOR:** | Jenny Cristinelli – Community Development Manager |
| **FILE REFERENCE:** | CS208 |
| **APPLICANT:** | Nil |
| **DATE OF REPORT:** | 11 September 2026 |
| **ATTACHMENTS:** | Draft 2026 – 2031 Disability Access and Inclusion Plan |

**Purpose**
The purpose of this report is for Council to adopt the 2026 – 2031 Disability Access and Inclusion Plan.

**Background**
At the 20 November 2019 meeting of Council, it was resolved that:
**Moved Cr Beech, seconded Cr Fiegert that the Shire of Cranbrook Disability Access and Inclusion Plan 2019 – 2024 be adopted for submission to the Department of Communities. Carried.**

The Disability Access and Inclusion Plan is requiring to be updated for five years to comply with Part 5, Section 25 of the *Disability Services Act 1993 (WA)*.

**Officer's Comment**
The DAIP has been prepared to comply with the regulatory requirements and the seven desired outcomes that are set by the Department of Communities. The seven desired outcomes, listed below, have been used to provide a descriptive framework outlining the objective and relevant strategies improving access and inclusion for people with disability in the Shire of Cranbrook.

**Outcome 1**
People with disability have the same opportunities as other people to access the services of, and any event by, a public authority.

**Outcome 2**
People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

**Outcome 3**
People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

**Outcome 4**
People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of the public authority.

**Outcome 5**
People with disability have the same opportunities as other people to make complaints to a public authority.

**Outcome 6**
People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

**Outcome 7**
People with disability have the same opportunities as other people regarding employment practices (recruitment and retention) by a public authority.

**Statutory Environment**

Part 5, Section 25 of the *Disability Services Act* 1993 (WA), states that:

(1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.

(2) A disability access and inclusion plan must meet any prescribed standards.

(3) A public authority must lodge its disability access and inclusion plan with the Commission

(a) if the authority was established before the commencement of the Disability Services Amendment Act 2004, without delay;

(b) if the authority is established after the commencement of the Disability Services Amendment Act 2004, within 12 months after the day on which it is established.

(4) A public authority may amend its disability access and inclusion plan at any time.

(5) A public authority may review its disability access and inclusion plan at any time.

*Disability Services Act 1993 (WA)*

(6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).

(7) Not more than 5 years is to elapse —

(a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or

(b) between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.

(8) After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.

(9) If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.

(10) A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.

**Policy Applicable – Implications**

Council Policy 7.2, Disability Access and Inclusion, states that:

"To ensure that all members of the community, regardless of race, ability, age, religion, education or gender have equal access to all Shire services, events, service, information, buildings and facilities. It will also ensure that, in line with the Shire of Cranbrook Community Engagement Policy, all members of the community are able to be included in the public consultation process where required."

**Financial Implications**

There are no financial implications for this report. Outcomes and Items from the Implementation Plan will be allowed for in Council budget considerations.

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

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

The **impacts** of the risk are: 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 ensuring that the DAIP review is assigned to a staff member who is responsible for this process.

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

***Key Pillar: 1 Social:***
***Be respectful for our friendly, vibrant, connected and safe community***
***Strategy 1.1:*** Support an engaged and inclusive community culture.
**Activities:** ***1.1.3 Ensure appropriate community infrastructure and facilities, servicing the health and social needs of our community***
***Strategy 1.3:*** *Facilitate accessibility in our community spaces, supporting inclusion and connection*
***Strategy 3.3:*** *Maintain our built infrastructure, servicing the needs of the community*
***Activities:*** ***3.3.4 Maintain and enhance our community infrastructure, providing appropriate public facilities***

***Key Pillar: 4 Leadership***
***To demonstrate and partake in strong government and leadership***
***Strategy 4.1:*** *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 advertisements in the Cranbrook Newsletter and the Franklander, online survey that was promoted through social media channels and emails to key stakeholders. The draft DAIP was then submitted to the Department of Communities for a draft review before submission to Council. With final consultation between the Chief Executive Officer and Community Development Manager.

**Voting Requirements**
Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL DECISION**
**Motion 11102026**
**Moved Cr Egerton-Warburton, seconded Cr Quick that Council adopt the Shire of Cranbrook's Disability Access and Inclusion Plan 2026 – 2031 for submission to the Department of Communities.**

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

## 10.2 GOVERNANCE AND EXECUTIVE SERVICES

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|---|---|
| **10.2.1** | **COUNCIL MEETINGS – SETTING 2027 ORDINARY MEETINGS OF COUNCIL DATES AND VENUE** |
| **RESPONSIBLE OFFICER:** | Linda Gray – Chief Executive Officer |
| **REPORT AUTHOR:** | Renee Dean – Governance Officer |
| **FILE REFERENCE:** | GO26 |
| **APPLICANT:** | N/A |
| **DATE OF REPORT:** | 13 October 2026 |
| **ATTACHMENTS:** | Nil |

**Purpose**
The purpose of this report is for the Council to set the Ordinary Meeting dates for 2027 as per Council Policy 1.1.

**Background**
Council Policy 1.1 – Meetings of Council states that all Ordinary Council Meetings will be held at 3:00pm on the third Wednesday of each month (excluding January) and *Local Government (Administration) Regulations 1996* – regulation 12 requires that Ordinary Council Meetings to be held in the next 12 months shall be advertised.

**Officer's Comment**
The following dates and venue proposed for the 2027 Ordinary Council Meetings are listed below. The September meeting often coincides with the WALGA Local Government Convention and Council needs to consider whether a meeting should not be scheduled for September. Alternatively, once the Convention date is announced then the date may be changed. None of the dates below conflict with Public Holidays and Easter is very early in 2027 (late March). However, the 2027 October election will be held on 16 October 2027, so this will also need to be noted and changed next year to allow for the election process to be finalised.

The proposed dates and venue for the Ordinary Council Meetings for 2027 are as follows:

| Date | Venue |
|---|---|
| 17 February 2027 | Cranbrook |
| 17 March 2027 | Cranbrook |
| 21 April 2027 | Frankland River |
| 19 May 2027 | Cranbrook |
| 16 June 2027 | Cranbrook |
| 21 July 2027 | Cranbrook |
| 18 August 2027 | Frankland River |
| 15 September 2027 | Cranbrook |
| 20 October 2027 | Cranbrook |
| 17 November 2027 | Frankland River |
| 15 December 2027 | Cranbrook |

**Statutory Environment**
*Local Government Act 1995* – Section 5.3 states; A Council is to hold Ordinary Meetings and may hold Special Meetings.

*Local Government Act 1995* – Section 5.5 requires the CEO to convene Ordinary Council Meetings by giving each Council member at least 72 hours' notice of a date, time and place of a meeting and an agenda for the meeting.

*Local Government (Administration) Regulations 1996* – regulation 12 requires that Ordinary Council Meetings to be held in the next 12 months shall be advertised.

Further, a local government is to give local public notice of any change to the date, time or place of the meeting.

**Policy Applicable – Implications**
Council Policy 1.1 – Meetings of Council relates to this report.

**Financial Implications**
There will be advertising costs for this report.

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

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impact** of the risk is Non-Compliance
The **consequences** of these risks are considered to be Insignificant
The **likelihood** is Rare
Hence the **risk rating** for this item is Low

Risk mitigation includes ensuring the date, venue and time of all Ordinary Council Meetings are advertised as per the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

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

***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/COUNCIL DECISION**
**Motion 12102026**
**Moved Cr Denton, seconded Cr Quick that Council approve the following Ordinary Council Meeting dates and venues for 2027:**

| Date | Venue |
|---|---|
| **17 February 2027** | **Cranbrook** |
| **17 March 2027** | **Cranbrook** |
| **21 April 2027** | **Frankland River** |
| **19 May 2027** | **Cranbrook** |
| **16 June 2027** | **Cranbrook** |
| **21 July 2027** | **Cranbrook** |
| **18 August 2027** | **Frankland River** |
| **15 September 2027** | **Cranbrook** |
| **20 October 2027** | **Cranbrook** |
| **17 November 2027** | **Frankland River** |
| **15 December 2027** | **Cranbrook** |

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

## 10.3 WORKS

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|---|---|
| **10.3.1** | **YERIMINUP ROAD - SAFER LOCAL ROADS AND INFRASTRUCTURE PROGRAM FUNDING APPLICATION** |
| **RESPONSIBLE OFFICER:** | Linda Gray – Chief Executive Officer |
| **REPORT AUTHOR:** | Les Vidovich – Manager of Works |
| **FILE REFERENCE:** | RM001 |
| **APPLICANT:** | N/A |
| **DATE OF REPORT:** | 14 October 2026 |
| **ATTACHMENTS:** | Safer Local Roads and Infrastructure Program Guidelines |

**Purpose**
The purpose of this report is to seek Council's approval to apply for grant funding towards the sealing of a three (3) kilometre section of Yeriminup Road from Koonje to Geekabee Roads, including consideration for a 20 percent budget allocation towards the total project cost as required under the Safer Local Roads and Infrastructure Program Grant Guidelines.

**Background**
The Safer Local Roads and Infrastructure Program (SLRIP) is an Australian Government funding program administered by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts. The program supports projects that address current and emerging road infrastructure priorities and is open to both state and local government authorities.

Applications are merit assessed and are submitted through the Australian Government's Reporting and Program Management portal. Applications are required to address at least one of the Program's focus areas which are linked to priorities in road infrastructure needs.

The focus areas include road safety, productivity, bridge renewal, road resilience and heavy vehicle rest areas. The proposed sealing and associated works to Yeriminup Road addresses several of the key focus areas listed above, ensuring eligibility of this project.

For local government projects in regional areas, funding may be sought for up to 80% of eligible project costs up to a maximum Government contribution of $5 million per project with the remaining 20 percent being contributed from the applicant.

Funding of at least $200 million is available under the program and the grant opened on the 1st of September 2026 and closes at 5.00pm (AEDT) on 31 January 2027.

**Officer's Comment**
It is considered that the SLRIP Program presents Council with a good opportunity to seek funding for the sealing of a portion of Yeriminup Road. The proposal closely aligns with the intent of the SLRIP Program by addressing the key core areas relating to road safety, productivity and road resilience.

The projects estimated cost to construct and seal Yeriminup Road at a 7-meter width between Koonje (SLK 11.43) and Geekabee (SLK 14.63) roads is $800,000, comprising $640,000 in potential external funding and a $160,000 local government contribution.

As with any grant application there is no guarantee of success, however this item is presented to Councillors to determine if the project is worthwhile, the contribution to be approved by Council

and if a grant application should be made. A Letter of support for the program has already been obtained from RoadWise.

It is also important for Council's implicit knowledge to be aware that under the Shire Presidency of Phil Horrocks in 2022, funding from a rate rise was allocated directly to Reserves. Whilst the Reserve purpose is described as simply "To be used on road construction projects" the intention was to have funds on hand when road grant opportunities became available. Council at the time recognised that in most cases co-contributions from the local government would be required, and these funds would not be available as part of the current approved budget, hence the funding of the Reserve. Originally, $78,000 was allocated but the current balance as at 30 June 2026 is $201,288.

**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.

**Policy Applicable – Implications**
The Shire's policies for Purchasing (4.8) and Regional Price Preference (4.21) will apply to the procurement of works associated with any approved project.

**Financial Implications**
A breakdown of the estimated project cost and proposed funding contributions is listed below;

| Project | Scope | Total Cost | Federal Contribution | Council Contribution |
|---|---|---|---|---|
| Yeriminup Road Koonje SLK 11.43 to Geekabee SLK 14.43 | Construct and seal 3.0 km's to 7m width | $800,000 | $640,000 | $160,000 |

Council will have to contribute approximately $160,000 and there are several ways of funding this amount.

(a) In partial payment $75,000 could be transferred from the Roadworks Reserve with a matching contribution from the Shire's confirmed 2027/28 Roads to Recovery allocation or
(b) if determined by Council all funds ($160,000) can be obtained from its Roads to Recovery allocation if the project is successful in receiving funding or
(c) that the total co-contribution of approximately $160,000 be made from the Roadworks Reserve as part of the 2027/28 Annual Budget and utilising the Roadworks Reserve would ensure that there is no reduction in funding for other roads from the 2027/28 Roads to Recovery allocation.

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

- Inadequate Project/Change Management
- Inadequate Supplier/Contract Management
- Errors, Omissions and Delays

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

Risk mitigation measures include:

- preparing a comprehensive application to the funding body;
- detailed project scoping and cost estimation;
- effective procurement and contract management;
- compliance with SLRIP requirements;
- sound project management practices; and
- referring any material unbudgeted commitment or significant project variation back to Council.

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

***Key Pillar: 3 Environment:***
***To enhance maintain protect and promote our natural environment and built infrastructure***
***Strategy 3.1:*** *Promote, enhance and maintain our natural attractions, parks, lakes and reserves*
***Strategy 3.3:*** *Maintain our built infrastructure, servicing the needs of the community*
***Activities:*** ***3.3.1*** *Maintain the road infrastructure network and pursue funding opportunities to support appropriate road network service levels*
***3.3.2*** *Seek upgrade of transport an associated infrastructure, including air, rail and bridges*

**Consultation**
Consultation has been undertaken with the Shire's Works Department in identifying the section of Yeriminup Road as a priority project for external funding. Subject to Council endorsement, an application will be submitted for assessment under the 2026/27 Safer Local Road Infrastructure program in accordance with the published funding guidelines.

**Voting Requirements**
Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL DECISION**
**Motion 13102026**
**Moved Cr Egerton-Warburton, seconded Cr Quick that Council:**
**1. Authorises the Chief Executive Officer to apply for funding through the Australian Government's Safer Local Roads and Infrastructure Program (SLRIP) for the sealing of a three-kilometre section of Yeriminup Road between Koonje and Geekabee Roads; and**
**2. Considers an allocation of up to $160,000 as part of its 2027/28 Annual Budget deliberations, subject to the application for funding through the program being successful, with Council's contribution towards the project to be funded through a transfer of up to $160,000 from the Roadworks Reserve to the Shire's municipal funds.**

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

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

Nil

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

Nil

## 13. MATTERS BEHIND CLOSED DOORS

Nil

## 14. CLOSURE OF MEETING

**REINSTATING STANDING ORDERS/COUNCIL DECISION**

**Motion 14102026**

**Moved Cr Denton, seconded Cr Egerton-Warburton that Standing Orders be reinstated.**

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

There being no further business to discuss, the Shire President, Cr Mulcahy declared the meeting closed at 3.25pm.