



# AGENDA

FOR THE

ORDINARY MEETING OF COUNCIL

**26 JUNE 2025**

# NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of Council will be held on Thursday, 26 June 2025 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5:00PM.

Regards,



S MASTROLEMBO  
**Chief Executive Officer**

19/06/2025

## Our Mission

*"To deliver affordable and quality Local Government services."*

### DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions in section 5.25 of the *Local Government Act 1995* establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Broome expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

*Should you require this document in an alternative format please contact us.*

Councillor Attendance Register										
Councillor		Cr C Mitchell	Cr D Male	Cr S Cooper	Cr J Lewis	Cr J Marnid	Cr P Matsumoto	Cr E Smith	Cr P Taylor	Cr M Virgo
2024	30 May					A		LOA		
2024	27 June		LOA							
2024	25 July			LOA						
2024	29 August									
2024	19 September									
2024	31 October					LOA				
2024	21 November (Meeting Cancelled)									
2024	12 December				LOA				A	
2025	27 February							LOA	LOA	
2025	27 March					E				
2025	1 May					LOA				
2025	22 May									

- **LOA (Leave of Absence)**
- **A (Apologies)**
- **E (Attended Electronically)**
- **NA (Non-Attendance)**
- **R (Resignation)**

**2.25. Disqualification for failure to attend meetings**

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
  - (a) a meeting that has concluded; or
  - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2-month period.
- (5A) If a council holds 3 or more ordinary meetings within a 2-month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

**SHIRE OF BROOME**  
**ORDINARY MEETING OF COUNCIL**  
**THURSDAY 26 JUNE 2025**

**INDEX – AGENDA**

1.	OFFICIAL OPENING .....	6
2.	ATTENDANCE AND APOLOGIES .....	6
3.	ANNOUNCEMENTS BY PRESIDENT.....	6
4.	DECLARATIONS OF INTEREST.....	6
5.	PUBLIC QUESTION TIME.....	6
6.	APPLICATION FOR LEAVE OF ABSENCE .....	6
7.	CONFIRMATION OF MINUTES.....	6
8.	PRESENTATIONS / PETITIONS / DEPUTATIONS.....	6
9.	REPORTS FROM OFFICERS .....	7
	9.1 PEOPLE.....	7
	9.2 PLACE .....	8
	9.2.1 PROPOSED MCMAHON LOCAL STRUCTURE PLAN - ACCEPTANCE FOR ASSESSMENT.....	8
	9.2.2 DEVELOPMENT APPLICATION - TWO WAREHOUSES AND PARKING WITHIN THE VERGE, 4 HAYNES STREET, BROOME.....	134
	9.3 PROSPERITY .....	147
	9.4 PERFORMANCE .....	148
	9.4.1 COMMUNITY SAFETY PLAN (2021 - 2025) COUNCIL PROGRESS REPORT .....	148
	9.4.2 ADOPTION OF THE 2025/2026 ANNUAL BUDGET.....	156
	9.4.3 MONTHLY PAYMENT LISTING - MAY 2025.....	233
	9.4.4 MONTHLY FINANCIAL REPORT MAY - 2025.....	253
10.	REPORTS OF COMMITTEES.....	285
11.	NOTICES OF MOTION WITH NOTICE .....	286
12.	NOTICES OF MOTION WITHOUT NOTICE.....	286
13.	BUSINESS OF AN URGENT NATURE .....	286
14.	MEETING CLOSED TO PUBLIC.....	287
	14.1 OBJECTION TO THE RATE RECORD - NON-RATEABLE LAND UNDER	

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SECTION 6.26(2)(G) - FOUNDATION HOUSING LIMITED.....	287
14.2 CONTRACT VARIATION - CONTRACT 24/08 CONTAMINATED SITE REMEDICATION - RESERVE 42502 .....	288
14.3 RFT25/02 - SUPPLY OF CONCRETE AND ASSOCIATED SERVICES .....	289
14.4 REQUEST FOR TENDER RFT25/04 SHIRE ADMINISTRATION BUILDING AIR CONDITIONING RENEWAL .....	290
15. MEETING CLOSURE .....	291

**1. OFFICIAL OPENING**

**2. ATTENDANCE AND APOLOGIES**

**3. ANNOUNCEMENTS BY PRESIDENT**

**4. DECLARATIONS OF INTEREST**

**5. PUBLIC QUESTION TIME**

**6. APPLICATION FOR LEAVE OF ABSENCE**

**7. CONFIRMATION OF MINUTES**

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 22 May 2025, as published and circulated, be confirmed as a true and accurate record of that meeting.

RECOMMENDATION:

That the Minutes of the Special Meeting of Council held on 26 May 2025, as published and circulated, be confirmed as a true and accurate record of that meeting.

**8. PRESENTATIONS / PETITIONS / DEPUTATIONS**

**9. REPORTS FROM OFFICERS**

**9.1 PEOPLE**

There are no reports in this section.

## 9.2 PLACE

### 9.2.1 PROPOSED MCMAHON LOCAL STRUCTURE PLAN - ACCEPTANCE FOR ASSESSMENT

<b>LOCATION/ADDRESS:</b>	Lot 2441 Reid Road, Cable Beach
<b>APPLICANT:</b>	Shire of Broome
<b>FILE:</b>	PLA68
<b>AUTHOR:</b>	Planning Officer
<b>CONTRIBUTOR/S:</b>	Special Projects Coordinator
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

The Shire of Broome has engaged planning consultants Hames Sharley and subconsultants to prepare the Draft McMahon Local Structure Plan (**MLSP**). The Shire of Broome is preparing the MLSP and it also has a role to play in the assessment of the Structure Plan and provision of advice to the Western Australian Planning Commission on whether it should be approved.

The draft McMahon Local Structure Plan will coordinate the future zoning, subdivision, and development of Lot 2441 Reid Road, Cable Beach, including the overall layout, location of roads and Public Open Space (**POS**). The preparation of the MLSP has been informed by community engagement and the Community and Stakeholder Reference Group, the outcomes of which will be outlined in this report.

Under the *Planning and Development (Local Planning Schemes) Regulations 2015* now the Structure Plan has been prepared, the Shire must determine whether the information submitted:

1. Meets the requirements of clause 16 of the Regulations; and
2. If further information from the applicant is required before the Structure Plan can be accepted for assessment and advertising.

The report recommends that the Structure Plan can be accepted for assessment and advertising.

#### BACKGROUND

##### Previous Considerations

OMC 26 May 2022	Item 9.2.2
OMC 29 June 2023	Item 9.2.3
OMC 28 September 2023	Item 9.2.2

The town of Broome has been experiencing a housing crisis for a number of years and the Shire has been searching for ways to support the development of more affordable housing. The McMahon Estate project presents an opportunity for infill housing development for Lot 2441 Reid Road (which is commonly referred to as McMahon Estate).

Council resolved to adopt new Local Planning Scheme No 7 (LPS7) at the Ordinary Meeting of Council (OMC) held 26 May 2022. The new local planning scheme, now gazetted,

rezoned McMahan Estate from 'Residential R40' and 'Parks, Recreation and Drainage' local reserve to 'Urban Development'. This zoning allows for a holistic approach to be taken when designing a residential development, through the preparation of a Local Structure Plan.

In June 2023, the Shire received a \$210,792 grant and interest from the Regional North Local Government Assistance Program , which funded the preparation of the MLSP.

Council resolved the following at the OMC held 29 June 2023:

<b><u>COUNCIL RESOLUTION:</u></b>	
<b>(REPORT RECOMMENDATION)</b>	<b>Minute No. C/0623/017</b>
<b>Moved: Cr B Rudeforth</b>	<b>Seconded: Cr P Taylor</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li>1. <b>Note the need for a structure planning process to be undertaken for McMahan Estate.</b></li> <li>2. <b>Note the Local Government Assistance Program grant funding received by the Department of Planning, Lands and Heritage for McMahan Estate structure planning process.</b></li> <li>3. <b>Request the Chief Executive Officer proceed with the procurement to appoint a consultant to undertake structure planning for McMahan Estate.</b></li> </ol>	
<b>CARRIED UNANIMOUSLY 6/0</b>	

Following the appointment of consultants, a Community Engagement Plan and Terms of Reference for a Community and Stakeholder Reference Group were adopted at the Ordinary Meeting of Council held 28 September 2023.

<b><u>Council Resolution:</u></b>	
<b>(Report Recommendation)</b>	<b>Minute No. C/0923/004</b>
<b>Moved: Cr P Taylor</b>	<b>Seconded: Cr E Foy</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li>1. <b>Endorses the Community Engagement Plan for the McMahan Estate Local Structure Plan (Attachment 1);</b></li> <li>2. <b>Authorises the Chief Executive Officer to make minor changes to the Community Engagement Plan as required during implementation;</b></li> <li>3. <b>Adopts the McMahan Estate Local Structure Plan -Community and Stakeholder Reference Group - Terms of Reference (Attachment 2);</b></li> <li>4. <b>Requests the Chief Executive Officer to advertise for Expressions of Interest for community member representation to fill positions on the McMahan Estate Local Structure Plan - Community and Stakeholder Reference Group and following the close of the submission period table all submissions to Council for consideration of endorsement; and</b></li> <li>5. <b>Request the Chief Executive Officer to formally invite representation from all member organisations included in the McMahan Estate Local Structure Plan - Community and Stakeholder Reference Group - Terms of Reference (Attachment 2).</b></li> </ol>	
<b>CARRIED UNANIMOUSLY 5/0</b>	
<b>For: Cr Mitchell, Cr Male, Cr Foy, Cr Rudeforth and Cr Taylor</b>	

Comprehensive community engagement was undertaken to inform the preparation of the MLSP, details of which are outlined in the consultation section below. This engagement informed the preparation of the MLSP, which is now being submitted for assessment under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## COMMENT

The draft McMahan Local Structure Plan (refer to **Attachment No. 1**) is accompanied by three technical documents, a Local Water Management Strategy, Traffic Impact Statement and Bushfire Management Plan all of which were prepared by external consultants on the Shire's behalf. As outlined above, the MLSP has been informed by comprehensive community engagement which occurred prior to drafting of the MLSP and included development concepts which the community were requested to provide feedback on (refer to consultation section below).

Part 4 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)* establish information to be included in a Structure Plan, action by the local government on receipt of the application and the assessment and adoption process for a Structure Plan. This is set out in the 'Legislation' section below, however in essence the Structure Plans are to be prepared consistent with the form and manner approved by the WAPC. A Local Structure Plan is first submitted to the local government for review and acceptance and then advertised for public comment. The local government is then to consider any submissions received and provides a report to the WAPC where the WAPC will make a determination to either:

- approve the Structure Plan;
- require the Structure Plan to be modified and resubmitted; or
- refuse to approve the Structure Plan.

The WAPC has adopted the *Structure Plan Framework (the Framework)*, to outline the form and manner in which a Structure Plan is to be prepared. As established in the Framework, in reviewing a structure plan for acceptance, the local governments role is to determine whether the information submitted with the Structure Plan:

1. meets the requirements of clause 16 of the Regulations;
2. is sufficient for an assessment of the application to be made; and
3. is in a suitable form to be advertised.

The acceptance of a structure plan for advertising does not indicate that it is supported by the local government or that the Structure Plan will be approved by the WAPC.

This item is therefore considering whether the material supplied in the Local Structure Plan is adequate. In reviewing the compliance of the proposed Structure Plan, it is important to note this is not an assessment of the merits of the Local Structure Plan (albeit, officers have been included at all stages of the preparation of the MSLP to ensure consistency with the planning framework and Shire policies).

A table providing a summary of the assessment of the Structure Plan against the Regulations, the Framework, *Local Planning Policy 5.22 – Shire of Broome Structure Plan and Subdivision Standards (LPP 5.22)* is provided in **Attachment No 2**. Based on a review of the document against the above, it is recommended that the Shire advise that the Structure Plan can be accepted for assessment and advertising.

## CONSULTATION

### Consultation performed to date

In line with the Community Engagement Plan adopted by Council in September 2023, the level of engagement for the project was collaborate and the two phases of engagement were undertaken to inform the preparation of the Local Structure Plan, as outlined below:

**Initial community engagement** – the purpose of this initial phase of engagement was to raise awareness of the provide and to seek input into the concept plan options. Engagement activities occurred from April to June 2024.

This first phase of engagement included Community Stakeholder Reference Group meetings, site walks and broader community engagement launch, leaflet drop and online community feedback where 73 comments were received. Some of the key matters raised in this phase of engagement included:

- Consideration of demographics being targeted and the type of housing that would be appropriate.
- Consideration of the scale of proposed new housing and response to existing neighbouring properties.
- Importance of maintaining existing ecological corridors.
- Community expectation of retention of large areas of open space.
- Importance of pedestrian pathways, particularly to provide access to the school.
- Desire to retain the northern cul-de-sacs in current condition.
- Consideration of drainage throughout the area and the impacts of hard surfaces.

**Concept Options Engagement** – the purposes of this phase of engagement was to seek community feedback on the three draft concept plans for the site. Engagement during this phase was undertaken in August 2024 and included:

- Community Stakeholder Reference Group workshop.
- One Community Workshop;
- One Community drop-in session;
- Four online surveys;
- One written submission
- Meetings with NBY and Yawuru Elders.

The feedback received did not suggest there was a preferred option overall, rather there were elements of each of the plans that should be considered in a refined option. Some of the key feedback included:

- The new park to have native trees, grassed areas, paths and nature play.
- The ecological/drainage corridor to have natural bushland, large shade trees, paths, opportunities for school engagement and lighting.
- Movement networks should considered walking routes to school that minimise road crossings, surveillance to the park and enabling connections between Dakas Street and Reid Road.
- Low density housing is preferred in this location.

Following the concept option engagement phase, a third workshop was held with the Community Stakeholder Reference Group on 26 November 2024 to present the updated concept design back to the group following the broader community comments received. The group endorsed the design with Shire Officers noting technical studies would now be undertaken, including Traffic Impact Assessment, Bushfire Management Plan, Local Water management Strategy and the Structure Plan report would be prepared.

The feedback received at both phases of the engagement and from the Community Stakeholder Reference Group directly informed the MLSP, which is now being presented to Council.

A detailed Engagement Outcomes Report can be found in **(Attachment No 3)**.

### Council Workshops

Updates were provided to Council via snapshots at regular monthly intervals and by Council Workshops on the:

- 12 March 2024 – Shire President Mitchell, Cr Male, Cr Lewis, Cr Smith, Cr Tayloe and Cr Virgo in attendance.
- 13 August 2024 - Shire President Mitchell, Cr Male, Cr Lewis, Cr Mamid, Cr Matsumoto, Cr Smith, Cr Taylor and Cr Virgo present.
- 1 October 2024 - Cr Cooper, Cr Lewis, Cr Mamid, Cr Smith, Cr Taylor and Cr Virgo present.
- 26 November 2024 - Shire President Mitchell, Cr Male, Cr Cooper, Cr Mamid, Cr Smith, Cr Taylor and Cr Virgo present.

### Next phase of engagement

A Structure Plan is required to be advertised for public comment prior to it being forwarded to the WAPC for determination. The period of public display is specified in the Regulations is 42 days.

In line with the Community Engagement Plan adopted by Council in September 2023, the level of engagement undertaken at this stage is to 'inform' the community. Therefore the next 'statutory' phase of the engagement will align with the Regulations and will be undertaken for 42 days and include the following:

- Notice in the newspaper and the Shire's website;
- Display of material at the Shire Administration Centre;
- Letter to all landowners within 100m of the site;
- Letters to servicing authorities; and
- Letters to referral authorities including Department of Water and Environmental Regulation, Department of Fire and Emergency Service, Main Roads WA and Department of Biodiversity Conservation and Attractions.

## **STATUTORY ENVIRONMENT**

### ***Planning and Development Act 2005***

### ***Planning and Development (Local Planning Schemes) Regulations 2015***

#### **16. Preparation of structure plan**

- (1) A structure plan must —
- (a) be prepared in a manner and form approved by the Commission; and
  - (b) include any maps, information or other material required by the Commission; and
  - (c) unless the Commission otherwise agrees, set out the following information —
    - (i) the key attributes and constraints of the area covered by the plan including the natural environment, landform and the topography of the area;
    - (ii) the planning context for the area covered by the plan and the neighbourhood and region within which the area is located;
    - (iii) any major land uses, zoning or reserves proposed by the plan;

- (iv) estimates of the future number of lots in the area covered by the plan and the extent to which the plan provides for dwellings, retail floor space or other land uses;
  - (v) the population impacts that are expected to result from the implementation of the plan;
  - (vi) the extent to which the plan provides for the coordination of key transport and other infrastructure;
  - (vii) the proposed staging of the subdivision or development covered by the plan.
- (2) The local government may prepare a structure plan in the circumstances set out in clause 15.
- (3) A person may make an application to the local government for a structure plan prepared by the person in the circumstances set out in clause 15 to be assessed and advertised if the person is —
- (a) a person who is the owner of any or all of the land in the area to which the plan relates; or
  - (b) an agent of a person referred to in paragraph (a).

### **17. Action by local government on receipt of application**

- (1) On receipt of an application for a structure plan to be assessed and advertised, the local government —
- (a) must consider the material provided by the applicant and advise the applicant in writing —
    - (i) if the structure plan complies with clause 16(1); or
    - (ii) if further information from the applicant is required before the structure plan can be accepted for assessment and advertising;
 and
  - (b) must give the applicant an estimate of the fee for dealing with the application in accordance with the Planning and Development Regulations 2009 regulation 48.
- (2) The structure plan is to be taken to have been accepted for assessment and advertising if the local government has not given written notice to the applicant of its decision by the latest of the following days —
- (a) 28 days after receipt of an application;
  - (b) 14 days after receipt of the further information requested under subclause (1)(a)(ii);
  - (c) if the local government has given the applicant an estimate of the fee for dealing with the application — the day the applicant pays the fee.

### **18. Advertising structure plan**

- (1) The local government must, within 28 days of preparing a structure plan or accepting an application for a structure plan to be assessed and advertised —
- (a) advertise the proposed structure plan in accordance with subclause (2); and
  - (b) seek comments in relation to the proposed structure plan from any public authority or utility service provider that the local government considers appropriate; and
  - (c) provide to the Commission —
    - (i) a copy of the proposed structure plan and all accompanying material; and
    - (ii) details of the advertising and consultation arrangements for the plan.
- (2) The local government must advertise the structure plan in one or more of the following ways —
- (a) must advertise the proposed structure plan by publishing in accordance with clause 87 —

- (i) the proposed structure plan; and
  - (ii) a notice of the proposed structure plan; and
  - (iii) any accompanying material in relation to the proposed structure plan that the local government considers should be published;
- and
- (b) may also advertise the proposed structure plan by doing either or both of the following —
  - (i) giving notice of the proposed structure plan to owners and occupiers who, in the opinion of the local government, are likely to be affected by the approval of the proposed structure plan;
  - (ii) erecting a sign or signs in a conspicuous place on the land the subject of the proposed structure plan giving notice of the proposed structure plan.
- (3) A notice published or given, or on a sign erected, under subclause (2) in relation to a proposed structure plan must specify —
  - (a) the manner and form in which submissions may be made; and
  - (b) the period under subclause (3A) for making submissions and the last day of that period.
- (3A) The period for making submissions on a proposed structure plan is —
  - (a) the period of 42 days after the day on which the notice is first published under subclause (2)(a)(ii); or
  - (b) a longer period approved by the Commission.
- (4) If a local government fails to advertise a structure plan in accordance with this clause, the Commission may take reasonable steps to ensure that the plan is advertised.
- (5) All costs incurred by the Commission in the exercise of the power conferred by subclause (4) may, with the approval of the Minister, be recovered from the local government as a debt due to the Commission.

## **POLICY IMPLICATIONS**

5.22 Shire of Broome Structure Plan and Subdivision Standards

## **FINANCIAL IMPLICATIONS**

There are no additional costs associated with the preparation of the Structure plan as these were included in the 2023 and 2024/25 budgets. Previous funding allocations were made up of a \$210,792 grant and interest from the Regional North Local Government Assistance Program and a \$50,000 Shire of Broome Municipal contribution.

## **RISK**

There is risk of reputational damage due to the multi-faceted role of Council. In this instance, Council has a regulatory role to play in the administration and assessment of the Structure Plan that is guided by legislation and also in this case, the Shire has acted in the role of the proponent in coordinating the preparation of the Local Structure Plan.

The WAPC is an independent statutory body which is ultimately responsible for the approval of the Local Structure Plan. This will provide an independent review process for the preparation and assessment of the Local Structure Plan.

## **STRATEGIC ASPIRATIONS**

**People - We will continue to enjoy Broome-time, our special way of life. It's bursting with energy, inclusive, safe and healthy, for everyone**

### **Outcome 1 - A Safe Community**

**Objective** 1.2 Modify the physical environment to improve community safety.

**Place - We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.**

### **Outcome 6 - Responsible growth and development with respect for Broome's natural and built heritage**

**Objective** 6.1 Promote sensible and sustainable growth and development.

**Objective** 6.3 Create attractive, sustainable streetscapes and green spaces.

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Thanks the Stakeholder Reference Group and community members for providing comment to inform the preparation of the McMahan Estate Local Structure Plan and note the Engagement Outcomes report in Attachment No 3.*
2. *Pursuant to Regulation 17 of the Planning and Development (Local Planning Schemes) Regulations 2015, accepts the McMahan Estate Local Structure Plan for assessment and advertising.*
3. *Requests the Chief Executive Officer to advertise the McMahan Estate Local Structure Plan in accordance with clause 18 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a minimum of 42 days.*

## **Attachments**

1. Attachment 1 - McMahan Estate Local Structure Plan
2. Attachment 2 - Assessment of material supplied with Local Structure Plan
3. Attachment 3 - Engagement Outcomes Report



# MCMAHON ESTATE STRUCTURE PLAN

JUNE 2025

Revision Letter	Date	Reason for Issue	CM
A	28 Feb 2025	Technical reports and draft Structure Plan	NS
B	26 March 2025	Draft MESP	BM
C	12 May 2025	Final draft MESP incorporating Traffic, BMP and Shire feedback (excluding LWMS information)	BM
D	16 May 2025	Final draft MESP incorporating LWMS information	BM
E	3 June 2025	Final draft MESP incorporating second round of Shire feedback	BM

Project No: 44833

Project Name: McMahon Estate Structure Plan

Prepared for: The Shire of Broome



Prepared by:

COMPANY	ROLE
Hames Sharley	Lead Consultant - Planning and Urban Design
Shape Urban	Appendix 1 - Stakeholder Engagement Outcomes Report
AECOM	Appendix 2 - Traffic Impact Assessment Appendix 3 - Local Water Management Strategy
Bushfire Prone Planning	Appendix 4 - Bushfire Management Plan
Colliers International	Appendix 5 - Utilities and Servicing Strategy Appendix 6 - Market Analysis

DISCLAIMER

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## CONTENTS

### PART ONE: IMPLEMENTATION

01	STRUCTURE PLAN AREA AND OPERATION	10
02	PURPOSE	12
03	STAGING	16
04	SUBDIVISION AND DEVELOPMENT REQUIREMENTS	18
05	ADDITIONAL DETAILS	24

### PART TWO: EXPLANATORY SECTION

01	INTRODUCTION AND PURPOSE	29
02	SITE AND CONTEXT ANALYSIS	32
03	RESPONSE TO CONTEXT	63
04	STAKEHOLDER AND COMMUNITY ENGAGEMENT	69
05	DESIGN RESPONSE	73

IV

MCMAHON ESTATE STRUCTURE PLAN

JUNE 2025

V

HAMES SHARLEY

## ENDORSEMENT PAGE

This Structure Plan is prepared under the provisions of the Shire of Broome Local Planning Scheme No.7.

IT IS CERTIFIED THAT THIS ACTIVITY CENTRE PLAN WAS APPROVED BY RESOLUTION OF THE WESTERN AUSTRALIAN PLANNING COMMISSION ON:

**INSERT DATE**

Signed for and on behalf of the Western Australian Planning Commission:

\_\_\_\_\_

An officer of the Commission duly authorised by the Commission pursuant to section 16 of the Planning and Development Act 2005 for that purpose, in the presence of:

\_\_\_\_\_ Witness

\_\_\_\_\_ Date

\_\_\_\_\_ Date of Expiry

### TABLE OF AMENDMENTS

AMENDMENT NO.	SUMMARY OF THE AMENDMENT	AMENDMENT TYPE	DATE APPROVED BY WAPC

### TABLE OF DENSITY PLANS

DENSITY PLAN NO.	AREA OF DENSITY PLAN APPLICATION	DATE ENDORSED BY WAPC

## EXECUTIVE SUMMARY

The McMahon Estate Structure Plan has been prepared to coordinate future subdivision and development of a strategic infill site in the Broome Townsite.

The site presents an excellent opportunity to provide much needed housing, integrated with upgraded drainage and public parkland infrastructure. The proposed design allows for revitalisation of the site by providing residential infill to help cater for population growth and provide housing diversity and choice. This will be supported by the provision of high quality, site responsive public open space that will service future residents as well as the surrounding community.

Key components of the McMahon Estate Structure Plan include:

- + A range of residential densities to promote a variety of housing typologies;
- + Provision of quality public open space that responds to the site as well as addressing a need for such amenity within the wider locality; and
- + An integrated urban water management approach which enables retention of existing ecological corridors.

The McMahon Estate Structure Plan will assist with future detailed planning and design of the site and will also allow for the preparation of Local Development Plans on key sites.

The vision is for:

***A development that respects the existing qualities of the site and surrounding neighbourhood while providing an appropriate mix of housing options. New development is connected with nature through large open spaces and ecological corridors, supported by safe and accessible linkages which enhance connectivity to and through the site.***

The primary objectives in achieving this vision are set out in **Section 2.2** of this document.

The McMahon Estate Structure Plan has been informed by detailed site and context analysis, and a robust engagement process. The document has prepared in accordance with the following key State planning documents:

- + Liveable Neighbourhoods; and
- + WA Planning Manual - Guidance for Structure Plans.

It incorporates the following:

- + **Part One - Implementation:** Sets out the structure plans purpose / objectives, staging considerations, and includes provisions to help guide preparation and assessment of future subdivision applications.
- + **Part Two - Explanatory Section:** Includes detailed background investigations, this includes a thorough analysis of the community, governance, and physical context. These findings inform the design approach, framed around six key elements of Liveable Neighbourhoods.
- + **Supporting Technical Appendices:** Includes the following documents:
  - Stakeholder Engagement Outcomes Report
  - Traffic Impact Assessment
  - Local Water Management Strategy
  - Bushfire Management Plan
  - Utilities and Servicing Strategy
  - Market Analysis

## STRUCTURE PLAN SUMMARY TABLE

ITEM	DATA	STRUCTURE PLAN REF
<b>Total area covered by the structure plan</b>	10.42 ha	Part Two, Section 1.1
<b>Area of each land use proposed</b>		
+ Residential	+ 4.57 hectares	Part Two, Section 5.3
<b>Total Estimated Lot Yield</b>	94 lots	Part Two, Section 5.3
<b>Estimated Number of Dwellings</b>	Approximately 115 Dwellings	Part Two, Section 5.3.1
<b>Estimated Residential Site Density</b>	11 dwellings per hectare (total) 16 dwellings per hectare (excluding POS)	Part Two, Section 5.3.1
<b>Estimated Population</b>	312 (based on average household size of 2.72)	Part Two, Section 5.3.1
<b>Estimated Area and Percentage of Public Open Space given over to:</b>	3.22 ha (29.5%)	
+ Local Park	+ 0.35 ha	Part Two, Section 5.4.2
+ Natural Bushland	+ 1.10 ha	
+ Ecological Corridors / Drainage	+ 1.77 ha	
<b>Estimated Percentage of Natural Area:</b>	2.87 ha (27.5%)	Part Two, Section 5.4.2

# PART ONE: IMPLEMENTATION

## LIST OF FIGURES

P1 - FIGURE 1: SITE PLAN	11
P1 - FIGURE 2: MESP STRUCTURE PLAN MAP	13
P1 - FIGURE 3: MABU LIYAN PHILOSOPHY	15
P1 - FIGURE 4: STAGING	17
P1 - FIGURE 5: ACCESS STREET TYPICAL CROSS SECTION	19
P1 - FIGURE 6: BAL ASSESSMENT MAP	23

## LIST OF TABLES

P1 - TABLE 1: MESP LPD REQUIREMENTS	20
P1 - TABLE 2: ADDITIONAL INFORMATION REQUIREMENTS	25
P1 - TABLE 3: ADDITIONAL INFORMATION REQUIREMENTS	25

## ABBREVIATIONS

<b>ABS</b>	Australian Bureau of Statistics
<b>ASS</b>	Acid Sulfate Soils
<b>BAL</b>	Bushfire Attack Level
<b>BMP</b>	Bushfire Management Plan
<b>EPA</b>	Environmental Protection Authority
<b>CPTED</b>	Crime Prevention Through Environmental Design
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions
<b>DPLH</b>	Department of Planning Lands and Heritage
<b>DWER</b>	Department of Water and Environmental Regulation
<b>LPP</b>	Local Planning Policy
<b>LPS</b>	Local Planning Strategy
<b>LPS7</b>	Shire of Broome Local Planning Scheme No.7
<b>MESP</b>	McMahon Estate Structure Plan
<b>NBY</b>	Nyamba Buru Yawuru
<b>PAW</b>	Public Access Way
<b>POS</b>	Public Open Space
<b>REIWA</b>	Real Estate Institute of Western Australia
<b>SCP</b>	Strategic Community Plan
<b>SEIFA</b>	Socio-Economic Indexes for Areas
<b>SPP</b>	State Planning Policy
<b>TIA</b>	Traffic Impact Assessment
<b>UHI</b>	Urban Heat Island
<b>WAPC</b>	Western Australian Planning Commission
<b>WMS</b>	Water Management Strategy
<b>WSUD</b>	Water Sensitive Urban Design

# 01

## STRUCTURE PLAN AREA AND OPERATION



### 1.1 STRUCTURE PLAN AREA

The McMahon Estate Structure Plan (MESP) shall apply to the land contained within the inner edge of the line denoting the structure plan boundary as shown on **P1 - Figure 1**.

### 1.2 OPERATION

The MESP is in effect from the date stated on the cover and for a period of 10 years (or for any other period approved by the WAPC).

The MESP is prepared pursuant to the Shire of Broome Local Planning Scheme No.7.



P1 - Figure 1: Site Plan

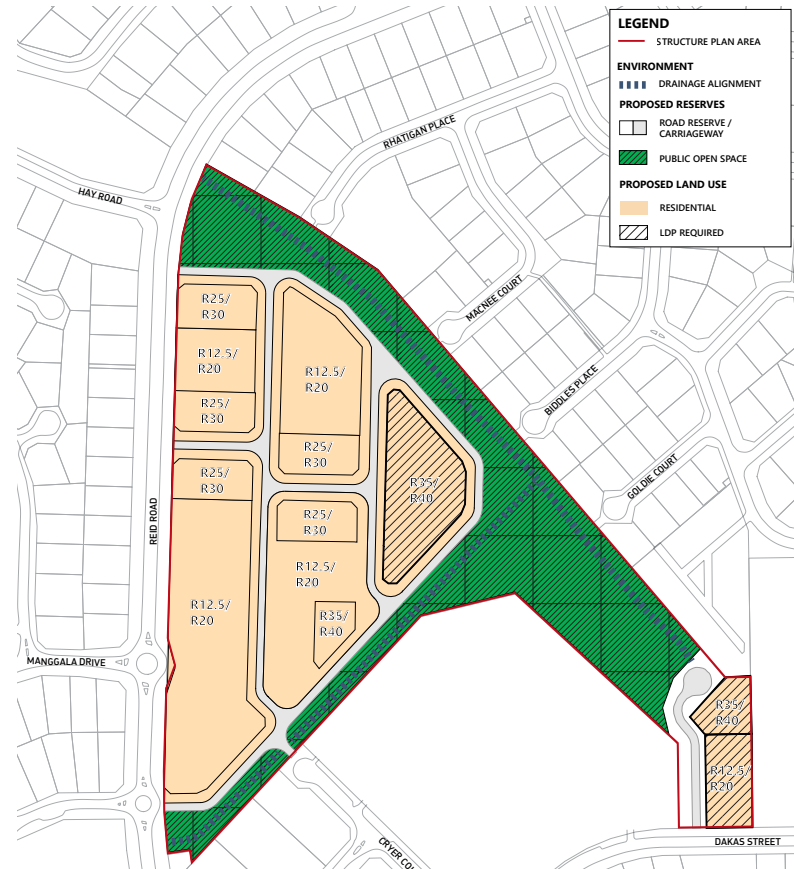
# 02

## PURPOSE

### 2.1 PURPOSE

The MESP site was previously zoned 'Residential R40' and 'Parks, Recreation and Drainage' in Local Planning Scheme No. 6. The zoning was updated to 'Urban Development' in Local Planning Scheme No.7 (LPS7) in 2023 to improve design and deliver a context responsive development on the site. Under the provisions of LPS7, this requires a Structure Plan to be prepared and approved prior to any future subdivision/development taking place.

The MESP site is also identified as Planning Area 0 in the Shire's approved Local Planning Strategy (LPS) and preparation of a structure plan was identified as a short-term priority. Unlocking the development potential of the site is a critical issue in the Shire, however, a Structure Plan was necessary to ensure this is coordinated with the water management, landscape, movement, environmental, and infrastructure needs.



P1 - Figure 2: MESP Structure Plan Map

## 2.2 OBJECTIVES

### VISION

*A development that respects the existing qualities of the site and surrounding neighbourhood while providing an appropriate mix of housing options. New development is connected with nature through large open spaces and ecological corridors, supported by safe and accessible linkages which enhance connectivity to and through the site.*

### OBJECTIVES

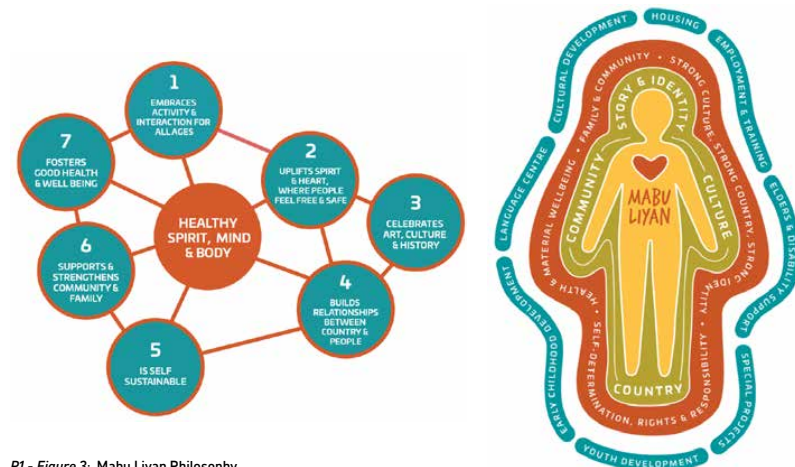
The MESP vision is to be implemented through the following objectives:

- + **Contextual Sensitivity** – Ensure new development responds to the scale, character, and existing qualities of the site and surrounding neighbourhood.
- + **Housing Delivery and Diversity** – Provide an urban structure that enables delivery of a mix of housing options which support diverse community needs.
- + **Ecological Integration** – Retain and enhance ecological corridors with native vegetation, shade trees, and natural bushland to support biodiversity, stormwater management, and community wellbeing.
- + **Open Space Preservation** – Provide generous and accessible open spaces that balance passive and active recreation, incorporating retained bushland, nature play, grassed areas, and shaded seating.
- + **Connected Movement Network** – Establish a well-designed pedestrian and cycling network that ensures safe, direct, and enjoyable connections within the development and to key local destinations.
- + **Integrated Water Management Solutions** – Implement water-sensitive urban design principles to manage stormwater effectively, reducing hard surface impacts while enhancing green spaces and ecological function.
- + **Community-Centered Design** – Create inviting and inclusive public spaces that encourage social interaction, safety, and a strong sense of place through thoughtful landscaping, lighting, and passive surveillance from new homes.

### MABU LIYAN

Engagement with NBY identified that there was an opportunity for the MESP to align with the [Mabu Liyan philosophy](#), how this relates to the MESP objectives is summarised overleaf.

ITEM	MESP OBJECTIVES ALIGNMENT
1. Embraces activity and interaction for all ages	<ul style="list-style-type: none"> <li>+ Allocate density ranges which are flexible enough to accommodate a range of housing types in response to existing and changing community needs.</li> <li>+ Provide guidance on the size, type, and functionality of open spaces facilitating interaction and exploration for people of all ages.</li> </ul>
2. Uplifts spirit & heart, where people feel free and safe	<ul style="list-style-type: none"> <li>+ Roads and housing designed to maximise views out onto bushland providing visual and physical connections to nature and public open spaces (passive surveillance for safety).</li> <li>+ Significant areas of natural bushland and public open space are being retained.</li> </ul>
3. Celebrates art, Culture and history	<ul style="list-style-type: none"> <li>+ Subdivision design stage to consider community involvement in public art and public realm design exploring opportunities to celebrate culture and history.</li> </ul>
4. Builds relationships between Country and people	<ul style="list-style-type: none"> <li>+ Significant areas of natural bushland and public open space are being retained, including two defined ecological corridors which provide an opportunity for people to engage with Country.</li> <li>+ Future stages of the project to consider community involvement in public realm design through planting of endemic plants to re-establish lost ecosystems.</li> <li>+ Open space areas to be used for events and/or education, including partnerships with local schools and organisations.</li> </ul>
5. Is self-sustainable	<ul style="list-style-type: none"> <li>+ Precinct is designed for climate resilience, with an urban structure and future lot layouts that reduce the impacts of urban heat island effect.</li> <li>+ Urban water is managed on site to ensure no adverse downstream impacts towards Cable Beach.</li> </ul>
6. Supports and strengthens community and family	<ul style="list-style-type: none"> <li>+ Introduction of new houses and public spaces breathes new life into the site supporting opportunities to build community.</li> </ul>
7. Fosters good health and wellbeing	<ul style="list-style-type: none"> <li>+ Urban structure includes multiple spaces which encourage exercise and physical activity, with a clear network of connected and shaded pathways to local parks and destinations.</li> </ul>



PI - Figure 3: Mabu Liyan Philosophy



# 04

## SUBDIVISION AND DEVELOPMENT REQUIREMENTS



### 4.1 LAND USE ZONES AND RESERVES

The proposed land use zones and reserves for the MESP are identified on the Structure Plan Map (P1 - Figure 2). Further details are provided below.

#### 4.1.1 ZONES

In the MESP, the following land use zones are proposed:

- + Residential

Land use and development within the MESP is to be consistent with the prescribed land use zones as detailed on the Structure Plan Map. Land use permissibility is to be in accordance with the relevant zone and the land use permissibility's of the Zoning Table of LPS7.

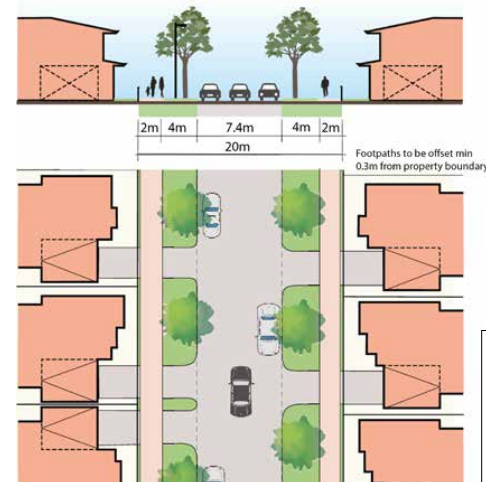
#### 4.1.2 ROAD RESERVES

Five (5) new access points are proposed into the MESP Site as follows:

- + 3 x new connections from Reid Road.
- + 1 x new connection from Cryer Court.
- + 1 x new connection from Dakas Street.

The treatment of all new intersections particularly those on Reid Road will require detailed design at subdivision stage.

All new internal roads are classified as 'access streets'. Subdivision must demonstrate that all 'access streets' provide a minimum road reserve width of 20m and minimum carriageway of 7.4m as shown on P1 - Figure 5.



*Cross section and plan are intended to provide guidance only. Minimum road reserve and carriageway widths should not be varied at subdivision stage. Where a road adjoins public open space, the provision of a footpath on both sides of the street will be at the Shire of Broome's discretion.*

P1 - Figure 5: Access Street Typical Cross Section

### 4.1.3 PUBLIC OPEN SPACE

The provision of a minimum of 10% public open space will be provided in accordance with the WAPC's Liveable Neighbourhoods. Public open space is to be provided generally in accordance with **P1 - Figure 2** and the Public Open Space Schedule included in Part 2.

An updated Public Open Space Schedule is to be provided at the time of subdivision for determination by the WAPC, upon the advice of the Shire of Broome.

## 4.2 DENSITY AND DEVELOPMENT

### 4.2.1 DENSITY AND R-CODES

#### GENERAL

**P1 - Figure 2** designates the R-Codes applicable to subdivision and development in the MESP:

- + Lot specific residential densities, within the defined residential density ranges, are to be subsequently assigned in accordance with an R-Codes Plan approved by the WAPC.

### 4.2.2 LOCATIONAL CRITERIA

- + The R-Codes Plan is to be submitted at the time of subdivision to the WAPC and shall be consistent with the MESP and the Residential Density Ranges identified on **P1 - Figure 2**.
- + The R-Codes plan is to be submitted at the time of subdivision for the entire MESP area. The plan will allocate R-Codes for proposed street-blocks/lots (as the case requires). Once approved by the WAPC, the R-Codes plan forms part of the structure plan.

### 4.2.3 LOCAL DEVELOPMENT PLANS

Local Development Plans are to be prepared in accordance with Part 6 of Schedule 2 - Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015, prior to development. Sites requiring an LDP are identified on **P1 - Figure 2**. Intended development outcomes are summarised in **P1 - Table 1**.

**P1 - Table 1: MESP LPD Requirements**

LDP NO.	DEVELOPMENT OUTCOMES
LDP1	<p><b>BUILT FORM</b></p> <p><b>Passive surveillance over park frontages</b> Demonstrate how lot boundaries with a park frontage are optimised with major openings to habitable rooms and private open spaces / courtyards / balconies which maximise eyes into the public realm.</p> <p><b>Articulate corner lots</b> Demonstrate that corner lots are to equally articulate both street frontages, avoiding long blank walls and including major openings to habitable rooms on each street-facing facade.</p> <p><b>MOVEMENT AND ACCESS</b></p> <p><b>Garages / Carports not visible from public realm</b> Due to the size of the site, LDP to demonstrate how parking and access can be managed primarily from the rear of the site. Garages and carports should not be visible from park frontages.</p>

LDP NO.	DEVELOPMENT OUTCOMES
LDP 2	<p><b>BUILT FORM</b></p> <p><b>Passive surveillance over park frontages</b> Demonstrate how lot boundaries with a park frontage are optimised with major openings to habitable rooms and private open spaces / courtyards / balconies which maximise eyes into the public realm.</p> <p><b>Articulate corner lots</b> Demonstrate that corner lots are to equally articulate both street frontages, avoiding long blank walls and including major openings to habitable rooms on each street-facing facade.</p> <p><b>Bushfire mitigation</b> These properties are likely to require additional built form requirements to mitigate bushfire risk</p>

### 4.2.4 INTERFACE WITH ADJOINING AREAS

The MESP proposes residential land uses and indicative density ranges of R12.5/R20 for future lots which will have an interface with established residential development along Reid Road. This will facilitate future development outcomes which are consistent with the scale and character of the established residential development to the west.

The retention of the established green corridors along the northern, southern and eastern boundaries of the MESP provide a natural boundary and transition to adjoining land uses. This retains the established relationship between Cable Beach Primary School and the green space along its northern and western boundaries and reduces the impact of new residential development on established residential dwellings to the north-east and south, in particular, softening the impact of the R35/40 coded on established surrounding low density residential developments.

### 4.2.5 HERITAGE

#### NON-ABORIGINAL HERITAGE

The MESP site is not subject to any state or local heritage listing as per the State Heritage Office and the Shire's Municipal Heritage Inventory. As such no mechanisms to protect heritage features have been proposed as part of the MESP.

#### ABORIGINAL HERITAGE

The Aboriginal Heritage Inquiry System and enquiries made with the Aboriginal Heritage team at DPLH have confirmed that there are no registered Aboriginal heritage sites contained within the MESP site. As such no mechanisms to protect aboriginal heritage features have been proposed as part of the MESP. Noting that there is opportunity to recognise Yawuru connections to the land and culture through infrastructure, landscaping and artwork treatments in public spaces developed as part of the MESP.

## 4.3 OTHER REQUIREMENTS

### 4.3.1 BUSHFIRE PROTECTION

Lots declared identified as being bushfire prone on **P1 - Figure 6** and in the Bushfire Management Plan (BMP) included in **Appendix 4** are required to be constructed in accordance with the identified Bushfire Attack Level to AS3959 requirements.

Development will have regard to the BAL Assessment contained in **Appendix 4**. The Shire will recommend to the WAPC that a condition be imposed on the grant of subdivision approval for a notification to be placed on the Certificate of Title of the proposed lot(s) with a Bushfire Attack Level (BAL) rating of 12.5 or above, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan).

### 4.3.2 INFRASTRUCTURE ARRANGEMENTS

The MESP proposes five road access/egress points for the site to the surrounding road network. Two on the southern edge, one linking to Dakas Street and the one linking to Cryer Court, which will provide a new link from the MESP directly to the local primary school and child care centre on the same street. On the western edge of the MESP there are three access/egress points, linking to Reid Road/Banu Avenue roundabout, and two directly to Reid Road, between Maggala Drive and Hay Road. An assessment of the transport impacts of the MESP are set out in the Transport Impact Assessment contained in **Appendix 2**. The Transport Impact Assessment indicates that peak trip generation from the MESP will remain below 100 vehicles per hour and as such further analysis to understand necessary road upgrades is not required in accordance with the Transport Impact Assessment Guidelines.

Details of utility upgrades to service the structure plan area are contained within Appendix 5.

### 4.3.3 DEVELOPMENT CONTRIBUTIONS

Local Planning Scheme No. 7 does not make reference to any additional requirements or modifications for developer contributions outside of those set out in State Planning Policy 3.6 - Infrastructure Contributions.

### 4.3.4 PROTECTION OR MANAGEMENT OF ENVIRONMENTAL OR LANDSCAPE FEATURES

All trees identified on **P1 - Figure 2** for potential protection are to be considered during subdivision and development works.

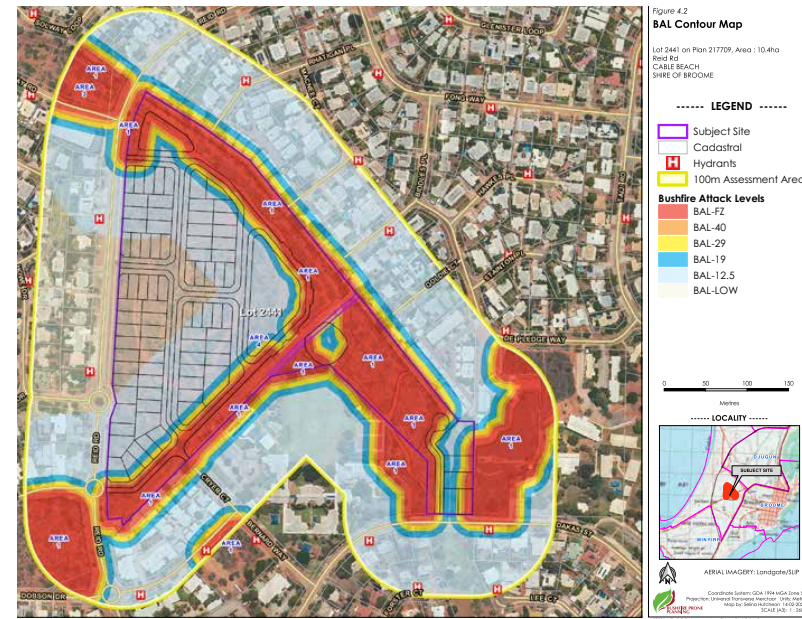
A feature survey and aboriginal assessment will be required to determine which trees can be retained.

Refer to **Section 05** for further details.

### 4.3.5 WATER RESOURCE MANAGEMENT

The requirement to undertake preparation of more detailed Urban Water Management Plan (UWMPs) to support subdivision will be imposed as a condition of subdivision.

Refer to **Section 05** for further details.



P1 - Figure 6: BAL Assessment Map

# 05

## ADDITIONAL DETAILS



### 5.1 ADDITIONAL DETAILS

#### 5.1.1 INFORMATION TO BE SUBMITTED WITH AN APPLICATION

PI - Table 2: Additional Information Requirements

ADDITIONAL INFORMATION / PURPOSE	APPROVAL STAGE	RESPONSIBLE AGENCY
<p><b>Shire of Broome Structure Plan and Subdivision Standards</b></p> <p>Applications are to demonstrate full compliance with the relevant standards set out in the Shire's Local Planning Policy 5.22 Shire of Broome Structure Plan and Subdivision Standards.</p>	Subdivision	Shire of Broome

#### 5.1.2 STUDIES TO BE REQUIRED UNDER CONDITION OF SUBDIVISION / DEVELOPMENT APPROVAL

PI - Table 3: Additional Information Requirements

CONDITIONS OF SUBDIVISION APPROVAL	RESPONSIBLE AGENCY
<p><b>Bushfire Prone Areas</b></p> <p>The notification is to state as follows:</p> <p><i>"This land is within a bushfire prone areas as designated by an Order made by the Fire and Emergency Services Commissioner and is/may be subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land." (Western Australian Planning Commission)"</i></p>	Shire of Broome / Department of Fire and Emergency Services
<p><b>UWMP</b></p> <p>While strategies have been provided in the LWMS that address planning for water management, it is a logical progression that future subdivision design will clarify details not provided within the LWMS. UWMPs will be required at subdivision stage and associated detailed design. The UWMP will be required to include:</p> <ul style="list-style-type: none"> <li>+ WSUD measures.</li> <li>+ Landscaping design.</li> <li>+ Earthworks design: imported fill and subsoil drainage specifications and requirements.</li> <li>+ Implementation of water conservation strategies.</li> <li>+ Non-structural water quality improvement measures.</li> <li>+ Management and maintenance requirements.</li> <li>+ Construction period management strategy.</li> <li>+ Monitoring and evaluation program.</li> </ul>	Shire of Broome / Department of Water and Environmental Regulation

# PART TWO: EXPLANATORY SECTION

## LIST OF FIGURES

P2 - FIGURE 1: SITE PLAN	31
P2 - FIGURE 2: DEMOGRAPHIC CATCHMENT MAP	38
P2 - FIGURE 3: BROOME TOWNSITE CONTEXT	45
P2 - FIGURE 4: LOCAL CONTEXT	47
P2 - FIGURE 5: SITE CONDITIONS	51
P2 - FIGURE 6: MCMAHON ESTATE LOCAL ACCESS FEATURES	55
P2 - FIGURE 7: MCMAHON ESTATE WIDER ACCESS AND MOVEMENT	55
P2 - FIGURE 8: CLASSIFIED VEGETATION & TOPOGRAPHY	60
P2 - FIGURE 9: BAL CONTOUR MAPPING	61
P2 - FIGURE 10: SITE OPPORTUNITIES	65
P2 - FIGURE 11: SITE CHALLENGES	67
P2 - FIGURE 12: CONCEPT PLAN	81
P2 - FIGURE 13: PUBLIC REALM PLAN	86
P2 - FIGURE 14: LOCAL PARK AND SURROUNDS	88
P2 - FIGURE 15: BAL ASSESSMENT	94

## LIST OF TABLES

P2 - TABLE 1: ENVIRONMENTAL CONSIDERATIONS	33
P2 - TABLE 2: PLANNING FRAMEWORK	34
P2 - TABLE 3: LIVEABLE NEIGHBOURHOODS REQUIREMENTS	36
P2 - TABLE 4: COMMUNITY DEVELOPMENT CONSIDERATIONS	37
P2 - TABLE 5: BROOME SA2 POPULATION	39
P2 - TABLE 6: 2021 CENSUS DATA	41
T2 - TABLE 7: 2021 CENSUS DATA (HOUSING)	43
P2 - TABLE 8: POS HIERARCHY	49
P2 - TABLE 9: COMMUNITY INFRASTRUCTURE	49
P2 - TABLE 10: SUMMARY OF URBAN WATER OPPORTUNITIES AND CONSTRAINTS	53
P2 - TABLE 11: SUMMARY OF ACTIVE TRANSPORT OPPORTUNITIES AND CONSTRAINTS	56
P2 - TABLE 12: SUMMARY OF PUBLIC TRANSPORT OPPORTUNITIES AND CONSTRAINTS	57
P2 - TABLE 13: SUMMARY OF ROADS OPPORTUNITIES AND CONSTRAINTS	57
P2 - TABLE 14: YAWURU MABU LIYAN FRAMEWORK	71
P2 - TABLE 15: SITE AREA	80
P2 - TABLE 16: YIELD ANALYSIS	80
P2 - TABLE 17: MESP LDP REQUIREMENTS	82
P2 - TABLE 18: PUBLIC OPEN SPACE SCHEDULE	84
P2 - TABLE 19: INDICATIVE TREE NUMBERS	90
P2 - TABLE 20: WATER CONSERVATION COMPLIANCE SUMMARY	92
P2 - TABLE 21: STORMWATER CONSERVATION COMPLIANCE SUMMARY	93



# 01



29

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## INTRODUCTION AND PURPOSE

## 1.1 STRUCTURE PLAN PURPOSE

### 1.1.1 PROJECT PURPOSE

McMahon Estate (the Site) is a 10.42 ha parcel of land located centrally within the suburb of Cable Beach (south), adjacent to a local centre and Cable Beach Primary School (P2 - Figure 1). It was originally designed to accommodate a district level oval, however, the decision to develop the Broome Recreational & Aquatic Centre (BRAC) in 2000 has made the Site's district recreation function redundant. The MESP site was previously zoned 'Residential R40' and 'Parks Recreation and Drainage' in Local Planning Scheme No. 6 (LPS6). The zoning was updated to 'Urban Development' in Local Planning Scheme No.7 (LPS7) in 2023 to improve design and deliver a context responsive development on the site. Under the provisions of LPS7, this requires a Structure Plan to be prepared and approved prior to any future subdivision/development taking place.

The Site is identified as Planning Area 0 in the Shire's approved Local Planning Strategy (LPS) and preparation of a structure plan was identified as a short-term priority. Unlocking the development potential of the Site is a critical issue in the Shire, it will help contribute to the resolution of two primary issues being faced in the Broome Townsite.

- + Broome is currently experiencing a major housing shortage across the townsite, it has become a significant problem causing multiple issues for the local community. Rental properties are scarce, and rental prices have risen dramatically, making it challenging for many residents to find diverse and affordable housing. This shortage has also made it difficult for employers to attract workers to the area, which is having a negative impact on the local economy.
- + Broome has above average concentrations of social housing in certain areas. The Broome Urban Renewal Strategy (BURS) identified that three key areas of Broome, the Woods Drive, Anne Street and Dora Street Precincts have concentrations of social housing ranging from 50-70%. The Minister for Housing has publicly said that social housing percentages should be no more than 20%. With a lack of supply, it is difficult to relocate social housing to other areas.

To help manage subdivision and development for the site, it is necessary to establish a contemporary planning framework, this will be through the McMahon Estate Structure Plan (MESP). This planning framework will guide future subdivision and development.



P2 - Figure 1: Site Plan

# 02

## SITE AND CONTEXT ANALYSIS



## 2.1 GOVERNMENT CONTEXT

### 2.1.1 ENVIRONMENT

P2 - Table 1: Environmental considerations

DOCUMENT	OVERVIEW	RELEVANCE TO MESP
<b>Draft SPP 2.9 - Planning for Water</b>	<p>SPP 2.9 and the associated SPP 2.9 Planning for Water Guidelines outline how water resource management should be integrated into planning processes, such as the preparation of structure plans.</p> <p>It recognises that planning should contribute to the protection and management of water resources through the implementation of policy measures that identify significant water resources, prevent the degradation of water quality and wetland vegetation, promote restoration and environmental repair and avoid incompatible land uses.</p> <p>It also provides guidance on how future development can be better suited to addressing climate change, and protect public health by ensuring appropriate delivery of wastewater infrastructure. As such, when finalised, the policy will replace existing guidelines such as the Government Sewerage Policy, and Better Urban Water Management.</p>	<p>Guidance is provided on the preparation of Local Water Management Reports which is generally a requirement of all structure plans.</p> <p>A Local Water Management Strategy (LWMS) has been included in the scope for the LSP, this will be prepared in accordance with relevant requirements to meet SPP 2.9.</p>
<b>SPP 3.4 - Natural Hazards and Disasters</b>	<p>SPP 3.4 encourages local governments to adopt a systemic approach to the consideration of natural hazards and disasters. The objectives of this policy are to include planning for natural disasters as a fundamental element in the preparation of planning documents, and through these planning documents, minimise the adverse impacts of natural disasters on communities, the economy and the environment.</p> <p>SPP 3.4 sets out considerations for decision makers in relation to hazards including flood, bush fire, landslides, earthquakes, cyclones and storm surges. Consideration of these hazards should be undertaken in conjunction with issue-specific state planning policies which supplement SPP 3.4.</p>	<p>Flooding, cyclonic activity and bushfires are of particular relevance in Broome. The Shire aims to mitigate the impacts of natural disasters through its local planning framework.</p> <p>The potential hazards associated with McMahon Estate at the structure plan stage are primarily related to flood and bushfire mitigation which will be addressed through SPP 2.9 and SPP 3.7 respectively.</p>
<b>SPP 3.7 - Bushfire</b>	<p>SPP 3.7 provides a framework in which to implement effective, risk-based land use planning and development outcomes to preserve life and reduce the impact of bushfire on property and infrastructure.</p> <p>The policy emphasises the need to identify and consider bushfire risks in decision-making at all stages of the planning and development process whilst achieving an appropriate balance between bushfire risk management measures, biodiversity conservation and environmental protection.</p> <p>The policy applies to all land that has been designated as bushfire prone by the Fire and Emergency Services Commissioner as well as areas that may have not yet been designated as bushfire prone but is proposed to be developed in a way that introduces a bushfire hazard.</p> <p>SPP 3.7 should be read in conjunction with the deemed provisions, Guidelines for Planning in Bushfire in Prone Areas and Australian Standard 3959: Construction of buildings in Bushfire Prone Areas.</p>	<p>The entire McMahon Estate area is identified on the Department of Fire and Emergency Services (DFES) as being bushfire prone. As such the requirements of SPP 3.7 apply.</p> <p>Under SPP 3.7 a structure plan is identified as being a 'higher order strategic planning document' it must therefore ensure specific requirements can be met to mitigate any potential bushfire risks.</p> <p>The LSP design will be supported by inputs from an accredited bushfire specialist to assist with this process.</p>

2.1.2 PLANNING

P2 - Table 2: Planning Framework

DOCUMENT	OVERVIEW	RELEVANCE TO MESP
<b>SPP 7.0 – Design of the Built Environment</b>	<p>SPP 7.0 is a broad sector policy relevant to all local governments. The policy sets out the objectives, measures, principles, and processes which apply to the design and assessment of built environment proposals through the planning system. It is intended to apply to activity precinct plans, structure plans, local development plans, subdivision, development, and public works.</p> <p>The policy contains ten design principles which set out specific considerations for decision-makers when considering the above proposals. These include, context and character, landscape quality, built form and scale, functionality and build quality, sustainability, amenity, legibility, safety, community and aesthetics. The policy also encourages early and on-going discussion of design quality matters and the use of design review.</p>	<p>The LSP will be required to be delivered with consideration for the 10 Principles of good design, this will be managed with consideration for the requirements of Liveable Neighbourhoods (see below).</p>
<b>SPP 7.3 – Residential Design Codes Volumes 1 and 2</b>	<p>SPP 7.3 – Residential Design Codes Volume 1 and 2 provides the basis for the control of residential development throughout Western Australia for single houses, grouped dwellings and multiple dwellings. The purpose of the policy is to address emerging design trends, promote sustainability, improve clarity, and highlight assessment pathways to facilitate better outcomes for residents. They are also used for the assessment of residential subdivision proposals.</p> <p>The policy outlines various objectives for residential development, planning governance and development process and sets out information and consultation requirements for development proposals. The policy also makes provision for aspects of specified design elements to be varied through the local planning framework.</p> <p>SPP 7.3 – Residential Design Codes Volume 1 and 2 should be read in conjunction with the supporting Guidelines.</p>	<p>As a 'Standard Structure Plan' the LSP will not be required to include guidance on built form outcomes, application of the R-Codes will be limited primarily to the designations of residential densities (R-Codes) to help guide minimum and average lot size.</p> <p>The R-Code designations will therefore be linked to the overall concept design which will show indicative lot layouts.</p>
<b>Liveable Neighbourhoods</b>	<p>Liveable Neighbourhoods was prepared to implement the objectives of the State Planning Strategy which aims to guide the sustainable development of Western Australia to 2029.</p> <p>Liveable Neighbourhoods is an operational policy for the design and assessment of structure plans (regional, district and local) and subdivision, for new urban (predominantly residential) areas in the metropolitan area and country centres, on greenfield and large urban infill sites.</p>	<p>As the primary document for guidance on preparation of Standard Structure Plans, including core design elements which need to be addressed Liveable Neighbourhoods has a crucial role.</p> <p>Refer to Section 2.14 for further information</p>
<b>WA Planning Manual – Guidance for Structure Plans (Structure Plan Guidance)</b>	<p>The Structure Plan Guidance applies to the preparation, assessment and use of structure plans, standard structure plans and precinct structure plans. Practitioners and decision makers should read the Guidance together with Schedule 2, Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations) and any policies or policy sections relevant to structure plans (outlined below).</p> <p>The Regulations require structure plans to:</p> <ul style="list-style-type: none"> <li>Be prepared in a manner and form approved by the Western Australian Planning Commission (WAPC); and</li> <li>Include maps, information and any other material required by the WAPC.</li> </ul> <p>Appendix 1 of the Structure Plan Guidance sets out the WAPC's approved manner and form, and the information requirements for structure plans.</p> <p>The Structure Plan Guidance further outlines the need and purpose of a structure plan as well as guiding principles, formulation steps and the WAPC's expectations for optimal subdivision and development outcomes. The appendices include templates and provide additional guidance on certain procedural steps.</p>	<p>As the primary document for guidance on preparation of Structure Plans consideration for the planning manual is essential as it represents the most contemporary advice having been operational since August 2023.</p>

DOCUMENT	OVERVIEW	RELEVANCE TO MESP
<b>Local Planning Strategy</b>	<p>The Shire of Broome's Local Planning Strategy was reviewed concurrently with the Shire's Scheme and was recently approved by the WAPC in October 2023. The Strategy sets out the long-term planning directions for the Shire of Broome, provides the rationale for any zoning or classification of land under the Local Planning Scheme, and forms the strategic basis for the preparation and implementation of Local Planning Scheme No. 7 (LPS7). The Strategy outlines a 15-year vision for how land use change and development will occur within the Shire of Broome, consistent with the Shire of Broome Strategic Community Plan 2021-2031.</p>	<p>The LPS has identified McMahon Estate as Planning Area 0. Future structure planning should have consideration for</p> <ul style="list-style-type: none"> <li>Provision of affordable housing and active open space;</li> <li>Improved connectivity with a focus on safety and legibility; and</li> <li>Integration of drainage through water sensitive urban design principles.</li> </ul> <p>The development of the Broome Recreation and Aquatic Centre (BRAC) has replaced the role of McMahon Oval of being a major recreational oval. Therefore the site was partly rezoned 'Residential R40' in LPS6. The site has subsequently been rezoned 'Urban Development' in LPS7 in 2023 to require a Structure Plan to be prepared to ensure a context responsive development is achieved over the site.</p>
<b>Local Planning Scheme 7</b>	<p>The Shire has a contemporary planning scheme, having prepared LPS7 which was gazetted in September 2023. LPS7 is Model Scheme Text compliant and sets out the following Parts:</p> <ul style="list-style-type: none"> <li>Part 1 – Preliminary</li> <li>Part 2 – Reserves</li> <li>Part 3 – Zones and the use of land</li> <li>Part 4 – General development requirements</li> <li>Part 5 – Special Control Areas</li> <li>Part 6 – Terms Referred To In Scheme</li> <li>Tables</li> <li>Schedules</li> </ul>	<p>Under LPS7, the following key zones are identified LPS7, 'Urban Development'. The objectives of which are as follows:</p> <ul style="list-style-type: none"> <li>To provide an intention of future land use and a basis for more detailed structure planning in accordance with the provisions of this Scheme.</li> <li>To provide for a range of residential densities to encourage a variety of residential accommodation.</li> <li>To provide for the progressive and planned development of future urban areas for residential purposes and for commercial and other uses normally associated with residential development.</li> </ul>
<b>LPP 5.14 – Public Consultation – Planning Matters</b>	<p>The purpose of this Policy is to clearly define consultation required to meet the statutory and 'standard' consultation requirements for planning matters.</p>	<p>Under LPP 5.14, a Structure Plan is identified as 'Consultation Level C'. Extensive stakeholder engagement was undertaken over two phases to inform the development of the MESP. This included two workshops with the CSRG to inform the design of the MESP.</p>
<b>LPP 5.22 – Shire of Broome Structure Plan and Subdivision Standards</b>	<p>This policy provides a clear framework for the preparation and assessment of Structure Plans and applications for subdivision within the Shire, it also outlines variations to state planning documents specific to local Broome conditions.</p>	<p>The Policy sets out variations to Liveable Neighbourhoods and establishes additional planning matters to be addressed to ensure that subdivision and development is planned and designed to meet local conditions.</p> <p>It also includes specific information regarding the design of stormwater drainage systems to ensure they address local conditions.</p>

**LIVEABLE NEIGHBOURHOODS**

Liveable Neighbourhoods is an operational policy for the design and assessment of structure plans and subdivision for new urban (predominantly residential) areas across WA. Under the WA Planning Manual the primary role of Liveable Neighbourhoods is to guide the design approach for standard structure plans and it will be used by the

Liveable Neighbourhoods is currently under review and will eventually be replaced by State Planning Policy 7.1 – Neighbourhood Design. However, there is no timeframe for its release and gazettal. Therefore, the LSP will be guided by the current version of Liveable Neighbourhoods. WAPC to assess this LSP.

Under Liveable Neighbourhoods, the LSP will generally be expected to cover the Eight Elements which are summarised below.

**P2 - Table 3: Liveable Neighbourhood Requirements**

ELEMENT	LSP FOCUS
<b>1 - Community Design</b>	<ul style="list-style-type: none"> <li>+ Define sense of place and/or identity of village</li> <li>+ Design response to site and context analysis</li> <li>+ Land use distribution and rationale</li> <li>+ Design objectives</li> <li>+ Density targets.</li> </ul>
<b>2 - Movement Network</b>	<ul style="list-style-type: none"> <li>+ Traffic volumes and street hierarchy</li> <li>+ Connectivity of proposed street system with activity nodes</li> <li>+ Street cross-sections</li> <li>+ Traffic management</li> <li>+ Clear network based on function, traffic volumes, vehicle speed, type, public safety and amenity</li> <li>+ Pedestrians, cyclists and universal accessibility</li> <li>+ Provision for safe/convenient pedestrian, cyclist and vehicular access</li> <li>+ Accessibility to public open spaces, shops, bus stops, primary schools</li> </ul>
<b>3 - Lot Layout</b>	<ul style="list-style-type: none"> <li>+ Lot size and variety</li> <li>+ Land use description</li> <li>+ Retention of existing vegetation;</li> <li>+ Minimise effects on local and/or nearby amenity;</li> <li>+ Provision of and/or proximity to school site(s) in the area</li> <li>+ Climate-responsive design</li> <li>+ Density target.</li> </ul>
<b>4 - Public Parkland</b>	<ul style="list-style-type: none"> <li>+ Size and distribution of public open space</li> <li>+ Public open space schedule (size and distribution of active and passive</li> <li>+ Public open space to satisfy expected demographics of the development, integration with activity nodes)</li> <li>+ Ongoing management arrangements and responsibilities</li> </ul>
<b>5 - Urban Water Management</b>	<ul style="list-style-type: none"> <li>+ Urban water management strategy (control of stormwater quality and/or quantity at source)</li> <li>+ Define best planning practices (use of natural stormwater systems)</li> <li>+ Ongoing management arrangements and responsibilities</li> </ul>
<b>6 - Utilities</b>	<ul style="list-style-type: none"> <li>+ Servicing report</li> <li>+ Power, gas pipelines and/or easement(s)</li> <li>+ Telecommunications infrastructure</li> </ul> <p>Impacting land uses/activities and buffer requirements</p> <ul style="list-style-type: none"> <li>+ Aircraft, industrial activities, fire hazards, and flooding and/or inundation.</li> </ul>
<b>7 - Activity Centres and Employment</b>	<ul style="list-style-type: none"> <li>+ Additional housing to support existing businesses and catalyse investment in the nearby local centre.</li> <li>+ Provision of higher density housing options to provide density in proximity to the nearby local centre.</li> <li>+ Ensure walkability and good access to nearby local centre.</li> </ul>
<b>8 - Schools</b>	<ul style="list-style-type: none"> <li>+ Ensure appropriate interface with Cable Beach Primary School.</li> <li>+ To provide improved street access to the Cable Beach Primary School site.</li> <li>+ Ensure walkability to nearby local centre.</li> </ul>

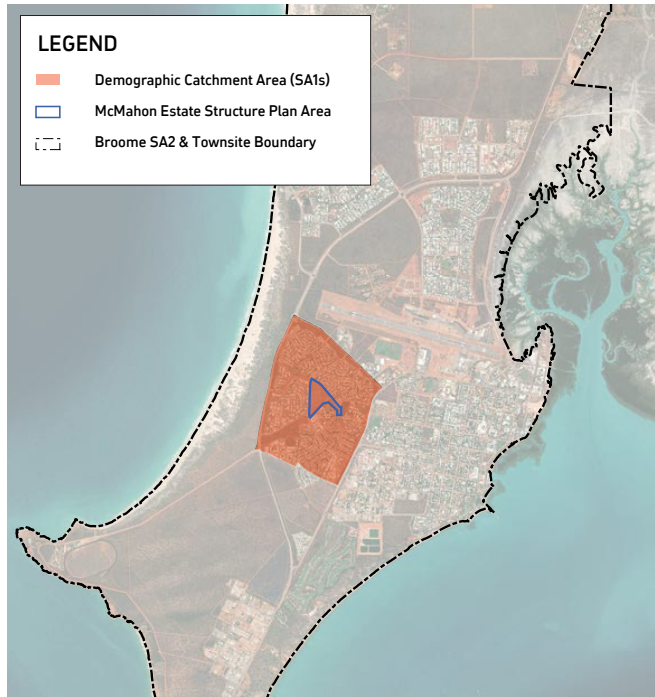
**2.1.3 ECONOMIC AND COMMUNITY DEVELOPMENT**

The Local Planning Framework comprises all strategic, statutory and policy planning documents which collectively outline the planning for an area and development requirements for sites and of the decision-maker. It generally includes a Strategic Community Plan, Local Planning Scheme (as well as deemed provisions), Local Planning Strategy, and Local Planning Policies, as well as any other documents that will impact planning for McMahon Estate.

**P2 - Table 4: Community Development Considerations**

DOCUMENT	OVERVIEW	RELEVANCE TO MESP
<b>Strategic Community Plan 2023-2033</b>	The Shire of Broome's Strategic Community Plan 2023-2033 is the overarching document that details the long-term vision for the Shire. The documents outline the aspirations, objectives of the community based on the four core pillars of people, place, prosperity, and performance, and provide a number of actions to achieve them.	<p>To achieve the vision which has been set out by the Shire, the following aspirations of the SCP will be taken into consideration of this MESP:</p> <p><b>PEOPLE</b></p> <ul style="list-style-type: none"> <li>+ Everyone has a place to call home</li> <li>+ Promote access to safe, affordable accommodation to meet all needs, including itinerants, homeless people, those at risk, youth and the elderly</li> </ul> <p><b>PLACE</b></p> <ul style="list-style-type: none"> <li>+ Responsible management of natural resources.</li> <li>+ Mitigate climate change and natural disaster risks.</li> <li>+ Responsible growth and development with respect for Broome's natural and built heritage. 6.1 Promote sensible and sustainable growth and development.</li> <li>+ Create attractive, sustainable streetscapes and green spaces</li> <li>+ Safe, well connected, affordable transport options.</li> <li>+ Provide safe and efficient roads and parking.</li> <li>+ Provide safe, well connected paths and trails to encourage greater use of active transport</li> </ul>

## 2.2 COMMUNITY CONTEXT



P2 - Figure 2: Demographic Catchment Map

The MESP area is located within the Broome Townsite as shown on P2 - Figure 2. To determine a statistical profile which best matches the Site, a number of Australian Bureau of Statistics (ABS) Statistical Area 1 (SA1) boundaries have been merged. The purpose is to ensure a demographic catchment which best captures the community context and its neighbouring context. This demographic catchment has been benchmarked against Broome (SA2) and Western Australia (WA) data to provide local and state comparisons.

The purpose of the socio-economic and housing analysis is to highlight some of the anticipated needs of the resident population that the MESP can potentially address.

### 2.2.1 POPULATION

For the period of 2016-2021, the catchment area experienced a population increase of 117 people or 3% according to Census data.

P2 - Table 5: Broome SA2 Population

	2006	2011	2016	2021	2026 estimate	2031 estimate
<b>BROOME POPULATION</b>	11,546	12,766	13,984	14,660	15,610	16,340
<b>POPULATION INCREASE</b>		1,220	1,218	676	950	730
<b>GROWTH RATE</b>		11%	10%	5%	6%	5%

By projecting the past Census data between periods, Broome's local (SA2) residential population can be expected at a growth rate of 5% (see P2 - Table 5) which might indicate future demand of housing and services, however the seasonal visitors and non-residents into Broome will cause temporary fluctuation demand. And to fully understand the actual demand for facilities and infrastructure, Broome's "service" population (combining permanent and non-permanent resident population) should be considered.

Accounting for tourism visitors, short-stay workers, business travellers, other workers and people from outer communities around the Kimberley and North West using Broome as a base, the service population of Broome can reach in excess of 20,000 people on any given day and sometimes as high as 30,000.

This MESP will act as a planning instrument to guide and implement for the coordination of future zoning, subdivision and development of the Site to address the current housing shortage and social housing concentration occurring in the Shire.

## 2.2.2 PEOPLE

P2 - Table 6 provides a comparative summary of the key social characteristics of the catchment area, with consideration for elements such as cultural diversity, age structure, income, and education.

### CULTURAL DIVERSITY

- + A defining characteristic of the catchment area is its cultural diversity, with a significant proportion of residents (28%) identified as being Aboriginal or Torres Strait Islander (ATSI). This is more than nine times higher than the WA average (3%).
- + These statistics highlight the significant importance of Aboriginal people and cultural heritage has in Broome, as well as the post-settlement cultural heritage of both the Aboriginal and non-Aboriginal settlements are an intrinsic part of the Shire's character.
- + This differences and diversity in culture will create needs of housing and services of varying communities, and housing which meets the diverse needs of the local community should be considered during the design concept stage.

### AGE AND LIFE CYCLE

- + The catchment area broadly has a relatively young population with a median age of 31.8 years (below the WA average of 38 years). This is in part driven by strong growth in the Aboriginal population of the Shire which trends younger than non-Aboriginal residents. In terms of key age groups, there is a predominance of adults aged 25-34 years. Together with people aged 35-49, who are typically parents who have young children.
- + In contrast, Broome has a significantly lower share of residents aged 65 and over. This is linked to constraints in the capacity of local health and aged care service.
- + In order to reduce the loss of local residents and key workers, providing the right facilities and infrastructure such as aged care, childcare and housing.

### HOUSEHOLD AND FAMILY COMPOSITION

- + In the catchment area, the most common household type is family households, consistent with WA and Kimberley averages. When compared to WA averages, the primary differences are slightly less couples without children and slightly more one parent families.
- + The above culminates in a median household size of 2.72 people (compared to the WA median of 2.5). It is important to note that in Broome, this is even higher in Aboriginal households with an average of 3 people compared to 2.5 people in non-Aboriginal households.
- + Although this larger household number in Broome might indicates the needs for future houses and lots to accommodate larger families. It is also worth noting that providing housing for key workers is equally important. This MESP will consider and ensure a diversity of housing products can be achieved for the Site.

P2 - Table 6: 2021 Census Data (People)

2021 CENSUS - PEOPLE		DEMOGRAPHIC CATCHMENT AREA (SA1)		BROOME (SA2)		WESTERN AUSTRALIA	
		Number	%	Number	%	Number	%
<b>POPULATION</b>							
Total Population	2021	4,134	-	14,660	-	2,660,026	-
	2016	4,017	-	13,984	-	2,474,410	-
Population Growth		117	3%	676	4.8%	185,616	7.5%
<b>SEX AND AGE</b>							
Sex	Male	2,001	48%	7,108	48.5%	1,322,855	49.7%
	Female	2,146	52%	7,553	51.5%	1,337,171	50.3%
Age	Median age	31.8	-	34	-	38	-
	0-4 years	286	6.9%	1,060	7%	161,753	6%
	5-14 years	677	16.4%	2,368	16%	344,030	13%
	15-19 years	251	6.1%	804	5%	153,263	6%
	20-24 years	245	5.9%	748	5%	158,817	6%
	25-34 years	720	17.4%	2,504	17%	372,352	14%
	35-44 years	656	15.9%	2,413	16%	379,492	14%
	45-54 years	551	13.3%	2,075	14%	348,256	13%
	55-64 years	393	9.5%	1,573	11%	313,444	12%
	65-74 years	248	6.0%	819	6%	247,382	9%
75-84 years	48	1.2%	237	2%	131,131	5%	
85 years and over	0	0.0%	63	0%	50,106	2%	
<b>CULTURAL DIVERSITY</b>							
Aboriginal and/or Torres Strait Islander		1,152	28%	3,436	23%	88,693	3%
Non-Indigenous		2,563	62%	9,325	64%	2,431,204	91%
Birthplace	Australia	3,013	73%	10,351	70.6%	1,648,804	62%
	Elsewhere	1,114	27%	4,310	29.4%	857,643	32%
<b>HOUSEHOLD TYPES</b>							
Average household size		2.72	-	2.7	-	2.5	-
Household Composition (No. occupied dwellings)	Family households	959	70%	3,201	71%	686,949	71%
	Single (or lone) person households	316	23%	1,102	24%	245,193	25%
	Group households	79	6%	230	5%	32,591	3%
	Total occupied dwellings	1,361	-	4,532	-	964,734	-
Family Composition (No of families)	Couple family without children	352	36%	1,163	35%	272,493	39%
	Couple family with children	387	40%	1,435	44%	313,666	45%
	One parent family	226	23%	633	19%	106,035	15%
	Other family	11	1%	56	2%	10,930	2%
Total families		970	-	3,283	-	70,3130	-
<b>EDUCATION</b>							
Number of people	Preschool	65	4.3%	236	-	45,452	-
	Primary	408	27.5%	1,375	-	222,555	-
	Secondary	308	20.7%	936	-	175,841	-
	Tertiary	204	13.8%	660	-	172,239	-
<b>INCOME</b>							
Median total personal income (\$/weekly)		\$1,153	-	\$1,164	-	\$848	-
Median total household income (\$/weekly)		\$2,005	-	\$2,222	-	\$1,815	-

### 2.2.3 HOUSING

#### HOUSING TYPES AND TENURE

The majority of occupied private dwellings in catchment area (81.5%) are comprised of low density separate houses, which is on par with Broome and slightly lower than WA. The catchment area also has slightly higher percentages of medium density dwellings, but a lower percentage of high density dwellings. This is reflective of traditional development patterns in Broome, with a propensity to deliver large homes which meet the needs of Broome's families, which represent a majority of existing households.

Despite the above, there is a need to improve the dwelling mix in Broome to ensure that it is more representative of community need. Some of the key issues within the catchment area are highlighted below:

- + There are approximately 361 lone person households in Broome, yet only 50 total dwellings with 1 bedroom.
- + Given that average household size is 2.7 people, there is a notable lack of smaller- medium sized dwellings with 78% of dwellings in the catchment area having 3-5 bedrooms.
- + The Department of Communities manage the Government Regional Officer Housing (GROH) program which provides housing for government employees residing or relocating to regional areas across the State. As Broome contains a high number of public service employees. Due to the current housing shortage, the Department of Communities have reported that there are ongoing supply issues with the provision of GROH housing. It has also been reported that currently policies in place for GROH housing is contributing to some of the above issues, with single person households not having the ability to share housing along with constraints on the type of housing that certain public service professions (e.g. police, fire, teachers) are eligible for. This further impacts on available housing supply in Broome.

The implication of this housing profile is that providing a broader mix of housing options (that includes medium and higher density forms) could be one means to addressing the lack of younger adults and seniors living in the Shire. Additionally, greater provision of smaller dwellings has the potential to address housing affordability concerns in the Shire.

#### HOUSING AFFORDABILITY

The housing shortage is a critical issue affecting the local community and visitors particularly on the matter of rental properties and accommodation options. Key areas of Broome such as the Woods Drive, Anne Street and Dora Street Precincts have also been identified as having concentrations of social housing ranging from 50-70%. To improve social benefit for the wider community, the Broome Urban Renewal Strategy (BURS) has suggested to leverage the development potential of the Site to help with distribution of affordable / social housing throughout the Broome Townsite.

#### RESIDENTIAL PROPERTY MARKET ANALYSIS

Colliers International prepared a high-level market assessment (Appendix 6) for the MESP. The analysis determined that:

- + A reasonable portion of the existing population may not require large detached housing, and that the lack of housing diversity has led to affordability and supply challenges.
- + Despite the lack of supply, there is demand in Broome for smaller terrace and apartment typologies capable of accommodating small families, couples and singles. This stems from a reasonable portion of the existing population being 'transient' professional singles and couples that relocate for temporary lifestyle of employment opportunities.
- + Despite this demand, the MESP's location is identified as being better suited to a combination of detached single houses and smaller lot product.
- + Demand and trends change over time, to maintain flexibility it is imperative that the MESP enables a flexible layout which can adapt to Broome's housing needs over time.

P2 - Table 7: 2021 Census Data (Housing)

2021 CENSUS - HOUSING		CATCHMENT AREA (SA1)		BROOME (SA2)		WESTERN AUSTRALIA	
		Number	%	Number	%	Number	%
<b>DWELLING STRUCTURE</b>							
Occupied Private Dwellings	Separate House	1110	81.5%	3,469	76.5%	769,038	80%
	Semi-detached, row or terrace	198	14.5%	695	15%	125,450	13%
	Flat or apartment	55	4%	124	2.7%	62,360	6%
	Other dwelling	0	0%	182	4%	5,858	1%
<b>Total Occupied Private Dwellings</b>		1361	88.5%	4,532	86%	964,734	89%
<b>Unoccupied Private Dwellings</b>		177	11.5%	722	14%	118,109	11%
<b>Total Private Dwellings</b>		1538	-	5,250	-	1,082,844	-
<b>NUMBER OF BEDROOMS</b>							
Number of bedrooms	None (includes studio apartments or bedsitters)	0	0%	85	2%	2,557	0%
	1 bedroom	52	4%	370	8%	35,236	4%
	2 bedroom	200	15%	710	16%	121,450	13%
	3 bedroom	697	51%	1,736	38%	361,327	37%
	4 bedroom	330	24%	1,318	29%	370,284	38%
	5 bedroom or more	38	3%	93	2%	60,958	6%
<b>Average number of people per household</b>		2.72	-	2.7	-	2.5	-
<b>TENURE TYPE</b>							
<b>Owned outright</b>		200	14.7%	676	15%	281,327	29%
<b>Owned with a mortgage</b>		374	27.5%	1,296	29%	385,629	40%
<b>Rented</b>		721	53.0%	2,299	51%	263,826	27%
<b>Other tenure type</b>		17	1.2%	107	2%	20,648	2%
Renting landlord type	Real estate agent	292	40.5%	801	35%	145,715	55%
	State or territory housing authority	216	30.0%	708	31%	28,209	11%
	Community housing provider	17	2.4%	79	3%	7,366	3%
	Person not in same household	90	12.5%	347	15%	64,961	25%
	Other landlord type	78	10.8%	352	15%	16,017	6%
<b>COST OF HOUSING</b>							
<b>Weekly rent repayments</b>	Median rent	\$371		\$330	-	\$340.00	-
<b>Mortgage monthly repayments</b>	Median mortgage repayments	\$2,021		\$2,167	-	\$1,842	-

































































































































































































## 9.2.2 DEVELOPMENT APPLICATION - TWO WAREHOUSES AND PARKING WITHIN THE VERGE, 4 HAYNES STREET, BROOME

<b>LOCATION/ADDRESS:</b>	4 Haynes Street, Broome WA 6725
<b>APPLICANT:</b>	Pearl Coast Distributors
<b>FILE:</b>	HAY-1/4
<b>AUTHOR:</b>	Planning Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	NIL

### SUMMARY:

The Shire has received an application for development approval for the construction of two warehouses and parking within the verge.

The application has been assessed against the Shire's Local Planning Scheme No 7 (LPS7) and Local Planning Policy 5.6 – Parking (LPP 5.6). The application is being referred to Council as LPP 5.6 outlines it is at Council's discretion whether parking can be installed within the abutting road reserve.

This report recommends that the application be approved, subject to conditions.

### BACKGROUND

#### Previous Considerations

N/A

#### Site and Surrounds

The subject site is a 3,721.21m<sup>2</sup> property, which is currently developed with two existing sheds, 28 parking bays and an office and is zoned 'Light Industry' under Local Planning Scheme No 7 (LPS7). Development approval was issued on 31 July 2024 for the construction of an office on the southern portion of the property, which is currently under construction.

The site adjoins four properties all of which are zoned Light Industry, with Blackman Street to the North and Hunter Street to the East. Please refer to the image below for the location of the subject site.



Proposed Development

Currently there are two (2) sheds with a floor area of 439m<sup>2</sup> and 428m<sup>2</sup>. There is currently an office that is being constructed 8m x 7m (56m<sup>2</sup>) to the southern portion of the property. The property is used as a warehouse and hosts the Pearl Coast Distributors business premises, which provides fresh food to the Kimberley region.

This development application is seeking approval to construct two additional warehouses (shown as Shed 1 and 2 on the site plan), positioned to the vacant western portion of the property, with Shed 1 measuring 26m x 18.5m and Shed 2 measuring 20m x 20m (total floor additional area of 899m<sup>2</sup>). The warehouses will be used in connection with the distribution business.

To support the new development on site, the applicant is also seeking approval to construct parking within the adjacent road verge along Blackman Street.

It is noted that the application is being presented to Council as it proposes parking in the road verge, which under Local Planning Policy 5.6 is to be referred to Council for determination. All other development proposed meets the development requirements of Schedule 4 of LPS 7.

**COMMENT**

An assessment of the application against the Shire's Local Planning Framework is set out below.

Local Planning Scheme No.7

The application is seeking to construct two warehouses and ten car parking bays to be within the Shire's Road reserve along Haynes Street. A copy of the plans is included as **Attachment 1**.

Schedule 5 of LPS 7 establishes the parking standards for all use classes within the Shire of Broome. For the existing and proposed uses on site the following is required:

- Warehouse/ storage - One bay per 100m<sup>2</sup> of net lettable area.
- Office - One bay per 30m<sup>2</sup> gross leasable area.

CAR PARKING CALCULATION			
EXISTING SHED 1	439M <sup>2</sup>	1:100	4.39 SPACES
EXISTING SHED 2	428M <sup>2</sup>	1:100	4.28 SPACES
EXISTING STORE	157M <sup>2</sup>	1:100	1.57 SPACES
EXISTING OFFICE	62M <sup>2</sup>	1:30	2.01 SPACES
PROPOSED SHEDS	899M <sup>2</sup>	1:100	8.99 SPACES
TOTAL BAYS REQUIRED			21.24 SPACES

Table 1 – Parking Calculations

As per schedule 5, twenty two (22) bays (See table 1 above) are required to be provided, the applicant is proposing to construct twenty four (24) bays, fourteen (14) are located within the lot boundaries and ten (10) are located within the road verge.

Local Planning Policy 5.6 – Parking

Local Planning Policy 5.6 - Parking, seeks to establish minimum parking standards, ensure parking is provided which is safe, convenient and practical for the operation of the site and the community, while also outlining criteria for onsite parking and within the adjacent road reserve. Please refer to the Table below for an overview of this application against the Policy.

Clause No.	Clause	Development Assessment
Clause 2.2	All parking areas must be landscaped. As a minimum landscaping of parking areas is to include shade trees at the rate of 1 tree every 4 consecutive bays or 12 metres, whichever is the lesser.	The proposed parking facilitates landscaping within all parking areas on site and the verge, the plan outlines 1 tree for every four consecutive bays achieving compliance with the Policy.

<p>Clause 2.3</p>	<p>The location of parking areas is not to detract from the visual amenity of the proposed development, adjoining lots or streetscape of the locality. Parking areas must facilitate safe, easy and convenient vehicular (including motorcycle) bicycle and pedestrian movements.</p>	<p>The location of all parking areas does not detract from the visual amenity of the existing and proposed development, adjoining lots, streetscape or locality. All parking facilitates safe and convenient parking and vehicular movements. The applicant is proposing a path along the Haynes Street verge that allows for safe and convenient movement for pedestrians parking within the road verge to access the site.</p>
<p>Clause 3.2</p>	<p>Off-site parking can be considered in the following circumstances:</p> <ul style="list-style-type: none"> <li>a) The parking for the land use cannot be accommodated on-site.</li> <li>b) The location of off-site parking is to be in the immediate road verge directly adjoining the subject property and will not in any way obstruct pedestrian movements on an existing or proposed footpath.</li> <li>c) The proposed marking must meet minimum parking bay size, be hard-sealed standard and shall not be detrimental to the visual amenity of the streetscape or impact upon traffic safety.</li> </ul>	<p>The development meets clause 3.2, in that:</p> <ul style="list-style-type: none"> <li>a) All required parking for the development cannot be accommodated on-site, as parking on site is at capacity.</li> <li>b) The location of off-site parking is in the immediate road verge along Haynes Street, directly adjoining the subject property and will not obstruct pedestrian movements for any future footpaths.</li> <li>c) The proposed parking meets the minimum parking bay size and will be conditioned to be hard-sealed standard and shall not be detrimental to the visual amenity of the streetscape or impact upon traffic safety.</li> </ul>
<p>Clause 3.3</p>	<p>When considering car parking bays within the road reserve, up to 50 per cent of bays can be provided for within the adjacent road verge.</p>	<p>The development provides for a total of twenty four (24) bays, fourteen (14) within the property boundary and ten (10) within the road verge, complies with the Policy.</p>

<p>Clause 3.4</p>	<p>Any parking bays which are required as a condition of development approval and cannot be provided for on-site may, at Council's discretion, be developed in a portion of the abutting road verge or a nearby property. It further notes that it is an applicant's responsibility to design and construct the parking bays in accordance with the Shire's standards.</p>	<p>A condition will be placed on the approval outlining all bays must be constructed to the specified standards and be maintained by the owner.</p>
<p>Clause 3.5</p>	<p>In order for Council to consider exercising its discretion to allow off-site parking, the application will be required to prove that:</p> <ul style="list-style-type: none"> <li>a) The location of the off-site parking is conveniently located to the subject development;</li> <li>b) b) A safe and well-lit pedestrian access can be provided between the off-site parking and the development;</li> <li>c) The customers and patrons of the proposed development can be reasonably expected to use the off-site parking area; and</li> <li>d) Any other relevant matters and items set out under clause 2.3 have been addressed.</li> </ul>	<p>The proposed development meets clause 3.5 as outlined below:</p> <ul style="list-style-type: none"> <li>a) The verge parking is within proximity to the development on site.</li> <li>b) Safe pedestrian access is provided through a footpath between the off-site parking and the development.</li> <li>c) The customers and patrons of the site can be reasonably expected to use the off-site parking.</li> <li>d) All matters set out in clause 2.3 have been addressed above.</li> </ul>

Ordinarily, there is typically informal verge parking along Haynes Street, therefore, the formalisation of parking would be seen to be a positive outcome. Furthermore, a 6m landscaping strip is proposed along the front boundary of the site, meeting with the intent of Clause 2.2 of LPP 5.6, reducing the visual impact of hardscaping as a result of the installation of bays, and contributing towards the visual amenity of the locality.

The verge parking will not be out of character for the area as nearby properties have approval for parking within the verge, including the 5 Haynes (Totally Workwear).

Given the above, the application is considered to meet the relevant provisions of Local Planning Scheme No.7 and Local Planning Policy 5.6 – Parking. As such, it is recommended Council issue development approval for the off-site parking.

**CONSULTATION**

In accordance with Local Planning Policy 5.14 – Public Consultation, the application does not require wider public consultation as the structures proposed as part of the application are deemed to be Level A under the policy, which establishes that no consultation is required.

## **STATUTORY ENVIRONMENT**

***Planning and Development Act 2005***

***Planning and Development (Local Planning Schemes) Regulations 2015***

***Local Planning Scheme No. 7***

## **POLICY IMPLICATIONS**

LPP 5.6 – Parking applies to the assessment of this application. The proposal is consistent with the Policy provisions.

## **FINANCIAL IMPLICATIONS**

Nil.

## **RISK**

Nil.

## **STRATEGIC ASPIRATIONS**

**Place - We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.**

***Outcome 6 - Responsible growth and development with respect for Broome's natural and built heritage***

**Objective** 6.1 Promote sensible and sustainable growth and development.

**Objective** 6.3 Create attractive, sustainable streetscapes and green spaces.

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council approve the application for development approval 2025/49 for two warehouses and parking in the road verge at 4 Haynes Street, subject to the following conditions:*

- 1. The development plans, as date marked and stamped 'Approved', together with any requirements and annotations detailed thereon by the Shire of Broome, are the plans approved as part of this application and shall form part of the development approval issued, except where amended by other condition of this approval.*

2. As the development is of a minor nature or an addition to an existing development, a stormwater drainage system is to be provided that drains to an existing system or Shire roadway/drain to the satisfaction of the Shire.

The stormwater drainage system must be constructed in accordance with the approved stormwater drainage system prior to the a certificate of occupation being issued for the development. The stormwater drainage system shall be maintained at the owners' costs to the satisfaction of the Shire.

No stormwater is to be discharged onto other private property.

3. Prior to the occupation of the development, areas set aside for parked vehicles and access lanes, as shown on the approved plans, must be:
- i. Finished to a sealed standard (either asphalt, two-coat bitumen seal or concrete), drained and kerbed in accordance with the approved plan
  - ii. Fully drained in accordance with the Shire of Broome's guidelines and specifications.
  - iii. Line marked and signed in accordance with AS 2890 (off street parking) and disabled bays to be in accordance with AS/NZS2890.6:2009.
  - iv. Maintained by the owner and kept available for these purposes.

4. All works (footpaths, parking and crossovers) within the adjacent road reserve must be detailed in an engineering plan prepared in accordance with the Guidelines for the Construction of Carparking within the Shire of Broome Road Reserve and approved by the Shire of Broome. These works once approved shall be constructed and installed by the owner to the satisfaction of the Shire of Broome prior to the occupation of the development. The owner must maintain the works to the satisfaction of the Shire at all times.

5. A deed of agreement is to be prepared and executed at the owners cost between the owner and the Shire prior to the commencement of site works, under which the owner agrees and acknowledges the following:
- i. The owner agrees to maintain the car parking, landscaping and any construction within the road verge; and
  - ii. The owner agrees to indemnify the Shire over any claim arising from the improvements in the road verge and agrees to take out and maintain public liability insurance for a minimum amount of \$10 million for any one claim;

The deed of agreement is to permit the Shire to lodge a caveat against the Certificate of Title to the land to secure the performance of the obligations of the Deed.

6. Prior to any construction or works starting onsite, a Landscaping Plan must be submitted to and approved by the Shire. It is highly desirable that mature trees already on site are incorporated into the development if feasible and practicable. For the purpose of this condition, a detailed Landscaping Plan must be drawn to an appropriate scale and show the following:
- i. The location and type of existing trees including girth sizes (to be measured around the width circumference); and how they interact with the proposed development.
  - ii. The location and type of new trees and shrubs including an estimate of ultimate girth sizes that are proposed to be installed as part of the landscaping.
  - iii. Any lawns to be established.
  - iv. Any natural landscape areas to be retained.
  - v. Those areas to be reticulated or irrigated.

*vi. Please note, to allow establishment of landscaping a minimum area of landscaping 1 metre wide shall be installed and a minimum area of 1sqm minimum, should be kept clear of all impervious materials around existing and proposed tree trunks.*

*7. Landscaping of the site and adjacent road verge must be in accordance with the approved Landscaping Plan and must be completed prior to occupation of the development and therein maintained to the satisfaction of the Shire.*

*8. A suitable screened refuse bin storage area must be provided prior to the occupation of the development to the satisfaction of the Shire of Broome.*

**Attachments**

1. Attachment 1 - Site and Elevation Plans











**9.3 PROSPERITY**

There are no reports in this section.

## 9.4 PERFORMANCE

### 9.4.1 COMMUNITY SAFETY PLAN (2021 - 2025) COUNCIL PROGRESS REPORT

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	CDE42
<b>AUTHOR:</b>	Place Activation & Engagement Officer
<b>CONTRIBUTOR/S:</b>	Place Activation & Engagement Coordinator
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

This report outlines the deliverables within the 2024-25 reporting period of the Community Safety Plan 2021–2025 to provide Council with an update on the progress of Community Safety Initiatives. As the final progress report of the Community Safety Plan 2021–2025, this report also highlights key achievements delivered over the four years of the plan.

## BACKGROUND

### *Previous Considerations*

OMC 25 March 2021	Item 9.1.1
OMC 29 July 2021	Item 9.1.1
OMC 30 September 2021	Item 9.1.1
OMC 30 June 2022	Item 9.4.1
OMC 29 June 2023	Item 9.4.3
OMC 27 June 2024	Item 9.1.4

At the Ordinary Meeting of Council held on 25 March 2021, Council endorsed the Community Safety Plan (2021 – 2025).

The Community Safety Plan (2021 – 2025) provides the foundation for a safe and thriving community. It informs the actions undertaken by the Shire in partnership with agencies and the community to reduce the risk of crime and anti-social behaviour and improve community perceptions of safety.

The Community Safety Plan (2021-2025) is published on the Shire of Broome website – [www.broome.wa.gov.au/Community/Supporting-Communities/Community-Safety-Plan-2021-2025](http://www.broome.wa.gov.au/Community/Supporting-Communities/Community-Safety-Plan-2021-2025).

The Community Safety Plan (2021-2025) feeds into the Shire's Corporate Business Plan and Strategic Community Plan. It demonstrates the Shire's commitment to community safety by outlining how the Shire will deliver upon key priorities for its community.

The key priorities within the Community Safety Plan (2021-2025) are:

- Alcohol Consumption and Other Drugs
- Anti-social Behaviour
- Itinerancy and Rough Camping
- Youth Crime

- Burglary, Theft, and Stealing
- Family and Domestic Violence
- Civic Leadership

**COMMENT**

Throughout the delivery of the Community Safety Plan 2021-2025, Shire officers have provided biannual updates to Council. A presentation covering the July to December reporting period is scheduled annually for the Council Workshop in November, while a progress report for the January to June period is presented at a Council Meeting in June.

The table below provides an update of the key achievements during the January–June 2025 reporting period.

Priority	Comment
<b>Civic Leadership</b>	<ul style="list-style-type: none"> <li>• A funding request for a Community Safety Initiatives package was included in the Shire's Broome: Building a Future for Everyone advocacy document, which was presented to Minister Papalia during his visit to Broome on 25 January 2025.</li> <li>•</li> <li>• A meeting was held in Broome on 14 January 2025 with the Minister for Housing, Hon. John Carey, and attended by the Deputy Shire President and CEO. During the meeting, the Shire reaffirmed its commitment to advancing Urban Renewal initiatives while recognising the Department of Communities' advice to prioritise the McMahon Estate Project. Further discussions took place on 11 March 2025 with the Department of Communities' Regional Manager and Housing Manager, along with the Shire President, Deputy President, and CEO, and again on 13 March 2025 with the CEO of Foundation Housing. These engagements led to a proposed joint approach to the State Government, aimed at exploring partnership opportunities to progress the Urban Renewal Strategy.</li> <li>• CPTED (Crime Prevention Through Environmental Design) principles are applied to all subdivision and development applications submitted for assessment and approval, and are also being incorporated into the McMahon Estate Local Structure Planning process.</li> <li>• The Shire is developing a new Community Safety Plan for the period 2025 -2029 and has scheduled two public engagement stalls at The Boulevard Shopping Centre and Paspaley Plaza on Saturday, 14 June 2025, to seek feedback on the draft plan. The WA Police have been invited to attend and promote current community safety messages.</li> <li>• The Shire continues to facilitate the Community Safety Working Group (CSWG). A CSWG meeting was held on 20 March 2025, and another is scheduled for 19 June</li> </ul>

	<p>2025. Additional meetings have been scheduled with the CSWG throughout the development of the new Community Safety Plan 2025-2029.</p>
<p><b>Family Domestic Violence (FDV)</b></p>	<ul style="list-style-type: none"> <li>• A meeting was held between the Shire of Broome and MercyCare on 2 February 2025 to discuss the Women's Refuge, as MercyCare has taken over the contract to manage the facility. Following the meeting, Shire officers facilitated introductions between MercyCare and the Vulnerable Peoples Working Group to assist connections between key FDV stakeholders.</li> </ul>
<p><b>Theft</b></p>	<ul style="list-style-type: none"> <li>• The Shire invited WA Police to the Youth Leadership Forum on 24 February 2025, to promote Bikelinc and bike safety to 50 high school students from Broome Senior High School and St Mary's Secondary College.</li> </ul>
<p><b>Anti-Social Behaviour</b></p>	<ul style="list-style-type: none"> <li>• Shire officers have continued to hold monthly meetings with a range of stakeholders, including the WA Police, Department of Biodiversity, Conservation, and Attractions, Yawuru Conservation Park Rangers, Department of Communities, Department of Health, and Department of Justice, to address challenging community safety issues. Current topics include public intoxication, itineracy, and illegal "bush doofs".</li> <li>• The renewal of failed streetlights is ongoing. Based on recent audits and reports, the next round of upgrades is planned for Sahanna Place and Chippindall Place, with the installation date to be confirmed by Horizon Power.</li> <li>•</li> </ul>
<p><b>Youth Crime</b></p>	<ul style="list-style-type: none"> <li>• Shire officers attend a monthly Youth Policing Meeting with Broome Youth and Families Hub, Broome PCYC, Night Space, Youth Justice, local Primary and High Schools, and WA Police Youth to discuss youth diversionary initiatives, truancy, and youth crime strategies. The West Kimberley Junior Football League was invited to attend on 13 May 2025 to discuss multiple incidents that occurred at Friday Night Junior Football.</li> <li>• Shire officers continue to contribute to a co-design working group of key stakeholders for the Immediate Response Ngurra Buru Night Space project in Broome. The program operates overnight from Thursday to Sunday, providing a safe space where young people can be dropped off and supervised by a responsible adult. Police and program staff also conduct overnight patrols to locate and transport youth to the facility.</li> <li>• The Shire collaborated with WA Police, Broome PCYC, Broome Youth and Families Hub, and Ngurra Buru Night Space to hold five nights of basketball events during the January 2025 School Holidays. The events took place on</li> </ul>

	<p>Saturday evenings at the Broome Recreation and Aquatic Centre, featuring basketball activities and dinner provided for approximately 50 young people at each session.</p> <ul style="list-style-type: none"> <li>• The Shire has collaborated closely with Broome Youth and Families Hub and Broome PCYC to deliver a range of events for young people, including:             <ul style="list-style-type: none"> <li>- Two Laser Tag and Lunch sessions at the Civic Centre during the January 2025 school holidays</li> <li>- A Skate and Scooter professional coaching session at Broome PCYC during Youth Week in April 2025</li> <li>- Two Illustration Masterclasses at the Library with Brenton E. McKenna during Youth Week in April 2025</li> <li>- An outdoor movie night at Town Beach on Saturday, 31 May 2025.</li> </ul> </li> </ul>
<p><b>Itinerancy</b></p>	<ul style="list-style-type: none"> <li>• The Shire remains actively involved in the Vulnerable Peoples Working Group, attending regular meetings alongside WA Police and other local services. This collaboration is focused on identifying key community safety issues and developing coordinated responses to support vulnerable individuals within the community.             <ul style="list-style-type: none"> <li>•</li> </ul> </li> <li>• Shire Rangers maintain regular communication with WA Police and Kullarri Patrol to address issues related to itinerancy. A meeting was held with the Kullarri Patrol Coordinator on 6 March 2025 to discuss ongoing challenges and explore ways to enhance collaboration and communication.             <ul style="list-style-type: none"> <li>•</li> </ul> </li> <li>• The Shire is in regular contact with the Department of Planning, Lands and Heritage (DPLH) regarding itinerancy issues. The Shire will continue to advocate for action to be taken to manage activities on DPLH land to address public health issues.</li> <li>• Shire officers have been working with DPLH to address community concerns and investigations about structures unfit for habitation on Chappel Street, which is on the Aboriginal Lands Trust Estate. Works are currently underway to manage this public health matter.</li> </ul>
<p><b>Alcohol and Other Drugs</b></p>	<ul style="list-style-type: none"> <li>• On 15 January 2025, following strong and sustained advocacy by the Shire to the State Government, a full-time Community Safety Officer was appointed to address public concerns about discarded needles. This dedicated role, secured through a one-year grant from the Mental Health Commission, is responsible for the installation and maintenance of needle disposal units and the safe collection of discarded needles in public spaces. As of 6 June 2025, the Officer has removed 3,694 needles and</li> </ul>

	<p>syringes from public areas, significantly improving community safety and amenity.</p> <ul style="list-style-type: none"> <li>• Correspondence was sent to the Minister of Health on 10 February 2025 extending gratitude for State's commitment to community safety in Broome through the Needle Disposal Program Agreement and the Needle and Syringe Exchange Program.</li> <li>•</li> <li>• WA Police and the Department of Liquor and Gaming provide verbal updates at the monthly Liquor Accord meetings, including how many people are listed on the Banned Drinkers Register in Broome.</li> <li>•</li> <li>• The new emergency warning system strategy presented by the Department of Fire and Emergency Services was presented to Liquor Accord members on 16 May 2025 and was endorsed on 20 May 2025.</li> <li>•</li> <li>• A meeting was held with the Broome Liquor Accord and the DLGSC Liquor Enforcement Unit on 10 March 2025. The Enforcement Unit also visited liquor outlets in Broome and spoke directly with staff about the challenges they experience in selling liquor in Broome.</li> <li>•</li> </ul>
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**Key achievements of the Community Safety Plan 2021 – 2025**

The Community Safety Plan has delivered a range of strategic initiatives and tangible outcomes over the 2021 - 2025 period, reflecting strong partnerships, advocacy efforts, and on-the-ground action.

Key achievements include:

- Establishment of the Community Safety Working Group: A dedicated working group comprising key stakeholders and community representatives was formed to guide implementation of the Plan. The group has met quarterly throughout the life of the plan to receive updates on the progress of community safety initiatives.
- The Shire strongly advocated for increased police resourcing in response to growing community concerns about crime and safety. This sustained advocacy contributed to the State Government's commitment to station additional permanent police officers in Broome. In February 2022, Police Minister Paul Papalia launched Operation Regional Shield, deploying dozens of extra officers to the area. This operation laid the foundation for a longer-term solution, with the State subsequently increasing the permanent police presence in Broome.
- Joint Patrols: Regular joint patrols involving Shire Rangers, the Shire Clean-Up Crew, and WA Police are conducted around key public areas including Male Oval, the Broome Visitor Centre, and Town Beach to address itinerancy, illegal camping and bush doofs.
- Fortnightly Interagency Coordination: Regular meetings were held between the Shire, WA Police, Department of Communities (Housing), and the Department of Biodiversity, Conservation and Attractions to address anti-social behaviour and coordinate interagency responses.

- Significant lighting enhancements have been completed across Broome to improve safety and visibility. Upgrades have been delivered along Frederick Street, Dora Street, Robinson Street, Forrest Street, Walcott Street, Piggot Way, Coughlan Street, Raible Road, Streeter Avenue, Blick Drive, Mavis Road, Reid Road, and Woods Drive. In addition, Horizon Power has met its 2024–25 target of replacing non-LED lights with energy-efficient LED lighting on major roads, including Gubinge Road, Frederick Street, Port Drive, and throughout Chinatown.
- CCTV Upgrades: Enhancements to the Shire's CCTV network have been completed, with upgrades implemented in Chinatown, the Broome Skate Park, and other strategic locations across the town.
- The Shire delivered a Security Incentive Scheme in 2022, providing \$25,000 in rebates to support residents in purchasing and installing security cameras to improve home security.
- Support for Urban Renewal – McMahan Estate: The Shire has actively supported the McMahan Estate urban renewal initiative through sustained advocacy to the State Government, recognising its potential to address long-term social challenges.
- Closure of Kennedy Hill Housing: The Shire supported the closure of housing on Kennedy Hill through collaboration with the Aboriginal Lands Trust (ALT), contributing to broader efforts to improve public health and social outcomes.
- Liquor Restrictions and Banned Drinkers Register: The Shire played a critical role in advocating for the implementation of liquor restrictions and the introduction of the Banned Drinkers Register, supporting efforts to reduce alcohol-related harm in the community.
- Monthly Liquor Accord Meetings: Ongoing monthly Liquor Accord meetings have been convened with local licensees, WA Police, and relevant State Government departments to foster collaboration and ensure responsible management of alcohol-related issues.
- Needle Exchange Program and Clean-Up Officer: Advocacy by the Shire resulted in the implementation of a formal needle exchange program and the appointment of a full-time needle collection officer to improve community health and safety.
- Kullarri Patrol Funding: The Shire has continued to support the Kullarri Patrol service with an annual contribution of \$20,000 to assist with patrols and outreach to vulnerable individuals.
- Family and Domestic Violence (FDV) Hub: The Shire collaborated in the planning and development of a local FDV Hub. A contract for service delivery has been awarded to Men's Outreach Service, marking an important step in strengthening regional responses to domestic and family violence.
- Sporting Chance Program: A two-year youth engagement initiative, the Sporting Chance Program, was launched in June 2023 with \$334,000 in funding secured from the Department of Local Government, Sport and Cultural Industries, the Department of Justice, and the Kimberley Development Commission (KDC). An additional \$93,600 was later secured from KDC to extend the program to remote communities.
- Marlamanu On-Country Youth Diversion Program: The Shire supported advocacy efforts for the establishment of this Aboriginal-led initiative designed to divert at-risk youth through on-country cultural and therapeutic programs. A funding agreement was signed in March 2024 with the Cook Government to commence a three-year pilot program at Mount Anderson Station, 123km southeast of Derby. The first group of participants will begin the program in July 2025.
- Ngurra Buru Night Space: The Shire advocated strongly for a safe, supervised night space for young people. This led to the formation of a cross-agency working group to co-design the service. Kullarri Regional Communities Indigenous Corporation was appointed as the service provider for the pilot program, which commenced operations on 29 April 2024. The \$4 million facility is supported by the Kimberley Juvenile Justice Strategy.

## **Community Safety Plan 2025 – 2029**

The Shire is in the process of developing a new Community Safety Plan 2025–2029, building on the progress of the previous plan and informed by valuable input from stakeholders and the wider community. The draft plan has been shaped through extensive community consultation, including engagement with the Council and the Community Safety Working Group, ensuring it reflects local priorities and collaborative approaches to community safety.

The draft plan is currently open for public comment until 20 June 2025, and all feedback received will be reviewed by officers, with adjustments made where appropriate. The final version of the plan will be presented to the August Council Workshop for consideration and endorsement.

### **CONSULTATION**

As part of ongoing engagement on the deliverables within the Community Safety Plan (2021-2025), Shire officers provide a quarterly progress report to members of the Community Safety Working Group.

### **STATUTORY ENVIRONMENT**

Nil.

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

Nil.

### **RISK**

Nil.

### **STRATEGIC ASPIRATIONS**

**People - We will continue to enjoy Broome-time, our special way of life. It's bursting with energy, inclusive, safe and healthy, for everyone**

#### ***Outcome 1 - A Safe Community***

**Objective** 1.3 Increase awareness and engagement in community safety education and crime prevention programs.

### **VOTING REQUIREMENTS**

*Simple Majority*

**REPORT RECOMMENDATION:**

*That Council:*

- 1. Notes the progress update on the deliverables for the January–June 2025 reporting period of the Community Safety Plan 2021–2025*
- 2. Notes the key achievements of the Community Safety Plan 2021 – 2025*
- 3. Acknowledges the valuable contributions and collaboration of the Community Safety Working Group and key stakeholders in the delivery of the Community Safety Plan 2021–2025.*

**Attachments**

Nil

**9.4.2 ADOPTION OF THE 2025/2026 ANNUAL BUDGET**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ACC01
<b>AUTHOR:</b>	Manager Financial Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

Council is requested to adopt the Shire of Broome 2025/2026 Annual Budget, together with supporting schedules, including the:

1. Differential Rates, Minimum Payments and Instalment Payment Arrangements;
2. Elected Member Sitting Fees and Allowances;
3. Materiality Threshold for Variance Reporting; and
4. Schedule of Fees and Charges.

Previous Considerations

OMC 12 December 2024	Item 9.4.2 Minute No. C/1224/015 Council Plan 2025-2035
SMC 28 April 2025	Item 5.4.1 Minute No. C/0425/003 Notice of Intention to Impose 2025/2026 Differential Rates
OMC 1 May 2025	Item 9.4.3 Minute No. C/0525/020 Adoption of the 2025/26 Schedule of Fees and Charges
SMC 26 May 2025	Item 5.4.1 Minute No. C/0525/001 Council Consideration of Public Submissions on Intention to Impose Differential Rates and Minimum Payments for the 2025/26 Annual Budget

**BACKGROUND**

Under section 6.2 of the *Local Government Act 1995* (the Act), a local government is required to prepare and adopt an Annual Budget for its municipal fund for each financial year.

In previous years, the Annual Budget has been informed by Council's Strategic Community Plan, Corporate Business Plan (CBP) and Long Term Financial Plan (LTFP) as required through the Integrated Planning and Reporting (IPR) Framework.

Council has taken the opportunity to be an early adopter of recent reforms under the *Local Government Amendment Act 2023*. These reforms have replaced the requirement for

separate Strategic Community Plan and Corporate Business Plan documents with a streamlined Council Plan (Plan). This new format removes duplication by providing a single, integrated plan clearly outlining the local government's commitments to addressing community objectives.

The Long-Term Financial Plan (LTFP) is the monetary translation of the Council Plan encapsulating operating, capital, investing and financing activities. The Annual Budget is then guided by the high-level projections embodied in the Long-Term Financial Plan.

Council adopted the Council Plan and Long Term Financial Plan at the Ordinary Meeting of Council (OMC) held 12 December 2024, both of which have been used to inform the 2025/2026 Annual Budget preparation.

### Differential Rates

At the Special Council Meeting (SCM) held 28 April 2025, Council resolved to publish a local public notice, adopt the objects and reasons and to request the Chief Executive Officer (CEO) to report back to Council post advertising. Advertising commenced from 1 May 2025 with ratepayers having 21 days to lodge a submission. No submissions were received and Council endorsed the proposed 2025/2026 differential rating model at the SCM held 26 May 2025. Following this SCM, Ministerial approval was sought for the proposed differential rates.

### Fees and Charges

Under sections 6.16 to 6.19 of the Act, a local government may impose a fee or charge for any goods or services it provides. Fees and charges must be imposed when adopting the Annual Budget, however, may also be imposed or amended during the year if necessary.

The 2025/2026 Schedule of Fees and Charges was adopted for advertising at the OMC held 1 May 2025 (Minute No. C/0525/020) and advertised for public comment from 14 May 2025. No submissions were received, and the Council Fees and Charges will become effective on 1 July 2025. The 2025/2026 Schedule of Fees and Charges is included in this report for adoption, as required under section 6.16 (3) of the Act.

## **COMMENT**

The draft Annual Budget for the 2025/2026 financial year has been prepared as a balanced budget, and in accordance with the requirements of the Act, *Local Government (Financial Management) Regulations 1996* (FMR) and Australian Accounting Standards. A comprehensive review process has been undertaken, ensuring alignment with the strategic objectives outlined in the Council Plan. The annual budget process is guided by the first year of the LTFP in conjunction with the Council Plan.

The annual budget process is steered by the first year of the LTFP which was reviewed this year in conjunction with the new Council Plan. The LTFP modelled a forecast rates increase of 5% for 2025/2026. As preparation of the budget has progressed, it has been recognised that the annual Financial Assistance Grant from the Commonwealth Government, which was forecast to increase over time in the LTFP, has in fact been reducing, as it is based on an inaccurate allocation advice from the Commonwealth. While every opportunity is sought to find savings, add new revenue streams including grants, draw down reserve funds and finally review services, this reduction in grants has impacted the municipal funding required in 2025/2026 to maintain the Shire's services, programs and asset renewal.

In the preceding five financial years Council has prioritised the cost of living burden on its ratepayers when considering the annual budget process and final rates decision, despite

significant CPI increases and continual increases to materials, contractors and insurance premiums above CPI, and interest rates on new loans. Council's commitment to the Broome community annually is to manage the rates increase while maintaining service levels and to seek grant funding to deliver capital works. Striking the correct balance is a key focus of the annual budget process.

Financial Year	CPI (Perth June)	General Rates Increase	Difference CPI vs Rates Increase	Cumulative
2025/2026	2.8%**	4.25%	1.45%	-2.95%
2024/2025	4.60%	5.97%	1.37%	-4.40%
2023/2024	4.90%	5.00%	0.10%	-5.77%
2022/2023	7.40%	4.00%	-3.40%	-5.87%
2021/2022	4.20%	1.83%	-2.37%	-2.47%
2020/2021	0.10%	0.00%	-0.10%	-0.10%

*Annual Rate Increase vs CPI (cumulative)*

*\*\*May 2025 figures used – June CPI not released until 30 July 2025.*

### **Property Revaluation**

The Valuer General has conducted a General Revaluation for the Shire of Broome during 2024/2025 for both Gross Rental and Unimproved Valued Properties (GRV, UV). As a result of the revaluation property values changed considerably requiring the Rate in the Dollar (RID) to be changed by varying amounts. The approach has been to use the previous category yields (a general 4.25% increase on 2024/25 RID) to determine the revised, post revaluation RID for each category. This approach ensures that Council maintains yields within each differential rating category as close to that which would have been achieved with a general 4.25% RID increase prior to the revaluations.

### **Rates Revenue**

Rates revenue has been budgeted at \$30,427,031 to meet the 2025/2026 deficit after all expenditure, grants, fees and charges and other revenue sources, borrowings and reserve movements have been considered. This includes \$200,000 of anticipated interim rates and \$77,267 of known rates concessions.

As part of the annual budget process, Council must determine the general rate in the dollar and minimum payments for the 2025/2026 financial year. Council applies the differential rating methodology, whereby properties are grouped and rated based on zoning or land use (or a combination) specifically determined by Council. The overall objective for the 2025/2026 differential rating approach is to ensure that the rates revenue required to balance the budget is collected on an equitable basis, enabling the Shire to provide facilities, infrastructure and services to the entire community.

The proposed 2025/2026 Rate in the Dollar and minimum payment for each rating category is as follows:

Differential Rate Category	Minimum Payment	Rate In The Dollar RID (\$)
GRV – Residential	\$1,401	0.06855
GRV – Vacant	\$1,318	0.18630

GRV – Commercial	\$1,401	0.12289
GRV – Tourism	\$1,401	0.13951
UV – Commercial Rural	\$1,401	0.04796
UV – Mining	\$929	0.17174
UV – Rural	\$1,401	0.00905

The objects and reasons outline the justification behind each rating category. The objects and reasons were adopted at the SCM held 28 April 2025 and have not changed from the prior year.

### Minimum Payments

The setting of minimum payments within rating categories recognises that every property receives some minimum level of benefit from the Shire's works and services, which is shared by all properties regardless of size, value, and use.

The minimum rate for the UV Mining and GRV Vacant categories are set at a lower level than the base rate to ensure less than 50% of the properties in these categories are on the minimum rate; this is required to comply with section 6.35 of the Act.

### Public Notice and Ministerial Approval

At the SCM held 28 April 2025, Council resolved to invite submissions on the proposed differential rates and minimum payments. Public notice for these submissions was advertised on 1 May 2025, with notices placed on the Shire of Broome Administration Centre and Library noticeboards, Shire website, The West Australian and Social Media (Facebook).

The Shire also wrote to the 24 properties in the UV Commercial Rural rating category, inviting public comments on the proposed differential rates according to the Department of Local Government, Sport and Cultural Industries (DLGSC) requirement for rating categories with less than 30 ratepayers.

The rates model was updated to incorporate the new UV valuations provided by the Valuer General's Office (VGO).

At the SCM held 26 May 2025, Council was advised that there were no submissions received during the submission period and that new values had been received for UV rated properties. As a result of these new values, Council considered an amendment to the affected RID's; the Objects and Reasons supported the proposed changes in order for Council to maintain equitable rate representation from the affected differential rate groups.

Council subsequently adopted the amended RID's with the recommendation also including authority to seek Ministerial approval to impose a differential general rate that exceeds twice the lowest rate in both the UV and GRV rating categories.

### **Instalment Interest, Penalty Interest and Other Administration Fees**

Under section 6.45 and 6.51 (1) of the Act, Council can charge interest on unpaid rates and rates paid on an approved instalment plan. The maximum interest rate for outstanding rates and other monies owed to Council is prescribed by Regulation 70 of the FMR and is currently 11%. Instalment interest is set at 5.5% as prescribed under FMR 68.

Under FMR Regulation 67, instalment charges are set to provide full or partial reimbursement of administration costs. The individual instalment transaction fee of \$12 is set to reflect the administration cost in handling the instalment options provided to ratepayers.

Alternative payment arrangements incur a \$59.00 fee to offset the administration costs (contained in the Schedule of Fees and Charges, attachment 3).

Sections 6.45 and 6.50 of the Act specify the parameters when setting issue dates, due dates and time between instalment due dates. Ratepayers are given a minimum of 35 days to make payment after the issue date indicated on the rate notice. Instalment due dates must be at least two months apart.

Due Dates for the Payment of Rates:

<b>Instalment Option</b>	<b>Payment Due Date</b>
<u>Full Payment</u>	28 August 2025
<u>Two Instalment Option</u> First instalment Second and final instalment	28 August 2025 15 January 2026
<u>Four Payment Option</u> First instalment Second instalment Third instalment Fourth and final instalment	28 August 2025 30 October 2025 15 January 2026 19 March 2026

**Operating Grants**

The Shire have been awarded specific program grants, which enable officers to implement targeted projects that address the unique needs and priorities of the Broome community as identified in the Council Plan.

Grants from external parties for the 2025/2026 budget include the following examples:

- Main Roads Maintenance Grant \$202,110;
- Main Roads Street Lighting Subsidy \$48,000;
- Department of Local Government, Sport and Cultural Industries grant for Broome Civic Centre \$70,000;
- Rio Tinto Youth development and programming \$60,000;
- Department of Local Government, Sport and Cultural Industries grant for A Sporting Chance Program (Round 3 funding) \$45,000; and
- Department of Planning, Lands and Heritage – Coastal Hazard Adaptation Risk Management and Adaptation Plan (CHRMAP) Review \$107,500.

The Commonwealth Financial Assistance Grant (FA Grant) program consists of two (2) components, being general and roads. Confirmation of the FA Grant amounts are not yet provided for the 2025/2026 budget and the general component is estimated at \$1,449,096 and roads component at \$726,700.

**Fees and Charges Revenue**

The 2025/2026 Annual Budget estimates \$12,596,615 of Fees and Charges revenue. Included within this is \$7,352,690 from kerbside collection and Waste Management Facility operations. Operating as a cost recovery facility, these charges contribute towards the cost of contractors engaged for kerbside collection and the operation of the waste management facility. Statutory fees and licences and rent and leasing income account for \$690,768 and \$2,864,279 respectively of the estimated fees and charges revenue.

### **Interest Revenue**

The 2025/2026 budget includes interest income generated from cash held in term deposits, with \$850,000 expected from municipal funds and \$1,382,861 from reserve funds.

### **Other Revenue**

Other revenue includes reimbursements relating to the external use of Shire facilities including utilities, cleaning, insurance and security, and other reimbursements. The 2025/2026 budget is \$1,142,115.

### **Employee Costs**

Employee costs in the 2025/2026 Annual Budget account for \$21,194,246. Key contributing factors include:

- Provision for the Shire's Enterprise Bargaining Agreements which were both renegotiated in 2024/25;
- Superannuation Guarantee contribution will rise by a further 0.5%, to 12% from July 2025;
- Worker's Compensation insurance and training budgets are both estimated to increase as they are driven by salaries, wages and past year workers compensation claims and the enacting of the new *Workers Compensation and Injury Management Act (2023) WA*.
- Employee costs include \$500,000 for staff housing rental, this is 100% recouped through the Fees and Charges revenue category.

The Annual Budget reflects the current organisational structure, and it is recommended that the Council authorise the CEO to adjust the structure as needed, provided total employee costs remain within the budget. This approach was effective in 2023/2024 and will continue to offer flexibility in addressing staffing issues while ensuring costs do not exceed the approved budget. Any structural changes will be reported to the Council through the quarterly Finance and Costing Review process.

\$590K of surplus 2024/2025 salary savings is proposed to be carried forward. An allocation of these funds will be used to offset increases to enterprise agreement benefits taking effect July 1 2025 which have not been accounted for within the draft 2025/2026 budget (negotiations for enterprise agreements was finalised post budget development). An allocation will also be used towards temporary staff who are assisting to support teams impacted by recent staff turnover and to provide resources to finalise outstanding works and develop systems and processes to increase efficiencies within those departments.

### **Materials and Contracts**

The materials and contracts budget for 2025/2026 is \$14,370,581 and includes \$1,218,612 of projects carried over from the 2024/2025 financial year. The prior year budget for materials and contracts was \$13,704,706.

Some notable changes include:

- Increased costs of materials and contractors due to inflation and other economic influences.
- One-off operating projects including the Library Feasibility Study, Review of the CHRMAP, Biennial Community Survey and Independent review of the Shire Enterprise Resource Planning information system.

**Utilities**

The 2025/2026 Annual Budget includes utility costs totalling \$2,652,516, reflecting a 3.5% increase on 2024/2025 estimated total actual costs.

The installation of solar panels at the Broome Recreation and Aquatic Centre in previous years continues to deliver savings.

**Insurance**

Insurance expense has been budgeted at \$898,526, an overall 7% increase on the actual insurance premiums charged in 2024/2025. The estimate includes new assets built since the last premiums were set, vehicles and plant that have been changed over and assumptions on components of insurance. Insurance components include property, motor vehicle, liability, cyber and cargo, and the premium increases vary between each component. Actual insurance premiums are advised after setting the budget.

**Elected Members Sitting Fees 2025/2026**

Elected Member fees and allowances are reviewed and set annually by the Salaries and Allowances Tribunal. An increase of 3.5% has been determined for the 2025/2026 financial year. The Information Communication and Technology (ICT) annual allowance and Travel annual allowance have not increased.

Due to legislative reform and effective from 1 July 2025, Elected Members are entitled to have superannuation contributions paid in relation to their Sitting Fees and Allowances. The superannuation contribution rate effective from 1 July 2025 is 12%. Council considered this matter at the OMC held 1 May 2025. It is noted that this is a new mandated expense.

The Shire of Broome is classified as a Band 2 local government. Council is to determine the level of remuneration within the appropriate band, but must be no less than the minimum, and no more than the maximum. The remuneration ranges provide flexibility to local governments to set remuneration within the allocated band. It is recommended that the proposed Councillor Sitting Fees, President and Deputy President allowances, and ICT and Travel allowances remain at 100% of the maximum allowable limit for 2025/2026.

The proposed fees recognise the time commitment required of elected members, which includes Council and Committee meetings, Council workshops, meeting preparation, training and correspondence.

The total of proposed Councillor Sitting Fees and Allowances paid for 2025/2026 is \$364,139 and Councillor Superannuation paid is \$39,809.

Fee - Allowance	2024/2025	2025/2026 Proposed	Maximum Limit	% of Maximum
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Sitting Fee – President	\$33,706	\$34,890	\$34,890	100%
Sitting Fee – (x 8 Councillors)	\$25,137	\$26,020	\$26,020	100%
LG Allowance – President	\$68,552	\$70,951	\$70,951	100%
LG Allowance – Deputy President	\$17,138	\$17,738	\$17,738	100%
ICT Allowance – (x 9 Councillors)	\$3,500	\$3,500	\$3,500	100%
Travel Allowance – (x 9 Councillors)	\$100	\$100	\$100	100%

### **Capital Expenditure**

A total capital program of \$63,157,224 is proposed for the 2025/2026 financial year, including \$49,222,443 projects carried forward from 2024/2025. Carry forward projects include \$42.17M for the Cable Beach Stage 2 Redevelopment and \$1.94M for packaged air conditioning plant upgrades, both works in progress planned to span the 2024/2025 and 2025/2026 financial years. A further \$1.6M of carry forward is associated with Plant Renewal carried over due to procurement delays.

A full list is contained in the Schedule of Capital Expenditure attached to the Annual Budget, including a breakdown of how projects are funded.

It is worth noting that many of these large value projects have been made possible through the support of external funding, with 76.3% of capital expenditure required for Council's planned capital projects funded through grants:

<b>Capital Projects</b>	<b>Cost</b>	<b>Funding Type</b>
Buildings	\$4,064,767	Grants, Reserves, Municipal
Furniture and Equipment	\$63,713	Municipal
Plant and Equipment	\$3,701,800	Reserves, Sale Proceeds, Municipal
Drainage	\$34,000	Municipal, Reserves
Footpaths and Carparks	\$1,523,545	Grants, Reserves, Municipal
Other Infrastructure	\$928,275	Grants, Reserves, Municipal
Recreation Areas	\$47,290,365	Grants, Reserves, Borrowings, Municipal
Roads	\$5,550,759	Grants, Reserves, Municipal
<b>Total</b>	<b>\$63,157,224</b>	

### **Capital Grant Funding**

External capital grant funding and contributions total \$48,635,874, or 76.5% of total Capital Expenditure, including \$4,082,036 of new grant funding and \$44,553,838 confirmed 2024/2025 grant funding. Officers have worked hard and continue to leverage Shire funds to attract grant funding for significant capital expenditure projects.

- Roads \$3,759,972
  - Roads to Recovery \$723,687
    - Old Broome Road \$206,187
    - Cable Beach Road East (BRAC Roundabout) \$517,500.
  - Regional Road Group – Old Broome Road \$1,957,848.

- State Blackspot – Reid Road, Cable Beach Road East \$256,000.
- Road Safety Streets Alive – Robinson Street \$98,750
- Cable Beach Stage 2 \$42,157,946
  - Regional Precincts and Partnership Program (rPPP) \$26,361,852
  - Changing Places \$310,000
  - Lotterywest \$4,650,000
  - Hotspot Coastal Adaptation Protection (H-CAP) \$1,660,000
  - Royalty for Regions Program (RfR) \$9,000,000
  - West Australian Bike Network (WABN) \$176,094
- Footpaths \$837,751
  - Western Australia Bike Network \$837,751
    - Old Broome Road \$644,070
    - Cable Beach \$176,094
    - Town Beach / Demco \$17,587

### **Borrowings**

New borrowings of \$2,234,782 to support the Cable Beach Stage 2 Redevelopment funding, just under 5% of the total budget for the \$45.4M project.

### **Cash Reserve Movements**

Cash Reserves hold funds which have been quarantined for specific projects, both long and short-term. The budgeted 2025/2026 reserve movements include:

- \$1,885,902 will be drawn upon for new capital projects, including Cable Beach Stage 2 (\$417k), sub-divisional footpaths (\$246k) and Waste Management Facility plant and equipment (\$955k);
- \$2,649,052 will be drawn upon for carried forward capital projects, including \$1.6M for the Administration Building packaged air conditioning plant replacement;
- \$279,889 will be drawn upon for operating projects;
- \$1,452,500 will be quarantined to specified Reserve accounts for asset renewal in future years, aligning with the Asset Management Plans;
- \$35,722 of unspent 2024/2025 Broome Recreation and Aquatic Centre Redevelopment Design project funding to be transferred to reserve for later phases of the redevelopment project;
- \$80,000 of Standard Infrastructure Charges revenue to be transferred to the Developer Contribution Drainage and Footpaths reserves;
- \$195,070 LTFP allocation for the renewal of Council's Enterprise Resource Planning information system transferred to the IT and Equipment Reserve; and
- \$1,382,861 interest earnings on Reserve funds, to be allocated to the respective Reserves.

### **Estimated Closing Position on 30 June 2025**

An estimated closing position of \$2,872,350 is anticipated to be brought forward from 30 June 2025. The final surplus/(deficit) position will be confirmed through the external financial audit process and any required adjustments along with any confirmed unallocated surplus will be presented to Council at that time for consideration via the Audit and Risk Committee.

\$421,122 (\$456,844 balance of estimated surplus brought forward less the \$35,722 BRAC Design Reserve Transfer) of estimated unallocated surplus is proposed in the draft Annual Budget to be transferred to the Restricted Cash Reserve until the final 2024/2025 results are

presented. Council will then determine the appropriate allocation after any necessary amendments.

A full list of projects carried forward and funding sources are included in the Schedule of 2024/2025 Proposed Carried Forward Projects attached to the Annual Budget (attachment 1) and account for \$2,415,506 of the closing surplus position.

### **Schedule of Fees and Charges**

The 2025/2026 Schedule of Fees and Charges was adopted for advertising at the OMC held 1 May 2025 (Minute No. C/0525/020) and advertised for public comment from 14 May 2025. No submissions were received.

The 2025/2026 Schedule of Fees and Charges (Attachment 3) is included in this report for adoption, as required under section 6.16 (3) of the Act.

### **Materiality in Financial Reporting**

The Shire has several thresholds on financial reporting as follows:

- a) Asset capitalisation threshold of \$5,000;
- b) Reporting variances in the monthly statement of financial activity by nature classification, that are greater than \$10,000 for operating types and \$20,000 for capital types, or 10%, whichever is higher (setting materiality thresholds are a requirement under *FMR Regulation 34(5)*);
- c) Identifying and addressing over and underachievement of the Budget on a general ledger account or job code level for the quarterly FACRs that are identified as permanent variances greater than \$5,000 for operating and \$10,000 for capital (revenue and expenditure); and
- d) The tolerable organisational deficit of 1% of operating revenues, being \$497,043 for 2025/2026. This considers the aggregate impact of individual variances across the entire budget, and being more than twice the risk matrix financial impact threshold of \$150,000, places it beyond the extreme level. As per the risk matrix, the remedial outcome when the overall deficit is expected to exceed the \$150,000 risk matrix threshold, is immediate intervention to reduce the deficit.

## **CONSULTATION**

Community consultation and engagement have previously occurred during the development of the Council Plan which informed the Draft Budget.

The proposed differential rates were advertised on the 1 May 2025 in the West Australian newspaper, Social media (Facebook), Council's Website and Council's Public Notice Boards. Direct correspondence was made to ratepayers within the UV Commercial Rural rating category. Similar advertising has also been undertaken for the 2025/2026 Fees and Charges with notice being given on 14 May 2025.

Work commenced on the 2025/2026 annual budget in December 2024, following the adoption of the new Council Plan and updated Long-Term Financial Plan. Officers contributed to the development of the annual budget through supporting schedules, reviewed at each stage through Executive. Budget Workshops were held with Councillors on:

<b>Council Agenda Briefing and Workshops Dates</b>	<b>Purpose</b>	<b>Councillor Attendance</b>
29 November 2023	Finalised Corporate Business Plan and 4 Year Balanced Long Term Financial Plan	Cr Mitchell, Cr Male, Cr Lewis, Cr Mamid, Cr Smith, Cr Virgo
14 March 2024	Draft Fees and Charges and Operating Budget (including Infrastructure Resource Budgets)	Cr Mitchell, Cr Male, Cr Lewis, Cr Matsumoto, Cr Smith, Cr Taylor, Cr Virgo
4 April 2024	Capital Budget and Project Briefs, including Plant Replacement	Cr Mitchell, Cr Male, Cr Lewis, Cr Mamid, Cr Smith, Cr Taylor, Cr Virgo
9 April 2024	Council Rates Workshop	Cr Mitchell, Cr Male, Cr Lewis, Cr Mamid, Cr Smith, Cr Taylor, Cr Virgo, Cr Cooper

The DLGSC and Western Australia Local Government Grants Commission have also been consulted at various stages throughout the budget process.

## **STATUTORY ENVIRONMENT**

**Local Government Act 1995, s 6.2** *Local government to prepare Annual Budget*

**Local Government Act 1995, s 1.7** *Local Public Notice*

**Local Government Act 1995, s 6.13** *Interest on money owing to Local Governments*

**Local Government Act 1995, s 6.16** *Imposition of Fees And Charges*

**Local Government Act 1995, s 6.17** *Setting level of Fees And Charges*

**Local Government Act 1995, s 6.19** *Local government to give notice of Fees and Charges*

**Local Government Act 1995, s 6.28** *Basis of Rates*

**Local Government Act 1995, s 6.32** *Rates and Service Charges*

**Local Government Act 1995, s 6.34** *Limit on Revenue or Income from General Rates*

**Local Government Act 1995, s 6.35** *Minimum Payment*

**Local Government Act 1995, s 6.36** *Local Government to give notice of Certain Rates*

**Local Government Act 1995, s 6.47** *Concessions*

### **Local Government (Financial Management) Regulations 1996 s 6.12**

*Annual Budget*

*Local Government Regulations Amendment Regulations 2023 – gazetted 30 June 2023, effective 1 July 2023. The statutory annual budget complies with the amendments.*

### **Local Government (Financial Management) Regulations 1996, Regulation 5A**

*Local governments to comply with AAS. Subject to Regulation 4, the annual Budget, annual financial report and other financial reports of a local government must comply with the AAS.*

### **Waste Avoidance and Resource Recovery Act 2007, s 67**

*Local government may impose receptacle charge.*

**Waste Avoidance and Resource Recovery Act 2007, s 68**

*Fees and charges fixed by local government.*

**Building Regulations 2012 s 53A (2)**

*Initial inspection of safety barrier to new swimming pools.*

**Building Regulations 2012 s 53A (3)**

*Charges imposed for ongoing safety barrier inspections.*

**POLICY IMPLICATIONS**

Shire of Broome Council Policy – Rating.

Shire of Broome Council Policy - Financial Hardship.

**FINANCIAL IMPLICATIONS**

The Budget is the primary financial plan for the 2025/2026 financial year. The intention is to balance the Budget such that revenues match all expenditures. The specific financial implications are as outlined in the comment section of this report, and detailed in the 2025/2026 Annual Budget attached for adoption (Attachment 1).

**RISK**

Moderate risk of negative public perception is likely if the Council does not adopt the annual Budget.

Potential major reduction in the quality of assets provided and services delivered likely if the rates and the annual Budget are not adopted. Cash flow and operations are affected by delays in issuing and collecting rates.

Risk of failing to meet statutory compliance for adopting the annual budget within the prescribed timeframe.

**STRATEGIC ASPIRATIONS**

**Performance - We will deliver excellent governance, service & value for everyone.**

**Outcome 13 - Value for money from rates and long term financial sustainability**

**Objective** 13.1 Plan effectively for short- and long-term financial sustainability

**VOTING REQUIREMENTS**

*Absolute Majority*

REPORT RECOMMENDATION 1:

**(ABSOLUTE MAJORITY)**

*That Council:*

1. Under section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the 2025/2026

Annual Budget for the Shire of Broome as presented in Attachment 1, which includes the:

- (i) Statement of Comprehensive Income by Nature;
  - (ii) Statement of Cash Flows;
  - (iii) Statement of Financial Activity showing an amount required to be raised from rates of \$30,427,031;
  - (iv) Notes to the Annual Budget;
  - (v) Schedules including Capital projects and plant and equipment purchases, disposals, and carried forward projects; and
  - (vi) Transfers to and from Reserve Accounts.
2. Notes that the total employee costs contained in the Annual Budget is based on the current organisational structure and authorises the Chief Executive Officer discretion to adjust the organisational structure as required provided that adjustments remain within the total employee cost contained in the approved Annual Budget.

REPORT RECOMMENDATION 2:

**(ABSOLUTE MAJORITY)**

That Council:

1. Under section 6.13 of the Local Government Act 1995 adopts a rate of interest of 11% applicable to any amount of money owing to the local government (other than rates or service charges).
2. Under sections 6.32, 6.33 and 6.35 of the Local Government Act 1995 imposes the following differential rates and minimum payments for the 2025/26 financial year:

<b>Differential Rate Category</b>	<b>Minimum Payment</b>	<b>Rate in the Dollar (\$)</b>
GRV – Residential	\$1,401	0.06855
GRV – Vacant	\$1,318	0.18630
GRV – Commercial	\$1,401	0.12289
GRV – Tourism	\$1,401	0.13951
UV – Commercial Rural	\$1,401	0.04796
UV – Mining	\$929	0.17174
UV – Rural	\$1,401	0.00905

3. Under section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, nominates the following due dates for the payment of rates in full and by instalments:

<b>Instalment Option</b>	<b>Payment Due Date</b>
<b>Full payment due date</b>	28 August 2025

<b>Two Payment Option</b>	
1 <sup>st</sup> instalment due date	28 August 2025
2 <sup>nd</sup> instalment due date	15 January 2026
<b>4 Instalments Option</b>	
1 <sup>st</sup> instalment due date	28 August 2025
2 <sup>nd</sup> instalment due date	30 October 2025
3 <sup>rd</sup> instalment due date	15 January 2026
4 <sup>th</sup> instalment due date	19 March 2026

4. Under section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, adopts an instalment administration charge where the ratepayer has elected to pay rates and charges through an instalment option of \$12.00 for each instalment after the initial instalment is paid.
5. Under section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 5.50% where the ratepayer has elected to pay rates and charges through an instalment option.
6. Under section 6.51 (1) and section 6.51 (4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 11% for rates and charges and cost of proceedings to recover such charges that remains unpaid after becoming due and payable.

**RECOMMENDATION 3:**

**(ABSOLUTE MAJORITY)**

That Council:

1. Under sections 5.98 and 5.99 of the Local Government Act 1995 adopts the following annual amounts for elected member sitting fees and allowances for 2025/2026 effective from 1 July 2025 (GST not applicable):

<b>Fee Allowance</b>	<b>Amount</b>
Sitting Fee – President	\$34,890
Sitting Fee – (x 8 Councillors)	\$26,020
Allowance – President	\$70,951
Allowance – Deputy President	\$17,738
ICT Allowance – (x 9 Councillors)	\$3,500
Travel Allowance – (x 9 Councillors)	\$100

2. Endorses that all member sitting fees and allowances be paid monthly.

**RECOMMENDATION 4:**

**(ABSOLUTE MAJORITY)**

*That Council under section 6.16 of the Local Government Act 1995, adopts the 2025/2026 Schedule of Fees and Charges in Attachment 3.*

RECOMMENDATION 5:**(ABSOLUTE MAJORITY)**

*That Council under Regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, adopt a level of \$10,000 for operating items and \$20,000 for capital items, or 10%, whichever is higher, when reporting material variances in the Statements of Financial Activity in 2025/2026.*

**Attachments**

1. Draft 2025-2026 Annual Budget
2. 2025-2026 Objects and Reasons for the Differential Rates and Minimum Payments
3. 2025-2026 Schedule of Fees & Charges





























































































































**9.4.3 MONTHLY PAYMENT LISTING - MAY 2025**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	FRE02
<b>AUTHOR:</b>	Finance Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report recommends that Council receives the list of payments made under delegated authority, as per the attachment to this report, for May 2025.

**BACKGROUND**

The Chief Executive Officer (CEO) has delegated authority via Delegation 1.2.20 Payments from the Municipal or Trust Funds, to make payments from the Municipal and Trust funds as per budget allocations and in line with applicable policies.

**COMMENT**

The Shire provides payments to suppliers by Electronic Funds Transfer (EFT and BPAY), cheque, credit card or direct debit. Attachment 1 provides a list of all payments processed under delegated authority in May 2025.

**CONSULTATION**

Nil.

**STATUTORY ENVIRONMENT*****Local Government (Financial Management) Regulations 1996***

12. *Payments from municipal fund or trust fund, restrictions on making*
  - (1) *A payment may only be made from the municipal fund or the trust fund —*
    - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
    - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
  
13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
  - (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
    - (a) *the payee's name; and*
    - (b) *the amount of the payment; and*

- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

- (3) A list prepared under sub regulation (1) or (2) is to 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.

13A. Payments by employees via purchasing cards

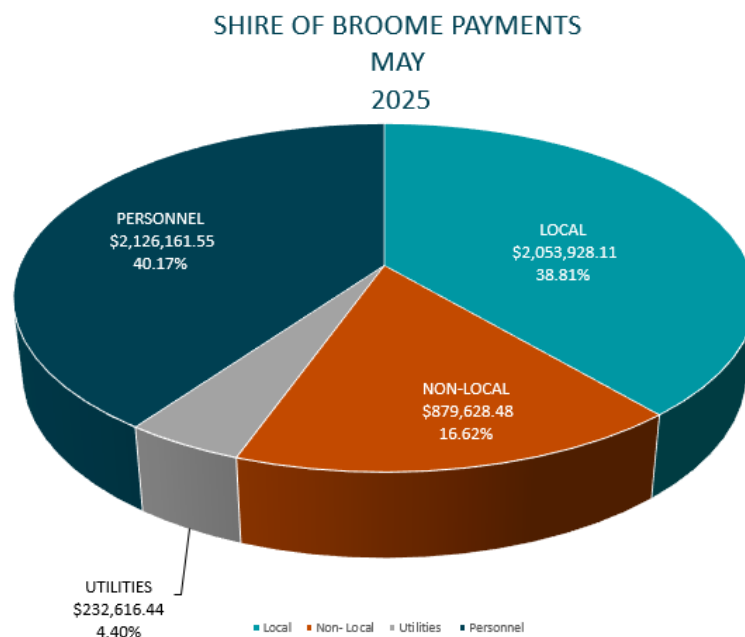
- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
  - (a) the payee's name;
  - (b) the amount of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

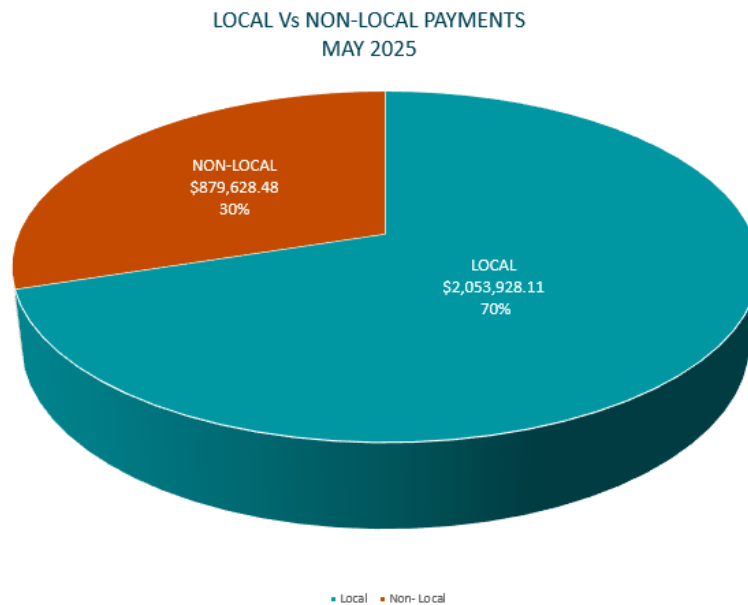
Nil.

**FINANCIAL IMPLICATIONS**

List of payments made in accordance with budget and delegated authority. Payments can also be analysed as follows:



Note: Personnel payments in this analysis include payroll, superannuation (contained within Direct Debit type payments), payroll tax and other deductions (contained within the EFT Payments type payments).



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for May 2025 after \$2,126,161.55 in personnel payments, \$232,616.44 in utilities, and other non-local sole suppliers were excluded.

**YEAR TO DATE CREDITOR PAYMENTS**

The below table summarises the total payments made to creditors year to date:

Month	Cheques	EFT Payments	Direct Debit	Credit Card	Trust	Payroll	Total Creditors
Jul-24	\$ 577.84	\$ 2,589,926.74	\$ 417,706.68	\$ 40,214.86	\$ -	\$ 810,379.14	\$ 3,858,805.26
Aug-24	\$ -	\$ 3,339,215.48	\$ 216,884.00	\$ 44,550.61	\$ -	\$ 811,035.25	\$ 4,411,685.34
Sep-24	\$ 1,522.00	\$ 4,377,814.98	\$ 206,644.31	\$ 30,455.57	\$ -	\$ 871,605.88	\$ 5,488,042.74
Oct-24	\$ 319.90	\$ 3,429,201.48	\$ 321,266.66	\$ 30,283.93	\$ -	\$ 1,253,165.45	\$ 5,034,237.42
Nov-24	\$ 4,500.00	\$ 5,328,066.11	\$ 309,561.39	\$ 40,280.98	\$ -	\$ 846,765.67	\$ 6,529,174.15
Dec-24	\$ -	\$ 5,369,457.99	\$ 525,594.31	\$ 37,847.27	\$ -	\$ 825,236.68	\$ 6,758,136.25
Jan-25	\$ 388.90	\$ 5,167,307.63	\$ 289,099.49	\$ 19,948.17	\$ -	\$ 798,876.19	\$ 6,275,570.38
Feb-25	\$ -	\$ 2,459,287.62	\$ 229,572.09	\$ 39,852.13	\$ -	\$ 825,248.60	\$ 3,553,960.44
Mar-25	\$ -	\$ 3,567,009.20	\$ 266,839.87	\$ 27,168.16	\$ -	\$ 837,433.86	\$ 4,698,451.09
Apr-25	\$ -	\$ 4,222,516.98	\$ 423,758.24	\$ 45,293.36	\$ -	\$ 862,016.35	\$ 5,553,584.93
May-25	\$ -	\$ 3,414,184.26	\$ 508,414.43	\$ 44,134.54	\$ -	\$ 1,325,601.35	\$ 5,292,334.58
Jun-25							
<b>TOTAL</b>	<b>\$ 7,308.64</b>	<b>\$ 43,263,988.47</b>	<b>\$ 3,715,341.47</b>	<b>\$ 400,029.58</b>	<b>\$ -</b>	<b>\$ 10,067,364.42</b>	<b>\$ 57,453,982.58</b>

**RISK**

The risk of Council not receiving this report is extreme as this will result in non-compliance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

The likelihood of this ever occurring is rare due to the CEO's implementation of procedures to ensure payment details are disclosed to Council in a timely manner, as well as Procurement and Purchasing policies which ensure these payments are made in accordance with budget and delegated authority and comply with *Local Government (Financial Management) Regulations 1996*.

**STRATEGIC ASPIRATIONS**

**Performance - We will deliver excellent governance, service & value for everyone.**

**Outcome 13 - Value for money from rates and long term financial sustainability**

**Objective** 13.1 Plan effectively for short- and long-term financial sustainability

### **VOTING REQUIREMENTS**

*Simple Majority*

REPORT RECOMMENDATION:

That Council:

1. *Receives the list of payments made from the Municipal and Trust Accounts in May 2025, totalling \$5,292,334.58 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:*
  - a) *EFT Vouchers EFT79598- EFT79929 totalling \$3,414,184.26;*
  - b) *Municipal Cheque Vouchers 00000 - 00000 totalling \$0.00;*
  - c) *Trust Cheque Vouchers 00000 - 00000 totalling \$0.00; and*
  - d) *Municipal Direct Debits DD34384.1- DD34459.6 including payroll totalling \$1,834,015.78*
2. *Receives the list of payments made by credit cards in May 2025, totalling \$44,134.54 (contained within Attachment 1) per the requirements of Regulation 13A of the Local Government (Financial Management) Regulations 1996 covering EFT Vouchers EFT80034 – EFT80064.*
3. *Notes the local spend of \$2,053,928.11 included in the amount above, equating to 70% of total payments excluding personnel, utility, and other external sole supplier costs.*

### **Attachments**

1. Payment Listing - May 2025

































**9.4.4 MONTHLY FINANCIAL REPORT MAY - 2025**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	FRE02
<b>AUTHOR:</b>	Accountant
<b>CONTRIBUTOR/S:</b>	Manager Financial Services
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

Council is required under Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* (FMR) to consider and receive the Monthly Financial Report for the period ended 31 May 2025.

**BACKGROUND**

Council is provided with the Monthly Financial Report, which has been prepared in line with statutory reporting obligations and includes the:

- Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the FMR);
- Statement of Financial Position (satisfying Regulation 35 of the FMR);
- Basis of Preparation;
- Statement of Financial Activity Information - the adjustments to the Statement of Financial Activity and Net Current Assets Position which agree to the surplus/deficit position (satisfying Regulation 32 of the FMR); and
- Explanation of material variances to year-to-date budget (satisfying Regulation 34 of the FMR).

Supplementary information has been provided per Regulation 34(2) of the FMR to provide Council with a holistic overview of the operations of the Shire of Broome. The Supplementary Information notes include:

- Cash and financial assets;
- Reserve accounts;
- Capital acquisitions – summarised by asset class, detailed to project, plant disposals;
- Aged payables;
- Borrowings;
- Grants – detailed listing of operating grants, capital grants and contributions; and
- Detailed list of Council adopted Budget amendments – by nature classification.

**COMMENT**

The May 2025 Monthly Financial Report provides an overview of operating and capital project progress. Below are the key indicators of the 2024/25 year-to-date budget position:

<b>Budget Year Elapsed</b>	<b>92%</b>
----------------------------	------------

<b>Total Rates levied</b>	100%
<b>Total Operating Revenue (excluding Rates and Profit on asset disposals)</b>	102%
<b>Total Operating Expenditure (excluding Loss on asset disposals)</b>	81%
<b>Total Capital Revenue</b>	18%
<b>Total Capital Expenditure</b>	28%

For activity categories where progress notably differs from the 92% budget year elapsed, high-level explanations for the variances are provided.

## Operating Revenue

### Grants Subsidies and Contributions

\$508,001 less than estimated YTD income (37.30% variance). \$350,000 of funding was budgeted in respect of the Cable Beach Water Park Detailed Design Project however has not been received. Similarly, \$98,000 of funding for the Broome Housing Affordability Strategy Project has not yet been received. Timing issues in project reporting have meant that these amounts will not be received in the current financial year, and as such they will be carried forward into the 2025/26 statutory budget.

### Interest Revenue

\$427,528 greater than estimated YTD income (27.85% variance). Interest received on Reserve Accounts has exceeded expectations. There is also a timing variance as shorter term deposits have been done during the year which has resulted in interest being accounted for earlier. Overall interest for Reserves will exceed budget but these funds will be transferred to Reserves, Municipal fund interest is on track to achieve current budget and will have no impact on the Surplus/Deficit for year end. Permanent variance.

### Other Revenue

\$345,782 greater than estimated YTD income (26.44% variance). The variance is primarily a timing difference with the total year budget being \$1.55M compared with \$1.65M of actuals. There is some additional income related to a prior year insurance claim which will result in a year end surplus. This source of revenue is quite variable and is expected to exceed budget by an amount between \$150k-\$200k. Permanent variance.

## Operating Expenditure

### Materials and Contracts

\$4,583,922 less than estimated YTD expenditure (30.93% variance). \$1.2m has been budgeted for contaminated site remediation and asset rehabilitation works which have not yet been completed, resulting in a timing variance of \$630,000. Waste facility contracted recycling services and kerbside collections are \$800,000 under YTD budget however this is a timing issue. Expenditure for Parks and Ovals is currently \$300,000 below budget however staff activities have focused on remediation and management have engaged contractors to undertake outstanding works. Temporary variance.

### Utility Charges

\$369,375 less than estimated YTD expenditure (15.83% variance). Maintenance of Parks and Ovals is currently \$100,000 under budget. Staff housing utility expense is running \$67,000 under budget due to vacancies in key roles and new staff houses due to be released in the coming months. Timing of invoices for street lighting charges has resulted in a budget variance of \$60,000. Temporary variance.

### Finance Costs

\$45,027 less than estimated YTD expenditure (23.87% variance). \$48,000 was budgeted for interest on loans for the Key Worker Housing Project and Cable Beach Stage 1. These loans are not expected to be drawn down until the end of the financial year. Permanent variance.

## Capital Revenue

### Proceeds from disposal of assets

\$195,382 less than estimated YTD revenue (100.00% variance). Periodic renewal of Mobile Plant and Equipment is behind schedule. It is expected that replacement vehicles and equipment will be put into service before the end of the financial year, with plant items due for auction in late June. Temporary variance.

## Capital Expenditure

### Payments for property, plant and equipment

\$3,292,767 less than estimated YTD expenditure (47.32% variance). Periodic renewal of Mobile Plant and Equipment is behind schedule causing a timing difference of \$360,000. Building renewal and redevelopment projects including Town Beach Café and Shire Admin Building are seeing budget variances of approximately \$2.6m due to timing of project works or invoices from major contractors. A detailed capital expenditure schedule can be found at Supplementary Note 5 within the Financial Report. Temporary variance.

Variances identified in the attached report are classified as either timing or permanent variances. For permanent variances, adjustments will be proposed during quarterly budget reviews to ensure the budget aligns with projected outcomes. For further details on major variances by activity (Actual vs. Budget), refer to Note 3 in the Monthly Financial Report. For a full list of budget adjustments approved by Council in 2024/25, refer to Note 9 in the Monthly Financial Report.

As mentioned earlier in the report, staff have engaged contractors to undertake some outstanding works prior to the end of year and it is anticipated that a clearer financial position will be available for the Monthly Financial Report to be presented in June. This report will contain some recommendations regarding of the allocation surplus or unspent funds.

## CONSULTATION

Nil.

## STATUTORY ENVIRONMENT

### **Local Government (Financial Management) Regulations 1996**

- 34(1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for the previous month (the "relevant month") in the following detail:*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
  - (b) budget estimates to the end of the relevant month; and*
  - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and*
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*

- (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.
- 34(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- 34(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- 34(2) Each statement of financial activity is to be accompanied by documents containing-
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- 34(3) The information in a statement of financial activity may be shown according to nature classification.
- 34(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- 34(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.
- 35(1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —
- (a) the financial position of the local government as at the last day of the previous financial year; or
  - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- 35(2) A statement of financial position must be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
  - (b) recorded in the minutes of the meeting at which it is presented.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The attached financial statements summarise the transactions for the 2024/25 financial year. The closing position as of 30 June 2025 may change due to year-end accruals and non-cash adjustments. The final closing position and statements will be provided in the audited annual financial report.

All budget amendments must be approved by an absolute majority of Council.

## **RISK**

The Monthly Financial Report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

In order to mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer (CEO) has implemented internal control measures such as regular Council and management reporting and the quarterly Finance and Costing Review (FACR) process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$5,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in the *Local Government (Financial Management Regulations) 1996* Regulation 5, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly and monthly checks to ensure that the integrity of the data provided is reasonably assured.

## **STRATEGIC ASPIRATIONS**

**Performance - We will deliver excellent governance, service & value for everyone.**

### **Outcome 11 - Effective leadership, advocacy and governance**

**Objective** 11.2 Deliver best practice governance and risk management.

### **Outcome 12 - A well informed and engaged community**

**Objective** 12.1 Provide the community with relevant, timely information and effective engagement.

### **Outcome 13 - Value for money from rates and long term financial sustainability**

**Objective** 13.1 Plan effectively for short- and long-term financial sustainability

**Objective** 13.2 Improve real and perceived value for money from rates.

### **Outcome 14 - Excellence in organisational performance and service delivery**

**Objective** 14.3 Monitor and continuously improve performance levels.

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council adopts the Monthly Financial Activity Statement Report for the period ended 31 May 2025 as attached.*

## **Attachments**

1. Monthly Statement of Activity May 2025























































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<b>10.      REPORTS OF COMMITTEES</b>
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There are no reports in this section.

**11. NOTICES OF MOTION WITH NOTICE**

**12. NOTICES OF MOTION WITHOUT NOTICE**

**13. BUSINESS OF AN URGENT NATURE**

**14. MEETING CLOSED TO PUBLIC**

*This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”.*

**14.1 OBJECTION TO THE RATE RECORD - NON-RATEABLE LAND UNDER SECTION 6.26(2)(G) - FOUNDATION HOUSING LIMITED**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Foundation Housing Limited
<b>FILE:</b>	ARA11
<b>AUTHOR:</b>	Director Corporate Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:** Foundation Housing Limited has submitted an objection to the rate record through a rate exemption application, asserting that 11 properties listed in the application are non-rateable under section 6.26(2)(g) of the *Local Government Act 1995*. This report provides an assessment of the rate exemption application and a recommendation for Council's consideration.

***This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.***

**14.2 CONTRACT VARIATION - CONTRACT 24/08 CONTAMINATED SITE REMEDIATION - RESERVE 42502**

<b>LOCATION/ADDRESS:</b>	20 Cable Beach Road East
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	CON-24/08-T
<b>AUTHOR:</b>	Manager Waste Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Shire engaged the services of Site Environmental Remediation Services (SERS) to undertake the remediation of a portion of Reserve 42502. The remediation work commenced on 2 May 2025 and has identified further work required to achieve the full remediation outcomes at the site.

This report seeks approval to vary Contract CON-24/08-T Contaminated Site Remediation – Reserve 42502.

***This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”.***

**14.3 RFT25/02 - SUPPLY OF CONCRETE AND ASSOCIATED SERVICES**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFT25/02
<b>AUTHOR:</b>	Asset And Building Coordinator
<b>CONTRIBUTOR/S:</b>	Manager Engineering
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report considers the submissions received for RFT25/02 Supply of Concrete and Associated Services and seeks Council's adoption of the recommendation contained within the attached confidential Evaluation Report.

***This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”.***

**14.4 REQUEST FOR TENDER RFT25/04 SHIRE ADMINISTRATION BUILDING AIR  
CONDITIONING RENEWAL**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFT25/04
<b>AUTHOR:</b>	Project Engineer
<b>CONTRIBUTOR/S:</b>	Manager Engineering
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report considers the submissions received for Request For Tender RFT 25/04 Shire Administration Building Air Conditioning Renewal and seeks Council's adoption of the recommendation contained within the attached Evaluation Report.

**15. MEETING CLOSURE**