



# **CONFIRMED MINUTES**

**OF THE**

**ORDINARY COUNCIL MEETING**

**31 JULY 2025**

These minutes were confirmed at a meeting held 28 August 2025 and signed below by the Presiding Person, at the meeting these minutes were confirmed.

A handwritten signature in black ink, appearing to be 'J. Lee', is written over a horizontal line.

Signed:

**SHIRE OF BROOME**  
**ORDINARY COUNCIL MEETING**  
**THURSDAY 31 JULY 2025**  
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**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE SHIRE OF BROOME,  
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,  
ON THURSDAY 31 JULY 2025, COMMENCING AT 5:00PM.**

**1. OFFICIAL OPENING**

The Chairperson welcomed Councillors, officers and members of the public and declared the meeting open at 5:00pm.

**2. ATTENDANCE AND APOLOGIES**

**ATTENDANCE**

<b>Councillors:</b>	Shire President C Mitchell	Shire President
	Cr D Male	
	Cr S Cooper	
	Cr J Lewis	
	Cr J Mamid	Arrived at 5:04pm
	Cr P Matsumoto	
	Cr E Smith	(via electronic attendance in accordance with <i>Administration Regulation 14C, 14CA</i> )
	Cr P Taylor	(via electronic attendance in accordance with <i>Administration Regulation 14C, 14CA</i> )
	Cr M Virgo	
<b>Apologies:</b>	Nil	
<b>Leave of Absence:</b>	Nil	
<b>Officers:</b>	Mr S Mastrolembo	Chief Executive Officer
	Mr J Hall	Director Infrastructure
	Mr J Watt	Director Corporate Services
	Ms S Becker	Director Development & Community
	Ms R Doyle	Manager Governance, Strategy & Risk
	Ms K Cookson	Senior Administration & Governance Officer
	Ms K Wood	Manager Planning & Building
	Ms N Roukens	Manager of Community Engagement & Projects
	Mr F Mammone	Manager Finance
	Ms C Tribble	Manager People & Culture
	Ms T Pomery	Marketing & Communications Coordinator
	Ms C Lawton	Place Activation & Engagement Coordinator
	Mr A Ahtong	Manager Environmental Health, Emergency & Rangers

Ms R Wells	Coordinator Environmental Health & Event Approval
Ms E Hallen	Senior Procurement & Risk Officer
Mr C Noone	Land Tenure Officer
Ms K Minns	Marketing & Communications Officer

**Media:****Public Gallery:**

Cr Smith declared that she could maintain confidentiality throughout the meeting as per Administration Regulation 14CA(5).

Cr Taylor declared that he could maintain confidentiality throughout the meeting as per Administration Regulation 14CA(5).

<b>3. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION</b>
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The Shire President congratulated Deputy Shire President Cr Male and Chief Executive Officer Sam Mastrolemba on their Eminent Service Award at the 2025 WALGA Local Government Awards.

The Shire President also presented Cr Lewis with a Roadwise Council Kimberley 2025 Award for the Roadwise Committee.

<b>4. DECLARATIONS OF INTEREST</b>
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<b>FINANCIAL INTERESTS (s5.60A)</b>			
<b>Councillor</b>	<b>Item No</b>	<b>Item</b>	<b>Nature of Interest</b>
<b>Cr M Virgo</b>	<b>9.2.3</b>	<b>Approval to Camp in Areas Other Than Caravan Parks and Camps Grounds</b>	<b>I am the General manager of the Broome Visitor Centre and Caravan and Camping grounds are Financial Members of the BVC.</b>
<b>Mr S Mastrolemba</b>	<b>14.1</b>	<b>Chief Executive Officer Performance Review 2024/2025 - Final Report</b>	<b>The agenda item considers matters that may impact the terms and conditions of my employment contract.</b>

<b>INDIRECT FINANCIAL INTERESTS (s5.61)</b>			
<b>Councillor</b>	<b>Item No</b>	<b>Item</b>	<b>Nature of Interest</b>
		<b>Nil</b>	

<b>PROXIMITY INTERESTS (s5.60B)</b>			
<b>Councillor</b>	<b>Item No</b>	<b>Item</b>	<b>Nature of Interest</b>
		<b>Nil</b>	

<b>IMPARTIALITY</b>			
<b>Councillor</b>	<b>Item No</b>	<b>Item</b>	<b>Nature of Interest</b>
<b>Cr M Virgo</b>	<b>9.1.1</b>	<b>Place Management Plan</b>	<b>In my role as an employee of the Broome Visitor Centre I participated in consultation sessions on the place management plan.</b>

#### **5. PUBLIC QUESTION TIME**

There were no public questions.

#### **6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

#### **7. CONFIRMATION OF MINUTES**

##### **COUNCIL RESOLUTION:**

**Minute No. C/0725/005**

**Moved: Cr M Virgo**

**Seconded: Cr J Mamid**

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

***For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo***

**CARRIED UNANIMOUSLY 9/0**

##### **COUNCIL RESOLUTION:**

**Minute No. C/0725/006**

**Moved: Cr M Virgo**

**Seconded: Cr D Male**

***That the Minutes of the Swearing in of Newly Elected Councillors of Council held on 25 March 2024, as published and circulated, be confirmed as a true and accurate record of that meeting.***

***For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo***

**CARRIED UNANIMOUSLY 9/0**

#### **8. PRESENTATIONS / PETITIONS / DEPUTATIONS**

There are no reports in this section.

## 9. REPORTS FROM OFFICERS

### 9.1 PEOPLE

**The Director Development & Community advised that the report had been amended since publication. This was corrected administratively and reflected in the minutes.**

**Cr M Virgo declared an impartiality interest in Item 9.1.1, the reason being 'In my role as an employee of the Broome Visitor Centre I participated in consultation sessions on the place management plan.'**

#### 9.1.1 PLACE MANAGEMENT PLAN

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	PLA94; CDE01
<b>AUTHOR:</b>	Place Activation & Engagement Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

The Place Management Plan has been developed in collaboration with key stakeholders to provide a comprehensive place-based strategy for managing and activating the Town Beach, Cable Beach, and Chinatown precincts. This report outlines the community engagement process, public comment submissions, and proposed changes, and seeks Council's endorsement of the Place Management Plan 2025 – 2029.

## BACKGROUND

### Previous Considerations

EDAC 14 September 2017	Item 6.1
OMC 28 March 2019	Item 9.2.1
OMC 25 March 2021	Item 9.1.1
OMC 01 May 2025	Item 9.1.1

The Shire of Broome has previously developed Place Management Plans for the Chinatown and Town Beach precincts to guide their activation and ongoing management.

The Chinatown Place Management Plan was adopted by Council at the Ordinary Meeting of Council (OMC) on 28 March 2019. This plan provides a strategic framework for place activation, outlining key initiatives to encourage community use, support local businesses, and enhance the overall visitor experience in Chinatown.

The Town Beach Place Management Plan was adopted at the OMC on 25 March 2021. It takes a holistic, place-based approach to the governance and activation of the Town Beach precinct, aiming to balance community needs, recreational use, and cultural and environmental values.

At present, Cable Beach does not have a dedicated Place Management Plan. However, recent and ongoing infrastructure upgrades in this area have created a timely opportunity to establish a coordinated approach to its management and activation in alignment with the work already undertaken in Chinatown and Town Beach.

## COMMENT

Local governments are often seen as leaders in place management because of their role in maintaining and improving public spaces, organising community events, and supporting local businesses. The Shire of Broome has made substantial investments in key public precincts, including Town Beach, Chinatown, and, most recently, Cable Beach. Throughout the development and design of these precincts, the Shire has worked closely with key users and local community groups to ensure the final designs reflect community needs and encourage ongoing use. Community consultation has been central to shaping these public spaces and will continue to guide their activation.

This work aligns with the Broome Growth Plan, which emphasises the need to ensure all infrastructure is in place to support sustainable development. It also highlights the importance of fostering appropriate community and industrial activities in each precinct and ensuring Broome's current and future needs are considered in all planning and decision-making processes.

The Shire's vision is to see these areas actively used and enjoyed by the local community, becoming vibrant, welcoming, and inclusive spaces for all.

The activation and ongoing management of the Shire's precincts have been guided by the following strategic plans:

- Identifying Opportunities for Events in Broome (2017)
- Chinatown Place Management Plan (2019)
- Town Beach Place Management Plan (2021–2025)
- Broome Growth Plan

Key achievements from these earlier plans include:

- Supporting local activation efforts through the Community Sponsorship Program
- Developing engaging content for the Explore Broome app
- Partnering with the Chamber of Commerce to deliver events such as Chinatown's Ladies Night
- Working with WA Police and Kullarri Patrol to address anti-social behaviour
- Supporting the Broome Stallholders Association to activate the new Town Beach market space
- Coordinating a major events calendar with local event organisers
- Delivering place activation activities such as street performances, outdoor yoga, and family-friendly programs
- Hosting events like Youth Week, Reconciliation Week, and Community Christmas celebrations in key precincts

To continue the successful work and achievements of previous plans, a new Place Management Plan (the Plan) has been developed (**Attachment 1**) to support ongoing place activation across the Shire's key precincts.

The Plan provides a coordinated approach to managing and activating Town Beach, Cable Beach, and Chinatown, building on previous planning efforts and community feedback.

Shire officers have reviewed all actions from the previous Chinatown and Town Beach Place Management Plans, ensuring that relevant key initiatives have been carried forward into the new Plan. All actions have been assessed to confirm they are practical, achievable, and able to be delivered within existing Shire resources.

## **CONSULTATION**

A Community Engagement Plan was prepared before the development of the Plan to facilitate meaningful collaboration with key stakeholders, including residents, community groups, local businesses, and relevant organisations. This engagement aimed to build a deeper understanding of the community's needs, aspirations, and opportunities for place activation across the Shire.

Informed by this consultation, the Plan outlines a comprehensive, place-based strategy for the ongoing management and activation of the Town Beach, Cable Beach, and Chinatown precincts.

The following engagement methods and community feedback have shaped the actions in the Plan.

### **Shire of Broome Community Scorecard (2024)**

The 2024 Community Scorecard survey captured valuable insights into local views on events and community priorities. Shire officers have reviewed the feedback in detail and incorporated relevant actions into the draft Plan in response to the community's input.

### **Post-Event Surveys**

Over the past twelve months, the Shire has collected feedback following the delivery of Shire community events. This input has played a key role in shaping the actions and initiatives included in the draft Plan, ensuring they reflect community needs and preferences.

### **Stakeholder Consultation**

Key stakeholders provided input via online surveys and face-to-face meetings, highlighting opportunities for place activation in the Shire's key precincts.

The following organisations were engaged in the consultation:

- Shinju Matsuri
- Broome Lotteries House
- Broome CIRCLE
- Broome Pride
- Nirrumbuk Aboriginal Corporation
- Broome Chamber of Commerce and Industry
- SKUTTA Kimberley Aboriginal Fashion Textiles Art
- Broome Stallholders Association
- Town Beach Parkrun
- Funergy
- Broome Visitor Centre

## Internal consultation

The following Shire departments were consulted on the Plan to gather input on better supporting stakeholders' needs and improving processes:

- Place Activation Team – Responsible for delivering events in Broome.
- Health Department – Oversees event permits.
- Customer Service – Manages booking inquiries and operates the online event booking system, Space2Co.
- Infrastructure – Responsible for assets, as well as power and water access.
- Parks and Gardens – Maintains reserves and manages reticulation mark-outs.

## Public comment period

At the 1 May 2025 Ordinary Council Meeting (OMC), Council endorsed advertising the draft Place Management Plan for a four-week public comment period.

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0525/009**

**Moved: Cr M Virgo**

**Seconded: Cr J Lewis**

**That Council:**

- 1. Endorses the release of the Draft Place Management Plan (2025-2029) for public comment for a four (4) week period; and**
- 2. Requests the Chief Executive Officer present the final Place Management Plan (2025-2029) for Council consideration of adoption at the July Ordinary Meeting of Council.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo.**

**CARRIED UNANIMOUSLY 8/0**

The public comment period enabled officers to promote the draft Plan widely and invite feedback from the broader community to help shape the final version.

During the public comment period, the draft Plan was made available on the Shire's website and shared through the Shire's social media platforms to ensure broad reach.

In addition, Shire officers held a community engagement stall at the Shire's Reconciliation Week event on 29 May 2025 to raise awareness of the draft Plan, answer questions, and encourage community feedback.

The Shire also met directly with the Broome Visitor Centre on 5 May 2025, who provided input on the draft Plan.

Five public comment submissions were received during the public comment period. Submissions were reviewed by Shire officers. A copy of the public comment submissions and responses is attached to this report (**Attachment 2**).

After reviewing submissions, officers recommend the following changes to the Place Management Plan:

1. Revise the following action: *Partner with the Chamber of Commerce and other stakeholders to promote extended trading activations in Chinatown*

Change to: Partner with the Chamber of Commerce and key stakeholders to promote extended trading hours, activations, and pop-up market events in Chinatown, including during cruise ship visits to enhance visitor experience and boost local business engagement.

2. Revise the following action to include Town Beach: *Facilitate linkages to Chinatown, and Cable Beach such as promotion of footpath networks, trails and public transport.*

Change to: Facilitate linkages to Chinatown, Town Beach and Cable Beach such as promotion of footpath networks, trails and public transport.

3. Add new action, under Objective: Encourage the community to engage with and activate local precincts. The Shire will continue to fund the local bus service to provide free public transport for major Shire events.

New action: Fund the local bus service to offer free public transport for major Shire community events, ensuring that routes, pick-up times, and locations are promoted in the lead-up to each event. Additionally, promote the use of e-scooters as an convenient alternative transport option to help alleviate parking challenges at events.

4. Add Broome Visitor Centre as a key stakeholder that contributed to the development of the Place Management Plan.

5. Revise the following action: *Establish a process to ensure pre-event meetings between event organisers and the Shire Health Department for all large or high-risk events.*

Change to: Establish and implement a process to ensure pre-event meetings between event organisers and the Shire Health Department for all large or high-risk events.

6. Revise the following action: *Improve access and inclusion at events e.g. information, quiet spaces, transport and Auslan interpreters.*

Change to: Improve access and inclusion at events by providing accessible information, quiet spaces, transport options, Auslan interpreters, accessible parking, and appropriate seating arrangements.

## **STATUTORY ENVIRONMENT**

Nil.

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

The Place Management Plan has been developed to be implemented within Shire staff resources.

Shire officers will continue to explore additional grant funding opportunities to support and enhance specific elements of the plan, including event delivery.

## **RISK**

Nil.

## **STRATEGIC ASPIRATIONS**

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

### **Outcome 3 - A healthy, active community**

**Objective** 3.2 Improve access to sport, leisure and recreation facilities, services and programs.

## **VOTING REQUIREMENTS**

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0725/007**

**Moved: Cr M Virgo**

**Seconded: Cr S Cooper**

**That Council:**

- 1. Acknowledges the feedback on the Place Management Plan received through the public comment period and endorses the recommended changes as set out in (Attachment 2);**
- 2. Adopts the Place Management Plan 2025 - 2029 (Attachment 1).**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo**

**CARRIED UNANIMOUSLY 9/0**

## **Attachments**

1. PLACE MANAGEMENT PLAN 2025 - 2029
2. PUBLIC COMMENT SUBMISSIONS

# Place Management Plan

Shire of Broome | 2025 – 2029



2

## Our vision

The Shire of Broome's vision  
**a future for everyone**

encompasses the creation of vibrant, accessible spaces for people of all ages, backgrounds, and abilities.

Through its Place Management approach, the Shire aims to activate public spaces with events and initiatives that promote inclusivity, creativity, and community well-being.



## Place Management Plan (2025 – 2029)

Improving a place's functionality often centres on design and infrastructure, following the belief that 'if you build it, they will come.' However, equally important are strategies that activate public spaces through events and engagement.

Local governments are frequently regarded as leaders in place management, given their responsibility for maintaining and upgrading public spaces, organising community events, and supporting local businesses.

Successful place management relies on the active collaboration of diverse stakeholders in both the design and implementation of initiatives.

The Place Management Plan, developed in consultation with key stakeholders, provides a comprehensive, place-based strategy for managing and activating the Town Beach, Cable Beach, and Chinatown precincts, while also supporting the activation of other areas.

This plan has been influenced by the actions outlined in the Chinatown Place Management Plan (2019) and the Town Beach Plan (2021), which have strategically guided the Shire's place activation efforts over the past few years.



Shire of Broome Place Management Plan 2025-2029

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## Community engagement



- Shire of Broome Community Scorecard (2024): This community survey provided valuable insights into community perspectives on community events and priorities. Shire officers have carefully reviewed the feedback and formulated relevant actions in response.
- Post-Event Surveys: The Shire actively gathers community feedback after the delivery of Shire events. Input collected over twelve months has directly influenced the development of actions within the Plan.

## Stakeholder Consultation



Key stakeholders provided input via online surveys and face-to-face meetings, highlighting opportunities for place activation in the Shire's key precincts. This feedback informed the development of actions to support and enhance community events and activations.

The following organisations were engaged in the consultation:

- Shinju Matsuri
- Broome Lotteries House
- Broome CIRCLE
- Broome Pride
- Nirrumbuk Aboriginal Corporation
- Broome Chamber of Commerce and Industry
- SKUTTA Kimberley Aboriginal Fashion Textiles Art
- Broome Stallholders Association
- Funergy
- Broome Park Run



5

6

## Shire of Broome Precincts



The following Shire precincts have been the focus of the Place Management Plan.

### Chinatown

Chinatown has been the cultural heart of Broome since the 1880s when pearling crews first established camps and tin sheds in the area.

In 2019, the Broome Chinatown Revitalisation Project fulfilled the long-standing aspirations of the community to preserve the town's rich history, celebrate its unique multiculturalism, and revitalise opportunities for economic growth and development.

The redevelopment focused on enhancing local business conditions, attracting visitors, and transforming the area into a memorable destination with improved public amenities.



### Town Beach

Town Beach is a significant location for the Broome community and visitors, playing an important role in recreation, culture, and heritage.

For the Yawuru people and other Indigenous groups, this has always been a place of residence and gathering. The areas known as Guwarri and Jilirrgun hold deep cultural significance.

Each year, thousands of visitors come to Town Beach to witness the Staircase to the Moon, a natural phenomenon that occurs when a full moon rises over the exposed tidal flats of Roebuck Bay. The Staircase to the Moon happens 2 - 3 days a month between March and October. Night markets are held during these evenings as well throughout the year bringing vibrant energy to the area.

The precinct also boasts a rich historical significance, with the wrecks of six floatplanes from World War II still visible in the sands of Roebuck Bay during extremely low tides. These sites are protected under the Heritage Act. Additionally, the Broome Historical Society & Museum is located within the precinct.

The redevelopment of Town Beach in 2020 enhanced its appeal for both locals and tourists, with expansions to the children's water park, play areas, BBQ facilities, exercise equipment, improved lighting, shade structures, and the construction of a new jetty.































**The Director Development & Community advised that the report had been amended since publication. This was corrected administratively and reflected in the minutes.**

### **9.1.2 ANNUAL ELECTORS MOTION - SENIORS INITIATIVES**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	AME02
<b>AUTHOR:</b>	Place Activation & Engagement Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

At the Annual Electors Meeting held on 6 February 2025, a motion was submitted requesting that the Shire increase its focus on seniors' initiatives. This report provides background on the development of a Seniors Strategy, outlines the Shire's current initiatives and commitments in supporting seniors, and recommends that Council prioritise the strategy development in the 2028 – 29 financial year.

## **BACKGROUND**

### Previous Considerations

AEM 6 February 2025	Motion 2
OMC 27 March 2025	Item 9.4.1

Pursuant to section 5.27 of the *Local Government Act 1995*, the Shire held its Annual Electors Meeting (AEM) on Thursday, 6 February 2025. 29 Electors were in attendance, and Minutes from the meeting can be sourced from the Shire of Broome (Shire) website: [Minutes and Agendas Shire of Broome](#)

A local government is required to prepare an Annual Report each year. The Annual Report provides an overview of the operations, activities, and major projects undertaken by the Shire for the period. It also includes major initiatives that are proposed to commence or continue in the next financial year.

The AEM presents an opportunity for electors to ask questions of Council and propose motions (recommendations). Motions that are carried are considered by Councillors at the next appropriate Ordinary Meeting of Council.

At the AEM, a motion was submitted and carried unanimously as per below.

**ELECTOR MOTION 2:****Moved: E Cochrane****Minute No. /0225/008****Seconded: V Bridgeman**

***That the Shire of Broome addresses the following matters over the next 3 years and regularly reports progress back to the Seniors community, as an interim until a comprehensive Age-Friendly strategy can be prepared:***

- 1. Continue and increase lobbying of the WA government for appropriate housing options for seniors;***
- 2. Annually review the number, location & signage of disabled parking bays & repair bays where necessary;***
- 3. Regularly inspect all footpaths to ensure they are safe for seniors and disabled people to use;***
- 4. Continue providing a subsidy for seniors to improve home security;***
- 5. Promote information provided by organisations such as Consumer Protection on how seniors can protect themselves from scammers;***
- 6. Work with the Department Transport to ensure the town bus service is funded to access where seniors live;***
- 7. Explore the options for building/using a Shire-owned building to operate as a Seniors Centre for organised activities and drop in;***
- 8. Identify aged care support workers as Key Workers when planning for key worker housing;***
- 9. Use ways of consulting and providing relevant information to seniors that do not rely on social media;***
- 10. Use age & dementia-friendly design guidelines for all Shire developments/redevelopments;***
- 11. Create a new priority in stream 1 of the Community Development Fund grant programme to enable community organisations to implement positive ageing strategies;***
- 12. Improve the listing of senior's activities on the Shire website by the creation of a specific seniors page; and***
- 13. Deliver at least 1 seat in a shaded area in each Public Open space area in the town-site.***

**CARRIED UNANIMOUSLY**

The motion was subsequently considered by Council at the Ordinary Council Meeting held on 27 March 2025, with the following resolution:

**COUNCIL RESOLUTION****Minute No. C/0325/001****Moved: Cr E Smith****Seconded: Cr D Male**

***That Council defer motion 6 to a Council workshop in the first instance.***

**For the Motion: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor and Cr M Virgo.**

**CARRIED UNANIMOUSLY 9/0**

A Council Workshop was then held on 13 May 2025 with Shire officers providing background context on the development of a Seniors' Strategy, and outlining the Shire's current initiatives and commitments in supporting seniors. This report provides a written summary of the information presented to Council during the workshop.

## COMMENT

### Shire of Broome Seniors Strategy

The Shire of Broome values the contributions of seniors and recognises the importance of having a dedicated strategy to support their needs.

The development of any new strategic plan requires internal resources to ensure meaningful community engagement, effective planning, and successful implementation.

The Shire remains committed to fostering an inclusive and supportive community; however, it must balance competing priorities to deliver sustainable and impactful outcomes across a range of community needs.

The strategic plans currently delivered by the Shire of Broome Place Activation and Engagement team include:

- Youth Plan 2025- 2029
- Community Safety Plan 2025-2029
- Place Management Plan 2025 -2029
- Arts and Culture Strategy 2023 – 2028
- Disability Access and Inclusion Plan 2023 -2028

Each of these plans is supported by dedicated engagement, implementation, and monitoring processes to ensure alignment with community needs and Shire priorities.

The development of a Seniors Strategy has been included in the Shire of Broome Council Plan 2025–2035. This work is scheduled for 2028–29 to allow sufficient time to assess resource requirements and ensure it can be delivered without placing undue financial pressure on ratepayers or affecting existing services.

### Officer's responses to Annual Elector's Motion

#### **1. Continue and increase lobbying of the WA government for appropriate housing options for seniors**

The Shire acknowledges the current housing crisis and the limited availability of aged care and suitable housing options for seniors. In response, the Shire is actively advocating to the Department of Communities (Housing Authority) and other key stakeholders to improve access to diverse and affordable housing through initiatives such as the Broome Urban Renewal Strategy, McMahon Estate, and Sanctuary Road projects.

Additionally, the Shire continues to advocate for greater investment in a broader range of housing options to support the needs of an aging population.

#### **2. Annually review the number, location & signage of disabled parking bays & repair bays where necessary**

Australian Standards provide clear guidelines that must be followed when designing new car parks. Inspection and repair of disabled parking signs and line marking is conducted by the Shire Works Department.

#### **3. Regularly inspect all footpaths to ensure they are safe for seniors and disabled people to use**

The Shire will continue to audit buildings, facilities, and pedestrian networks and prioritise improvement works.

#### **4. Continue providing a subsidy for seniors to improve home security**

The State Government offers a Safety and Security Rebate, allowing seniors to claim up to \$400 per household. The Shire's 2022 Security Incentive Scheme was funded through a grant, however, officers have not been able to secure further grant funding to continue the scheme.

#### **5. Promote information provided by organisations such as Consumer Protection on how seniors can protect themselves from scammers**

This action could align with the planned development of a Seniors Strategy. It is also recommended that local healthcare organisations be engaged to support and promote the initiative, helping to increase the visibility and reach of key messages.

#### **6. Work with the Department Transport to ensure the town bus service is funded to access where seniors live**

The Shire continues to advocate for accessible transport options for seniors and the wider community to ensure independence and social connection. The Broome bus service is operated by a private company and is not run by the Shire. The only public bus service available is the school bus run.

The Shire will continue to advocate to the State Government for improved public transport options for all residents.

#### **7. Explore the options for building/using a Shire-owned building to operate as a Seniors Centre for organised activities and drop in;**

The Shire does not currently have a facility available to operate as a dedicated Seniors Centre. This action could be considered as part of a future Seniors Strategy, noting it would need to take into account available budgets and competing priorities.

In the interim, the Shire continues to support seniors through a range of existing programs and services, delivered both through its own facilities and in partnership with community organisations. Local venues such as Lotteries House, supported by the Shire through a peppercorn lease arrangement, provide accessible community spaces that can be hired for seniors' activities.

Broome Circle is another community house offering hireable spaces suitable for community and seniors' programs. In addition, the Broome Men's Shed, Broome Bowling Club and the Kimberley Arts Network provide a variety of programs and activities that support social connection and engagement for seniors.

At the Broome Recreation and Aquatic Centre (BRAC), the Shire provides programs designed to support active and healthy lifestyles for seniors, including Aqua Combo and Lite Pace Circuit classes.

As part of the BRAC Redevelopment Project, new and upgraded facilities are planned, including:

- A refurbished dry area to complement the aquatic zone
- A large air-conditioned space for fitness classes and recreational programs
- An enhanced café offering healthy food and beverage options, with seating for social catch-ups and family gatherings

These improvements present opportunities to further develop initiatives tailored to seniors' needs.

The Broome Library also offers a range of engaging activities for older residents, including Tech Help Tuesdays, the Craft and Conversation Group, and board game and chess clubs. The Library hosts dementia-friendly memory classes and recently facilitated an Alzheimer's early diagnosis and prevention workshop on 25 January 2025. Additionally, the Broome Civic Centre provides events for seniors, such as movie nights and other social gatherings.

#### **8. Identify aged care support workers as Key Workers when planning for key worker housing;**

There are no barriers to including aged care support workers as eligible key workers under the Sanctuary Road project, and they can be added to the list of approved occupations for the 91 designated key worker dwellings. The Shire is currently seeking a suitable developer to see this project progress.

The Shire is also actively advocating for State Government investment in Key Worker housing at McMahon Estate. Should this funding be secured, aged care support workers could similarly be included as eligible key workers, a proposal that is likely to receive State Government support.

#### **9. Use ways of consulting and providing relevant information to seniors that do not rely on social media;**

The Shire promotes its initiatives through printed materials such as posters, advertisements in the Broome Advertiser (Shire News), and local radio. In-person engagement is also a priority, with the Shire hosting community workshops and information stalls to gather feedback and consult directly with residents.

We will continue to seek new opportunities to promote and consult with seniors in the Broome community.

#### **10. Use age & dementia-friendly design guidelines for all Shire developments/redevelopments;**

This action would require further investigation and consideration of existing design guidelines. It should be considered as part of the development of a Seniors Strategy.

#### **11. Create a new priority in stream 1 of the Community Development Fund grant programme to enable community organisations to implement positive ageing strategies**

The Shire supports senior-focused initiatives through its Community Sponsorship Program, providing funding to local organisations such as Broome Circle, the Kimberley Arts Network, and Shinju Matsuri, which have successfully delivered projects benefiting older residents.

Community groups are encouraged to apply for the Community Development Fund and the Quick Response Grants Program to support initiatives aimed at enhancing the well-being of seniors in the community.

Shire officers will revise the guidelines for the Community Development Fund and Quick Response Grants to clarify that the funds can be used to support initiatives for seniors.

### **12. Improve the listing of senior's activities on the Shire website by the creation of a specific seniors page**

Officers are investigating this request and exploring opportunities to update the Shire's website to accommodate it.

The Shire promotes its programs and activities through BRAC, Library, and Civic Centre as well as advertising on its social media and website. Further promotion of external activities could be considered in alignment with the development of a Seniors Strategy.

### **13. Deliver at least 1 seat in a shaded area in each Public Open space area in the town-site.**

The Shire is currently finalising the Playground Strategy and exploring the inclusion of this request. The Shire has previously installed seating in parks in response to community requests.

These officers' responses have provided background on the Shire's initiatives and commitments in supporting seniors. Officers recommend that Council prioritise the development of the Seniors Strategy in the 2028–29 financial year to allow for sufficient time to assess budget and resource requirements.

## **CONSULTATION**

The Annual Electors' Motion was deferred to allow it to be workshopped by Council. The Council Workshop was then held on 13 May 2025 with Shire officers providing background context on the development of a Seniors' Strategy, and outlining the Shire's current initiatives and commitments in supporting seniors.

## **STATUTORY ENVIRONMENT**

Nil.

## **POLICY IMPLICATIONS**

The Shire of Broome Council Plan 2025–2035 includes a specific action to support seniors:

- 4.2.9 – *Prepare an Age-Friendly Plan to improve access to services and facilities for seniors.*

This action is scheduled for implementation in the 2028/29 financial year.

## **FINANCIAL IMPLICATIONS**

Action 4.2.9 in the Shire of Broome Council Plan 2025–2035 includes an estimated budget of \$40,000 for the development of the strategy. Additional Shire resources will be required to support the implementation of the plan once developed.

## **RISK**

Bringing forward the development of the Seniors Strategy from the scheduled 2028–29 timeframe presents risks, particularly if the necessary resources are not in place to support its effective delivery. Without adequate budget allocation and staff capacity, there is a risk that the strategy may be underdeveloped or fail to align with broader organisational priorities.

Additionally, accelerating the timeline could divert attention from other planned initiatives, potentially leading to delays or reduced quality across multiple areas of service delivery.

## **STRATEGIC ASPIRATIONS**

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

### **Outcome 2 - Everyone has a place to call home**

**Objective** 2.1 Promote access to safe, affordable accommodation to meet all needs, including itinerants, homeless people, those at risk, youth and the elderly.

### **Outcome 3 - A healthy, active community**

**Objective** 3.1 Improve access to health facilities, services and programs to achieve good general and mental health in the community

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Notes the officer's responses to the Electors' Motion;*
2. *Acknowledges the valuable contributions of seniors and the importance of a dedicated strategy to support their needs;*
3. *Notes that the action in the Shire of Broome Council Plan, which focuses on the development of a Seniors Strategy in the 2028–29 financial year, will allow sufficient time to assess resource requirements and ensure effective delivery.*

**Cr Lewis moved the following motion.**

**Cr Mamid seconded the motion.**

**Debate ensued.**

### MOTION:

**Moved: Cr J Lewis**

**Seconded: Cr J Mamid**

***That Council:***

1. ***Notes the officer's responses to the Electors' Motion;***
2. ***Acknowledges the valuable contributions of seniors and the importance of a dedicated strategy to support their needs;***

- 3. Notes that the action in the Shire of Broome Council Plan, which focuses on the development of a Seniors Strategy in the 2028–29 financial year, will allow sufficient time to assess resource requirements and ensure effective delivery.**
- 4. Requests the Chief Executive Officer prepare and submit an application for a grant from the Department of Communities under the Age-friendly Communities Connectivity Grants Program 2025-2026 grant round or any other grant, to engage a consultant to conduct preliminary works in preparation for the future delivery of a Shire of Broome Seniors Strategy by:**
  - a) Consolidating information from community consultations with Broome seniors that have occurred since 2020;**
  - b) Identifying matters not yet canvassed in community consultations which must be considered to enable the Broome Seniors Strategy to be developed in conformity with the WA Seniors Strategy; and**
  - c) Identifying stakeholders who must be consulted in the development of the Broome Seniors Strategy.**

**Voting**

**For the Motion:** Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith and Cr P Taylor.

**Against the Motion:** Shire President C Mitchell, Cr D Male, Cr S Cooper and Cr M Virgo.

**CARRIED 5/4**

**Reason:** Cr Lewis believes that the report recommendation would not satisfy the electors motion. Although the strategy is proposed to be developed in 2028-29, it's perceived as too far in the future. The seniors need assuring that the Shire is actioning the motion.

**Attachments**

Nil

**The Director Development & Community advised that the report had been amended since publication. This was corrected administratively and reflected in the minutes.**

### 9.1.3 YOUTH PLAN 2021 - 2025 COUNCIL PROGRESS REPORT

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	COS15
<b>AUTHOR:</b>	Place Activation & Engagement Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

This report outlines the deliverables achieved during the January – June 2025 reporting period of the Youth Plan 2021–2025. As the final progress report of the Youth Plan 2021 – 2025, it also highlights key achievements delivered over the four years of the plan and acknowledges the valuable contributions of the Youth Advisory Council and youth service organisations in its delivery.

#### **BACKGROUND**

##### Previous Considerations

OMC 25 March 2021	Item 9.1.1
OMC 30 June 2022	Item 9.4.2
OMC 29 June 2023	Item 9.4.2
OMC 27 June 2024	Item 9.1.1

At the Ordinary Meeting of Council held on 25 March 2021, Council endorsed the Youth Plan 2021 – 2025.

The Youth Plan guides the development and implementation of key youth programs and services being delivered by the Shire of Broome. The Shire's role in implementing the Youth Plan ensures appropriate facilities and services are provided to meet the needs of youth in the region.

The Youth Plan is published on the Shire of Broome website – <https://www.broome.wa.gov.au/Community/Community-Services/Youth/Youth-Plan-2021-2025>.

The Youth Plan feeds into the Shire's Corporate Business Plan and Strategic Community Plan and demonstrates the Shire's commitment to supporting the needs and aspirations of young people in the community.

The key priorities within the Youth Plan 2021-2025 are:

- Youth Services Coordination
- Youth Facilities and Services

- Youth Diversionary Programs
- Youth Leadership Opportunities

## COMMENT

Throughout the delivery of the Youth 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 or July.

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

Priority	Comment
<p><b>Youth Services Coordination</b></p>	<p>The Shire collaborated with Broome Youth and Families Hub, Broome PCYC, and Ngurra Buru Night Space to deliver a series of targeted initiatives for young people, including:</p> <ul style="list-style-type: none"> <li>• Two Laser Tag sessions at the Broome Civic Centre during the January 2025 school holidays.</li> <li>• Five nights of basketball events during the January 2025 School Holidays. The events took place on Saturday evenings at the Broome Recreation and Aquatic Centre (BRAC), featuring basketball activities and dinner provided for approximately 50 young people at each session.</li> <li>• A professionally facilitated skate and scooter coaching session at Broome PCYC as part of Youth Week in April 2025.</li> </ul> <p>Additionally, the Shire supported the delivery of an April 2025 Youth Week Basketball event at the BRAC. This event provided a fun, inclusive, and physically active environment for young people, while also enabling direct engagement with key health and wellbeing service providers, including:</p> <ul style="list-style-type: none"> <li>• <a href="#">WA Country Health Service</a></li> <li>• <a href="#">Broome Regional Aboriginal Medical Service (BRAMS)</a></li> <li>• <a href="#">Family Outreach Service</a></li> <li>• <a href="#">Kimberley Aboriginal Medical Services (KAMS)</a></li> <li>• <a href="#">Bibimbiya Jan-Ga Buru Women and Children's Healing Place</a>.</li> </ul>
<p><b>Youth Facilities and Services</b></p>	<p><b>Civic Centre Events</b></p> <ul style="list-style-type: none"> <li>• Laser Tag: 14 and 28 January 2025</li> <li>• Kimberley Careers Expo: 15 May 2025</li> <li>• Festival of STEM: 21 and 22 May 2025</li> <li>• You Are a Doughnut (Children's Show): 9 May 2025.</li> </ul> <p><b>Library Weekly Programs</b></p> <ul style="list-style-type: none"> <li>• Scratchers Coding Group: Monday, 3:00 pm – 4:30 pm</li> <li>• STEAM Art Club: Tuesday, 3:00 pm – 4:30 pm</li> <li>• Lego Club: Tuesday, 3:00 pm – 4:00 pm</li> </ul>

	<ul style="list-style-type: none"> <li>• Innovation Station (Teens Tech Program): Wednesday, 2:30 pm – 4:30 pm</li> <li>• Social Minecraft: Thursday, two sessions from 2:30 pm – 3:30 pm and 3:45 pm – 4:45 pm.</li> </ul>
	<p><b>BRAC Programs</b></p> <ul style="list-style-type: none"> <li>• BRAC School Holiday Programs – Delivered during each school holiday period</li> <li>• The centre offers a varied program of mixed sports and activities across both indoor courts and outdoor fields including AFL, soccer, rugby, athletics, tennis, cricket, basketball, netball, squash, floorball, and swimming (Barracudas).</li> </ul>
	<p><b>Youth Week</b></p> <p>Youth Week was celebrated from 10 – 17 April 2025, delivering a diverse program of free activities and events designed to engage, inspire, and empower young people.</p> <p><u>Opening Party at BRAC Skate Park 11 April 2025</u></p> <ul style="list-style-type: none"> <li>• Skate and scooter demonstrations</li> <li>• Free pizza provided by Bushy's Pizza and ice cream from The Gelato Cart</li> <li>• Live DJ, games, and activities hosted by Funergy</li> <li>• Monsterball inflatable.</li> </ul> <p><u>Skateboarding and Scooter Workshops 12 – 14 April 2025</u></p> <ul style="list-style-type: none"> <li>• Delivered by professionals from Freestyle Now</li> <li>• Focused on skill-building, safety, and confidence</li> <li>• Held at the BRAC Skate Park with informal free skate sessions each evening.</li> </ul> <p><u>Illustration Masterclasses 15 – 16 April 2025</u></p> <ul style="list-style-type: none"> <li>• Hosted at the Broome Public Library</li> <li>• Facilitated by world-renowned Yawuru graphic novelist Brenton E. McKenna</li> <li>• Provided young people with a unique opportunity to explore visual storytelling and graphic art.</li> </ul> <p><b>Youth Events</b></p> <p><u>All- Abilities Come and Try Day 21 March 2025</u></p> <ul style="list-style-type: none"> <li>• The Shire delivered a successful All-Abilities Come and Try Day, bringing together young people of all abilities to experience a range of sports in an inclusive and supportive environment.</li> </ul> <p><u>Outdoor Movie Night at Town Beach 31 May 2025</u></p> <ul style="list-style-type: none"> <li>• Family-friendly screening under the stars</li> <li>• Free pizza and popcorn provided.</li> </ul>
<p><b>Youth Diversionary Programs</b></p>	<p>Shire officers attend a monthly Youth Policing Meeting with Broome Youth and Families Hub, Broome PCYC, Ngurra Buru Night Space, Department of Justice, local Primary and High Schools, and WA Police to discuss youth</p>

	<p>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.</p> <p>Shire officers continue to contribute to a co-design working group of key stakeholders for the Immediate Response Ngurra Buru Night Space 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.</p>
<p><b>Youth Leadership Opportunities</b></p>	<p><b>Youth Leadership Forum</b></p> <ul style="list-style-type: none"> <li>• On 24 February 2025, the Shire of Broome hosted a Youth Leadership Forum, which served as a key consultation platform in the development of the new Shire of Broome Youth Plan 2025 - 2029.</li> <li>• More than 60 students from Broome Senior High School and St Mary’s College, including representatives from the Youth Advisory Council, actively participated.</li> <li>• The valuable insights and perspectives shared by these young people directly shaped the priorities, strategies, and actions outlined in the new four-year Youth Plan 2025 -2029.</li> </ul> <hr/> <p><b>Youth Employment and Career Pathway Support</b></p> <ul style="list-style-type: none"> <li>• The Shire of Broome is committed to supporting local youth through proactive engagement in career development and employment pathways.</li> <li>• As part of this commitment, the Shire participates annually in the Broome Careers Expo on 15 – 16 May 2025, engaging with school-aged youth to promote awareness of traineeships, apprenticeships, and employment opportunities within local government.</li> <li>• The Shire maintains strong relationships with key training and support providers, including North Regional TAFE and the Australian Apprenticeship Support Network, to stay informed of current programs and initiatives that may benefit young people in the region.</li> <li>• A collaborative partnership with Broome Senior High School enables the Shire to identify students interested in exploring local government careers. Where appropriate, students are connected with relevant departments to gain exposure to potential career pathways through work experience, mentoring, or departmental visits.</li> </ul>

## KEY HIGHLIGHTS FROM YOUTH PLAN 2021 - 2025

- **KidSport**

The Shire regularly promotes the State Government's KidSport program, providing eligible families with up to \$300 (was increased to \$500 for 12 months) towards sporting club fees. Vouchers are accepted at the BRAC and can be used for membership fees and swimming lessons.

- **Inclusive Sports and All-Abilities Programming**

In October 2023, the Shire hosted a two-day All-Abilities AFL Carnival at BRAC in partnership with the Purple Hands Foundation and the WA Football Commission.

In 2024, the Starkick program was established to provide inclusive football opportunities for children aged 5 to 17 living with disability.

In March 2025, the Shire delivered a successful All-Abilities Come and Try Day, bringing together young people of all abilities to experience a range of sports in an inclusive and supportive environment.

- **Youth Sports and Recreational Opportunities**

Youth Sports offered through BRAC include AFL, soccer, rugby, athletics, tennis, cricket, basketball, netball, squash, floorball, and swimming (Barracudas).

The BRAC also runs three major annual events:

- Beach 2 Bay Virtual Swim
- Dash & Splash Series
- BRAC 2 Beach Fun Run.

The BRAC School Holiday Program is consistently well-attended, offering popular activities such as laser tag, arts and crafts, circus workshops, and sports activities.

- **Broome Skate Park**

The \$1.5 million redevelopment of the Broome Skate Park was completed in September 2022, creating a vibrant, accessible space that remains highly popular with local youth.

- **Cable Beach Stage 1 Youth Hub**

The Cable Beach Stage 1 Youth Hub is part of the Walmanyjun Cable Beach Foreshore Redevelopment behind the Broome Surf Life Saving Club. This first phase, now complete as of May 2025, transformed the southern precinct of Cable Beach into a vibrant youth hub with a half-court basketball court, skate elements (jumps, ramps, grinds), and permanent shade structure featuring seating and barbecues.

- **Youth Leadership and Voice**

The Shire's Youth Advisory Council (YAC), comprising local high school students, meets fortnightly to plan and deliver youth initiatives. YAC contributed to projects such as the Broome Skate Park, Cable Beach Foreshore Redevelopment, the Community Scorecard, and the Arts and Culture Strategy consultation. YAC also relaunched the 'Listen Up Youth' radio show on Goolarri Media in 2023 and presented annually to Council in November providing progress updates on the Youth Plan.

- **Youth Forums and Participation**

Annual Youth Forums brought together students from local high schools to collaborate on local issues, propose solutions, and celebrate youth innovation and achievement. These forums fostered cross-school teamwork and civic engagement.

- **Annual Youth Week Event and School Holidays**

The Shire delivered vibrant Youth Week and school holiday programs each year, celebrating young people and providing diverse recreational, cultural, and social activities. These events fostered community connection, inclusion, and wellbeing, with strong participation across a wide age range.

- **Youth Networks and Service Coordination**

The Shire promotes youth initiatives and opportunities through the Broome Youth Coordinators Network. In 2022, a Shire Officer joined the Broome Youth Regional Families Council's subcommittee to support accessible youth service mapping.

- **Career Pathways and Youth Development**

West Kimberley Careers Expo

The Shire participated in the West Kimberley Careers Expo, contributing to both planning and delivery, and actively encouraged young people to explore education, training, and employment pathways.

Traineeships and Apprenticeships

Traineeships:

- 2 in Civil Construction (5-month placements)
- 1 in Information and Communication Technology (2-year placement)

Apprenticeships:

- 2 x Parks and Gardens Apprentices

- **Community Safety and Youth Diversion Initiatives**

- Safe Space Advocacy: The Shire supported the development of a Safe Space Business Case through a Department of Justice working group. This led to the State Government's allocation of \$11.8 million as part of the Kimberley Juvenile Justice Strategy, supporting night patrols and a Safe Space pilot in Broome.
- Ngurra Buru Night Space: Launched in April 2024, the \$4 million Ngurra Buru Night Space provides a safe, supervised night service for young people, co-designed by a cross-agency working group and operated by Kullarri Regional Communities Indigenous Corporation.
- Sporting Chance Program: A two-year youth engagement program launched in June 2023 with \$334,000 in initial funding, later extended with an additional \$93,600 to reach remote communities.
- Marlamanu On-Country Program: The Shire supported the Aboriginal-led Marlamanu Youth Diversion Program, which received funding from the Cook Government in March 2024. The three-year pilot will begin in July 2025 at Mt Anderson Station, offering therapeutic, on-country support to at-risk youth.

## **YOUTH PLAN 2025 - 2029**

The Shire is in the process of developing a new Youth Plan 2025 – 2029, building on the progress of the previous plan and informed by valuable input from young people, youth service organisations, and the wider community. The draft plan has been shaped through extensive consultation, including engagement with young people at the Youth Forum held

on 24 February 2025, and on one interviews with key stakeholders, ensuring it reflects youth priorities and aspirations.

The draft plan was released for a four-week public comment period, closing on 20 June 2025. All feedback is being reviewed by officers, with adjustments made where appropriate. The final version of the plan will be presented to the August Council meeting for consideration and endorsement.

## **CONSULTATION**

As part of ongoing engagement with the Youth Plan 2021–2025 deliverables, Shire officers worked closely with youth services and youth-focused working groups to collaboratively plan, deliver, and evaluate initiatives.

## **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 laid-back but bursting with energy, inclusive, safe, secure and healthy, for everyone.**

### ***Outcome 3 - A healthy, active community***

**Objective** 3.2 Improve access to sport, leisure and recreation facilities, services and programs.

## **VOTING REQUIREMENTS**

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Moved: Cr M Virgo**

**That Council:**

**Minute No. C/0725/008**

**Seconded: Cr S Cooper**

- 1. Notes the progress update on the deliverables for the January to June 2025 reporting period of the Youth Plan 2021–2025;**
- 2. Notes the key achievements of the Youth Plan 2021 – 2025;**
- 3. Acknowledges the valuable contributions and collaboration of the Youth Advisory Council and youth service organisations in the delivery of the Youth Plan 2021–2025.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo**

**CARRIED UNANIMOUSLY 9/0**

### **Attachments**

Nil

**9.2 PLACE**

**9.2.1 PERMANENT PARTIAL ROAD CLOSURE OF CABLE BEACH ROAD WEST**

<b>LOCATION/ADDRESS:</b>	Cable Beach Road West (Cable Beach Car Park)
<b>APPLICANT:</b>	Shire of Broome
<b>FILE:</b>	CAB-2/GEN & PLA98
<b>AUTHOR:</b>	Land Tenure Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**  
 This report recommends that Council submits a formal request to the Minister for Lands to permanently close a portion of the Cable Beach Road West and include this land within the Cable Beach foreshore reserve. This will ensure the land tenure reflects the future land use and changes that will be implemented as part of the Walmanyjun Cable Beach Foreshore Redevelopment Project.

**BACKGROUND**

The Walmanyjun Cable Beach Foreshore Redevelopment Project (the Project) will redevelop the Cable Beach foreshore, including what is now the Cable Beach car parking area immediately behind Cable Beach House. The Project will relocate this carpark and the area will be used for recreational purposes. Currently, the car parking area (depicted below) forms part of the road reserve for Cable Beach Road West and this report seeks to change the tenure from road reserve to foreshore reserve, to align with the changes in land use.



**Figure 1:** Aerial of Cable Beach car park, foreshore and tenure boundaries.

**COMMENT**

To reflect the changes being implemented through Stage 2 of the Project, it is proposed that a portion of the road reserve for Cable Beach Road West is permanently closed, so that this land can be amalgamated into the adjoining Cable Beach Foreshore Reserve 36477. The proposed tenure realignment is depicted below.



**Image 2 (above):** Current tenure boundaries overlaid with master plan.



**Image 3 (above):** Proposed tenure boundaries overlaid with masterplan.

The realignment of the tenure boundaries will ensure that the land tenure aligns with the land uses. The closure of the portion of the road reserve will not impact on vehicle access to Cable Beach. The proposed boundary of the road reserve will accommodate any future relocation of service infrastructure. It is therefore recommended that Council resolve to permanently close this portion of the Cable Beach Road West road reserve and undertake the required statutory advertising.

## **CONSULTATION**

External consultation has been undertaken with Horizon Power and Water Corporation through the Walmanyjun Cable Beach Foreshore Redevelopment Project to understand the relocation of their infrastructure. Horizon Power and Water Corporation have both provided approval for the relocation of their infrastructure. The Cable Beach Club has also been consulted and provided no objections to the proposed tenure changes.

Under the *Land Administration Act 1997* a public notice is required to be published in a newspaper within the district and invite any submissions which the Shire is to consider and respond to, with a 35 day comment period being provided.

Furthermore, once a request is submitted to the Minister for Lands to permanently close the road, the Department of Planning, Lands and Heritage will undertake due diligence, including stakeholder consultation prior to making a decision to close the road.

It should be noted that extensive consultation was undertaken as part of the Walmanyjun Cable Beach Foreshore Redevelopment Project and that the masterplan, as depicted in images 2 & 3, have received Council approval.

## **STATUTORY ENVIRONMENT**

### ***Land Administration Act 1997***

Section 51. Minister's powers to cancel, change purpose or otherwise affect reserve.

- (1) Subject to sections 42, 43 and 45, the Minister may by order cancel, change the purpose of, reduce the area of, excise an area from or amend the boundaries of, or the locations or lots comprising, a reserve.
- (2) Without limiting subsection (1), the Minister may by order excise an area from a managed reserve (other than a class A) reserve or a reserve referred to in section 45(2)) if the Minister considers that the excision is –
  - a. In the public interest; or
  - b. Necessary for the purposes of a public work.
- (3) Before acting under subsection (2) in relation to a managed reserve, the Minister must consult the management body of the reserve in accordance with section 46A.

Section 58. Closing Roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.

- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) –
  - a. By order grant the request; or
  - b. Direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
  - c. Refuse the request.
- (5) If the Minister grants a request under subsection (4) –
  - a. The road concerned is closed on and from the day on which the relevant order is registered; and
  - b. Any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road –
  - a. Becomes unallocated Crown land; or
  - b. If a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.

### **Land Administration Regulations 1998**

Regulation 9. Local government request to close road permanently (Act s.58(2)), requirements for

For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request –

- (a) Written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
- (b) Sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and
- (c) Copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and
- (d) A copy of the relevant notice of motion referred to in paragraph (c); and
- (e) Any other information the local government considered relevant to the Minister's consideration of the request; and
- (f) Written confirmation that the local government has complied with section 58(2) and (3) of the Act.

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

The Shire will be required to pay for all costs associated with the amendment to the tenure boundaries. This would include surveying fees to amend the cadastral boundaries and is

estimated to cost roughly \$5,000-\$6,000. Landgate may also charge document registration fees which would cost no more than \$1,000. All fees will be funded through the Cable Beach Stage 2 project.

## **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.

## **VOTING REQUIREMENTS**

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0725/009**

**Moved: Cr J Mamid**

**Seconded: Cr S Cooper**

**That Council:**

- 1. Endorses the permanent road closure of a portion of Cable Beach Road West as depicted in Attachment 1.**
- 2. Requests the Chief Executive Officer to advertise the intention to permanently close a portion of Cable Beach West Road in the newspaper circulating the district for a period of no less than 35 days, in accordance with section 58(2) of the Land Administration Act 1997.**
- 3. Subject to the aforementioned advertising period elapsing and no objections being received, requests the Chief Executive Officer write to the Minister for Lands requesting the permanent closure of a portion of Cable Beach Road West road reserve as depicted in Attachment 1.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo**

**CARRIED UNANIMOUSLY 9/0**

## **Attachments**

1. Proposed Land Tenure Changes
2. Current Land Tenure Boundaries (Landgate)
3. Aerial Map











**The Director Development & Community advised that the officer recommendation had been amended following the agenda briefing. This was corrected administratively and reflected in the minutes.**

### **9.2.2 RENEWAL OF TRADING IN PUBLIC PLACES LICENCE - SALE & CO SPECIALTY COFFEE**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Sale & Co Specialty Coffee
<b>FILE:</b>	HEA001
<b>AUTHOR:</b>	Manager Health, Emergency & Rangers
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

Sale & Co Speciality Coffee (Sale & Co) has been trading in the Broome Cemetery Carpark since December 2021, under a Trading in Public Places Licence issued in accordance with the *Trading, Outdoor Dining and Street Entertainment Local Law 2016* (the Local Law). The licence is due to expire 31 July 2025 and Sale & Co has applied to renew the licence. This report considers and recommends the approval of the renewal of the trading in public places licence subject to specific conditions.

## **BACKGROUND**

### Previous Considerations

OMC 10 June 2010	Item 9.3.11
OMC 17 February 2011	Item 9.3.5
OMC 31 May 2018	Item 9.2.5
OMC 16 December 2021	Item 9.2.4

Sale & Co currently operates a double lane drive thru selling coffee and snack foods at the Broome Cemetery Carpark located on Reserve 1647. The trading in public places licence was transferred to Sale & Co at OMC 16 December 2021 from the previous licence holder, Mollie Bean Coffee. Mollie Bean Coffee had been trading at this location under a conditional licence since August 2009. The approved operating hours are currently 5:00am – 5:00pm, 7 days per week, however Sale & Co generally operates from 5:00am – 11:00am daily. Sale & Co has a large mobile food vehicle and a Toyota Landcruiser towing vehicle which are both parked together at the trading location and act as the point of sale for customers. Sale & Co also has various traffic management signage placed on the reserve, has a table and fence set up in front of the vehicle and connects to Shire power and water (see **Attachment 1**). Sale & Co is a well-established and popular business and the applicant has submitted eight letters of support from well-known local businesses with the application.

## **COMMENT**

### *Trading outside of a Trading Zone*

The current trading location at Reserve 1647 is not within a trading zone as defined within the Trading in Public Places Policy (the Policy). When trading zones were introduced to the

Policy, the intention was to enable greater officer discretion to approve trading in public places, with the benefit of reducing delays in the application process and enabling activation of certain public places. Public trading may occur in other locations not within a zone if the applicant is able to demonstrate that the proposed trading location will be safe and suitable and is consistent with the objectives of the Policy. Trading applications for trading outside of the zones must be approved by Council.

The Policy states that an objective is to “encourage the use of parks and reserves for appropriate trading activities as a means of enhancing community activity and recreation, in such a manner that they do not conflict with amenity, usability and public safety”. The meaning of this objective is that trading activities should encourage people to use and enjoy parks and reserves and facilitate persons staying longer in an area. It is considered that Sale & Co does not meet this objective of the Policy, as persons using a drive thru business generally do not stay in the area and the trading activity does not usually encourage activity and recreation in the area. Officers are therefore recommending that should Council renew the trading in public places renewal, that the licence shall not be transferable should the business be sold.

#### *Traffic management and pedestrian safety*

Concerns have been raised internally regarding the ongoing safety with regards to the business and drive thru style of trading in the carpark, particularly given the close proximity to two schools and the school pedestrian crossing. No complaints or injuries have been recorded by the Shire since Sale & Co commenced operation. The use of the carpark as a double lane of vehicles also effectively prevents members of the public from parking in the unsealed carpark at the cemetery while trading is occurring. The bituminised carpark in front of the Japanese cemetery is not obstructed by the trading activities.

After the renewal application was submitted, Sale & Co were subsequently advised to develop and submit a certified Traffic Management Plan (TMP) for approval by the Shire. In the previous licence approval issued by Council, Sale & Co was also advised to submit a TMP. The TMP will be required to be submitted annually for assessment and approval of the Shire's Director of Infrastructure.

#### *Use of Shire Water and Power*

There is currently a fee set by Council for the use of power and water by traders, however this fee is not considered adequate or appropriate for this trading activity. There is a sub-meter installed at the cemetery site for electricity usage but there is currently no sub-meter installed for water usage. Officers are recommending that Council install a water usage sub-meter with the full costs of installation reimbursed by Sale & Co. Officers are recommending that Sale & Co upon receipt of an annual invoice, pay for all power and water used. Additionally, access to both electricity and water at the site be key lockable to prevent unauthorised usage.

#### *Maintenance of the site*

Due to the high volume of vehicles accessing Reserve 1647 daily, there is increased wear on the site. Officers are therefore recommending that the licensee shall be responsible for repairs and costs for any damage caused to Shire Infrastructure from the use of the site for trading.

## **CONSULTATION**

Sale & Co

St Mary's College were consulted in the preparation of this report, given that are the proprietor of the two closest adjoining properties and may be particularly impacted by the trading activity. St Mary's College did not have any queries or concerns in relation to the renewal of the trading licence.

## **STATUTORY ENVIRONMENT**

### **TRADING, OUTDOOR DINING AND STREET ENTERTAINMENT LOCAL LAW 2016**

#### **2.3 Determination of application**

2.3.1 *The local government may, in respect of an application for a licence —*  
 (a) *refuse to approve the application; or*  
 (b) *approve the application on such terms and conditions, if any, as it sees fit.*

2.3.2 *The local government may refuse to approve an application for a licence, where –*

- (a) it is not in accordance with clause 2.2 or any other clause containing requirements to be complied with when making an application for a licence;*
- (b) the activity will have an unreasonable impact on an established shop or an activity undertaken under an existing licence;*
- (c) the application does not comply with a policy of the local government adopted by the Council and relevant to that application;*
- (d) the proposed activity or location in respect of which a licence is sought is considered by the local government to be undesirable;*
- (e) the proposed stall is considered by the local government to be unsuitable in any respect for the activity or location for which the licence is sought;*
- (f) the applicant is not a suitable person to hold a licence;*
- (g) the applicant is an undischarged bankrupt or is in liquidation;*
- (h) the applicant has entered into any composition or arrangement with creditors;*
- (i) a manager, an administrator, a trustee, a receiver or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property; or*
- (j) there are other grounds on which the local government considers the application should be refused.*

2.3.4 *If the local government refuses to approve an application for a licence, it is to give written reasons for that refusal to the applicant.*

#### **2.5 Licence renewal**

2.5.1 *Prior to the expiry of an outdoor dining licence, a market licence or a trading licence, the licensee may apply to the local government for the renewal of the licence.*

#### **2.4 Issue of licence**

2.4.4 *The local government may vary the terms or conditions of a licence and the licensee must comply with those terms and conditions as varied on and from the date of notification of the variation.*

## **5.2 Limitations on trading**

- 5.2.2 *The issue of a trading licence does not give the licensee exclusive possession or use of the approved trading area.*

## **POLICY IMPLICATIONS**

The Shire's Trading in Public Places Policy provides guidance for the issuing of trading licences. The approval of this licence renewal would generally not be consistent with the objectives of the current Policy.

## **TRADING IN PUBLIC PLACES POLICY**

### **Policy Objective**

1. *To facilitate the assessment and approval of Trading Licences in accordance with the Trading, Outdoor Dining and Street Entertainment Local Law 2003 (Local Law).*
2. *To provide guidance and direction on the location and management of traders in the district.*
3. *To encourage the use of parks and reserves for appropriate trading activities as a means of enhancing community activity and recreation, in such a manner that they do not conflict with amenity, usability and public safety.*
4. *To protect Cable Beach and other parks and reserves within the Shire as highly valued environmental, cultural and social assets enjoyed by visitors and residents alike.*

### **2. Licence Approval**

- 2.1 *Licences within approved zones are to be approved by the Shire's Development Control Unit. Licences falling outside of these zones may be approved by Council.*

## **FINANCIAL IMPLICATIONS**

The current annual renewal fee for a high intensity trading licence is \$1,810. The costs incurred by the Shire from Sale & Co Specialty Coffee using Shire power and water will be adequately reimbursed by the trader.

## **RISK**

There is a high reputational risk due to the popularity of the business if the licence is not to be renewed. There is also a risk if the Council were to refuse the application that any decision may be challenged in the State Administrative Tribunal.

There are ongoing safety risks with regards to the double lane drive thru style of trading, the number of cars driving onto the reserve given the popularity of the business and the proximity to two schools and school pedestrian crossing. The Shire may be liable in the case of any accident or incident that occurs within the reserve.

Given the sensitive nature of the surrounding land use, community perception may have changed since the licence was issued. Members of the public are discouraged or unable to access the cemetery carpark while Sale & Co Specialty Coffee is trading.

The requirement for a fee to be charged for access to power and water may create expectations by other licence holders that power and water may be provided for other trading activities. Council will need to consider the precedent this decision will set for other trading activities where Shire power and water are available. This decision will inform future policy reviews, and the cost of installing sub-meters will require further investigation.

**STRATEGIC ASPIRATIONS**

**Prosperity - Together, we will build a strong, diversified and growing economy with work opportunities for everyone.**

**Outcome 8 - A strong, diverse and inclusive economy where all can participate.**

**Objective** 8.2 Activate Broome precincts, events and tourism.

**VOTING REQUIREMENTS**

*Simple Majority*

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0725/010**

**Moved: Cr M Virgo**

**Seconded: Cr J Lewis**

**That Council:**

- 1. Approve the renewal of the Trading in Public Places Licence for Sale & Co Specialty Coffee under the Shire's Trading, Outdoor Dining and Street Entertainment Local Law 2016, subject to the following conditions:**
  - a) The licence expiry date is 31 July 2030, subject to payment of the annual renewal fee.**
  - b) The licence is not transferrable.**
  - c) The licensee shall comply with all relevant legislation and Shire local laws, including the conditions specified in the Shire of Broome Trading, Outdoor Dining and Street Entertainment Local Law 2016, and the Shire of Broome Trading in Public Places Policy as updated.**
  - d) The licensee shall submit a certified traffic management plan for assessment and approval by the Director of Infrastructure annually.**
  - e) The licence holder shall reimburse Council for the installation of a submeter for water usage.**
  - f) The licence holder shall reimburse Council on receipt of an annual invoice for all power and water used.**
  - g) The licensee is responsible for the cost of repair, restoration or reinstatement of Shire infrastructure arising from the trading activity or caused by the customers of the trading activity. Such repair, restoration or reinstatement must be carried out as directed by the Shire and to the Shire's satisfaction.**
  - h) No sign or advertising device is to be erected on trading site or street reserve.**
  - i) The only trading activities permitted on the area of application are the approved identified commercial activity.**
  - j) All rubbish and waste must be removed from the site. Rubbish and waste shall not be placed in any public bins. Adequate waste receptacles are to be arranged prior to trading.**
  - k) Provision of public liability insurance cover to the value of \$10,000,000 (\$10 Million) at all times.**
  - l) Shire of Broome reserves the right to vary licence conditions as required, or to revoke this licence at any stage in accordance with the Trading, Outdoor Dining and Street Entertainment Local Law 2016.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo**

**CARRIED UNANIMOUSLY 9/0**

**Attachments**

1. Photos of Trader





**Cr M Virgo declared a Financial Interest in Item 9.2.3, the reason being “I am the General manager of the Broome Visitor Centre and Caravan and Camping grounds are Financial Members of the Broome Visitor Centre.”**

**Cr M Virgo left the Chambers at 5:40 pm.**

### **9.2.3 APPROVAL TO CAMP IN AREAS OTHERS THAN CARAVAN PARKS AND CAMPING GROUNDS**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ENH26
<b>AUTHOR:</b>	Coordinator Environmental Health and Event Approval
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

The *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997* have recently been amended to grant authority to the local government authority to approve camping on private property for up to two years with applicants able to request further two-year periods. This item seeks Council's endorsement to adopt a new Policy, 'Approval to Camp in Areas Other than Caravan Parks and Camping Grounds' (**the Policy**) and rescind the current Approval to Camp For Up To 3 Months in Areas Other Than Caravan Parks and Camping Grounds Policy (**the existing Policy**).

#### **BACKGROUND**

##### Previous Considerations

OMC 18 December 2007	Item 9.3.13
OMC 27 May 2021	Item 9.2.7

In August 2024, the (then) Department of Local Government Sporting and Cultural Industries (DLGSC) made amendments to the Caravan Parks and Camping Grounds legislation to permit the occupation of a caravan on private property for up to 24 months with possibility of extension. This is a significant change from the previous provisions which permitted up to 3-months occupation with local government approval and between 3 and 12 months with the Minister's approval.

#### **COMMENT**

The impact on policy from the change to the legislation is significant for the Shire of Broome given that it is in a cyclone prone region and 24 months effectively includes two cyclone seasons for which consideration must be given. Previously, the 3-month period of approval available to local government was almost always requested during the dry season by family members visiting local families in their home for periods of less than three months.

A review of records indicates that since 1 January 2022, eight applications have been received and three of those were for carnival or circus operators camping at Male Oval. The fee for an application to camp outside of a caravan park is currently \$108.50.

The change to the legislation is said to be in an effort to lessen the effects of the 'housing crisis' in Western Australia following the COVID pandemic, and to reduce the burden on the minister's office where previously, requests to camp for greater than three months required the approval of the minister. As a result, the existing policy is inadequate for the purpose of assessing a request of up to two years and so the policy has been extensively re-written. It refers to applications to camp on private property. Other than in a caravan park/camping ground, the legislation addresses camping on other land ownership types, conditions for which are essentially unchanged in this legislative revision.

Park homes, tiny homes and tiny homes on wheels (which are not road registered and require a permit to tow on roads) are not covered by the policy. Legislation provides that park homes can only be placed in a caravan park or park home park and an application for a tiny home or tiny home on wheels would require a development application.

Use of the word caravan in this policy is taken to include camper trailers and self-propelled vehicles such as motorhomes, and buses or other large vehicles which have been fitted out for accommodation purposes. Such vehicles are not designed as semi-permanent/permanent accommodation and in Broome's harsh climatic environment special consideration needs to be given. The DLGSCs guidance material refers to the need for 'sufficient power, water, sewage, and cooking facilities'. These matters are covered in the policy. In addition control of sullage (grey water including water from preparing food, showering, washing hands) is addressed in the policy.

The change in length of stay for up to and beyond two years has required the consideration of a wide range of situations and conditions and these have been incorporated into the updated policy.

## **CONSULTATION**

Officers have had discussions with the Shire of Esperance regarding their Council response, and sought advice from an independent environmental health consultant.

The proposed draft policy and its local implications were discussed at a Council workshop.

## **STATUTORY ENVIRONMENT**

### ***Caravan Parks and Camping Grounds Act 1995*** ***Caravan Parks and Camping Grounds Regulations 1997***

#### 11A. Camping on private land with local government approval

- (1) A person may apply in writing to a local government for approval to camp on land the person owns or has a legal right to occupy if the land is in the local government's district.
- (2) The local government may approve the person camping on the land for a period specified in the approval not exceeding 24 consecutive months.
- (3) The approval is subject to the following conditions —
  - (a) that any caravan or camp in which the person is camping on the land is maintained in such a condition that it is not a hazard to safety or health;
  - (b) that the land is maintained in such a condition that it is suitable for camping, particularly in relation to —

- (i) safety and health; and
- (ii) access to services;
- (c) any other conditions specified by the local government in the approval.
- (4) The local government is taken to have refused the application if the local government does not give the approval within 63 days of the application.
- (5) The local government may revoke an approval given by the local government, by written notice to the holder of the approval, if the local government is satisfied that a condition of the approval has been breached.
- (6) Before revoking the approval, the local government must —
  - (a) give written notice to the holder of the local government's intention to revoke the approval unless, within 35 days after the notice is given, the holder shows cause why the approval should not be revoked; and
  - (b) consider any written response to the notice received from the holder during that period.

### **11B. Camping on private land with Ministerial approval**

- (1) This regulation applies if a local government does any of the following under regulation 11A (each a relevant decision) —
  - (a) refuses to give an approval a person has applied for;
  - (b) gives a person an approval for a period or subject to conditions specified by the local government in the approval;
  - (c) revokes an approval given to a person by the local government.
- (2) The person may, within 35 days of the relevant decision, apply in writing to the Minister for approval to camp on the land the subject of the application or approval (as the case may be).
- (3) The Minister may approve the person camping on the land for a period specified in the approval not exceeding 24 consecutive months.
- (4) The approval is subject to the following conditions —
  - (a) that any caravan or camp in which the person is camping on the land is maintained in such a condition that it is not a hazard to safety or health;
  - (b) that the land is maintained in such a condition that it is suitable for camping, particularly in relation to —
    - i. safety and health; and
    - ii. access to services;
  - (c) any other conditions specified by the Minister in the approval.
- (5) If a person makes an application in relation to a relevant decision referred to in subregulation (1)(b), the relevant decision continues in force until the sooner of —
  - (a) the day on which the Minister gives an approval on the application; or
  - (b) the day on which the relevant decision would otherwise cease to have effect.
- (6) The Minister may revoke an approval given by the Minister, by written notice to the holder of the approval, if the Minister is satisfied that a condition of the approval has been breached.
- (7) Before revoking the approval, the Minister must —
  - (a) give written notice to the holder of the Minister's intention to revoke the approval unless, within 35 days after the notice is given, the holder shows cause why the approval should not be revoked; and
  - (b) consider any written response to the notice received from the holder during that period.

### **12. Number of caravans on lot**

- (1) A person who owns or has a legal right to occupy a lot, as defined in the Planning and Development Act 2005 section 4(1), is to ensure that —
  - (a) not more than one caravan is being used to camp on the lot at any one time;
  - or

- (b) where more than one caravan is being used to camp on the lot at any one time, he or she has written approval under subregulation (2) and is complying with that approval.

Penalty for this subregulation: a fine of \$2 000.

- (2) Written approval may be given to a person for more than one caravan, as specified in the approval, to be used to camp on a lot for a period of time specified in the approval —

- (a) by the local government of the district where the lot is situated, if the period of time does not exceed 3 months; or
- (b) by the Minister, if the period of time exceeds 3 months.

### **13. Suitability of land for camping to be considered before approval under r. 11A, 11B or 12(2) given**

Before giving approval under regulation 11A, 11B or 12(2), the local government or the Minister is to be satisfied that the land is a suitable place for camping especially with respect to —

- (a) safety and health; and
- (b) access to services.

### **14. Caravan or camp to be maintained**

A person camping in a caravan or camp is to maintain it in such a condition that it is not a hazard to safety or health.

Penalty: a fine of \$5 000.

### **15. Mobility of caravans**

- (1) The owner of a caravan is to ensure that the caravan has wheels attached to it, or in the case of a park home assembled from components, each component of the park home has wheels attached to it, and is maintained in such a condition that it is able to be moved under its own power or by being towed, within 24 hours of —
  - (a) any services attached to it being disconnected; and
  - (b) in the case of a park home assembled from components, it being split into components.

Penalty for this subregulation: a fine of \$5 000.

- (2) A person is not to interfere with a caravan so as to render it unable to be moved, under its own power or by being towed.

Penalty for this subregulation: a fine of \$5 000.

## **POLICY IMPLICATIONS**

This report seeks to replace the existing policy Approval to Camp for up to 3 Months in Areas Other Than Caravan Parks and Camping Grounds.

## **FINANCIAL IMPLICATIONS**

Nil

## **RISK**

The legislative change introduces several new risks in particular for cyclone prone areas. The new policy attempts to reasonably control these.

## **STRATEGIC ASPIRATIONS**

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

**Outcome 2 - Everyone has a place to call home**

**Objective** 2.1 Promote access to safe, affordable accommodation to meet all needs, including itinerants, homeless people, those at risk, youth and the elderly.

#### **VOTING REQUIREMENTS**

*Simple Majority*

#### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0725/011**

**Moved: Cr S Cooper**

**Seconded: Cr J Lewis**

**That Council:**

- 1. Rescinds the existing policy Approval to Camp for up to 3 Months in Areas Other Than Caravan Parks and Camping Grounds as shown in Attachment 1.**
- 2. Endorses the Approval to Camp in Areas Other Than Caravan Parks and Camping Grounds Policy as shown in Attachment 2.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor**

**CARRIED UNANIMOUSLY 8/0**

#### **Attachments**

1. Approval to Camp for up to 3 Months in Areas Other Than Caravan Parks and Camping Grounds
2. Approval to Camp in Areas Other Than Caravan Parks and Camping Grounds















**Cr M Virgo returned to the Chambers at 5:41 pm.****9.2.4 DRAFT WEED MANAGEMENT STRATEGY AND ACTION PLAN 2026-2029**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ENV09
<b>AUTHOR:</b>	Manager Operations
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The draft Weed Management Strategy and Action Plan 2026-2029 has been developed through a review of the previous Weed Management Strategy 2022 and with the support of experienced environmental consultants, Powderbark Environmental Consulting. This updated strategy provides a comprehensive framework and tangible actions to effectively address weed management across the Shire of Broome.

This report outlines the community engagement and consultation processes that informed the development of the proposed Strategy and Action Plan 2026-2029 and seeks Council's endorsement to release the draft Weed Management Strategy and Action Plan 2026-2029 for a four-week public comment period.

**BACKGROUND**Previous Considerations

OMC 27 February 2020	Item 9.1.2
OMC 25 February 2021	Item 9.4.1
OMC 31 March 2022	Item 9.2.2

Following consultation with individuals, groups and elected members the Shire endorsed the Weed Management Strategy 2022 (**Attachment 1**) at its Ordinary Meeting of Council (OMC) held 31 March 2022. At the time the Shire had not completed a Weed Management Action Plan and the Chief Executive Officer was requested to develop and present a Weed Management Action Plan to Council.

**COUNCIL RESOLUTION****(Report Recommendation)****Moved: Cr E Foy****Minute No. C/0322/043****Seconded: Cr N Wevers****That Council:**

- 1. Endorse the Shire of Broome Weed Management Strategy (Attachment 1); and**
- 2. Requests the Chief Executive Officer develop and bring to Council a Weed Management Action Plan for consideration within the current financial year.**

**CARRIED UNANIMOUSLY 7/0**

Due to various resourcing issues the Shire was unable to prepare the Weed Management Action Plan immediately after the adoption of the Weed Management Strategy.

Recognising the amount of time that had elapsed since adoption of the Weed Management Strategy 2022 Shire officers decided to review and update the Weed Management Strategy to include the Action Plan which is consistent with other informing strategies and allows the actions to be spread across the entire four year period of the strategy document.

## COMMENT

Powderbark Environmental Consultants were engaged in February 2025 to review the Weed Management Strategy 2022 with a scope to update the strategy and to develop a tangible action plan that could be delivered over a four-year period.

In March, 2025, Powderbark travelled to Broome to better understand the weed challenges in Broome and to consult with key internal and external stakeholders.

Following that consultation it was determined that the Weed Management Strategy 2022 was too broad and the priorities should be narrowed to address four key priority areas:

1. Minyirr Park (drain systems entering the reserve)
2. Native Vegetation
3. Hold Your Ground (re-treatment)
4. Areas of Community Effort

The Vision and Aim of the draft Weed Management Strategy and Action Plan 2026-2029 (Attachment 2) are;

**Vision:** To protect the environmental, cultural, social and economic assets of Broome from the impacts of invasive weeds.

**Aim:** to provide a strategic framework for managing weeds within the Shire of Broome and prioritise strategic management actions.

The goals of the Strategy are:

1. **Prevent:** Prevent new weed problems from establishing.
2. **Understand:** Understand the occurrence and extent of priority weed species and their context in the Broome townsite.
3. **Limit Impacts:** Limit the impact of priority weed species on biodiversity and amenity values.

Each goal is specifically linked to a series of actions, spread across four years.

Shire officers recommend Council endorse the draft Weed Management Strategy and Action Plan 2026-2029 for an four-week public comment period from 18 August 2025 – 15 September 2025 to enable officers to promote the draft Weed Management Strategy and Action Plan widely and invite feedback from key stakeholders and the broader community.

The feedback will then be collated in a subsequent report presented to Council to consider adoption of the final Weed Management Strategy and Action Plan 2026-2029.

## CONSULTATION

The first draft of the Weed Management Strategy and Action Plan was received in April 2025 and presented in the May Council Workshop.

Present at the workshop were Cr Mitchell, Cr Cooper, Cr Lewis, Cr Matsumoto, Cr Smith, Cr Taylor and Cr Virgo.

During the public comment period, the draft Weed Management Strategy and Action Plan will be made available on the Shire's website and shared through the Shire's social media platforms to ensure broad reach.

Two pop-up stalls will be held during the comment period to promote engagement and invite feedback.

The Shire will also undertake targeted consultation by reaching out directly to key stakeholders. This will include scheduling one-on-one meetings during the public comment period to ensure those with a specific interest or expertise are given the opportunity to provide detailed input on the draft Strategy and Action Plan.

### **STATUTORY ENVIRONMENT**

Nil.

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

The updated Weed Management Strategy and Action Plan 2026-2029 has been developed to be able to be delivered within existing resources.

\$16,000 excluding GST of additional operational expenditure is required to undertake an external audit to map the weed areas and densities in Broome to get a baseline starting point to measure effectiveness from.

### **RISK**

Risk being mitigated due to consulting the community

### **STRATEGIC ASPIRATIONS**

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

#### ***Outcome 5 - Responsible management of natural resources***

**Objective** 5.1 Manage and conserve the natural environment, lands and water.

**Objective** 5.2 Adopt and encourage sustainable practices.

### **VOTING REQUIREMENTS**

*Simple Majority*

**COUNCIL RESOLUTION:****(REPORT RECOMMENDATION)****Minute No. C/0725/012****Moved: Cr J Lewis****Seconded: Cr M Virgo****That Council:**

- 1. Endorses the release of the Draft Weed Management Strategy and Action Plan 2026-2029 for public comment for an 4 week period.**
- 2. Requests the Chief Executive Officer present the final Weed Management Strategy and Action Plan 2026-2029 for Council consideration of adoption at the 11 December 2025 Ordinary Council Meeting.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo****CARRIED UNANIMOUSLY 9/0****Attachments**

1. Weed Management Strategy 2022
2. Draft Weed Management Strategy and Action Plan 2026-2029









































































































































### **9.2.5 PUBLIC WORKS - OFFICE EXTENSION FOR DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS - 1 ROBERT STREET, BROOME (RESERVE 1644)**

<b>LOCATION/ADDRESS:</b>	1 Robert Street, Broome
<b>APPLICANT:</b>	Department of Biodiversity Conservation and Attractions
<b>FILE:</b>	RES 1644
<b>AUTHOR:</b>	Manager Building & Planning
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

The Shire has received a Public Works referral from the Department of Biodiversity, Conservation and Attractions (**DBCA**) to construct a freestanding office at 1 Robert Street, Broome, Reserve 1644.

The office will be used by DBCA to accommodate office staff to support their operations across the Kimberley Region.

The proposal does not align with the Old Broome Development Strategy or Amendment No 1 to Local Planning Scheme No 7, and therefore is presented to Council for its consideration.

## **BACKGROUND**

### Previous Considerations

Nil.

### Site and Surrounds

1 Robert Street, Broome is 10,087sqm property and is currently a 'Public Purposes Reserve – Government Services' under Local Planning Scheme No 7. Under Amendment No 1 to Local Planning Scheme No 7, the subject site is proposed to be rezoned to 'Tourism'.

The site is surrounded by Herbert Street to the west, Robert Street to the north and the Roebuck Bay Caravan Park to the east and south. To the immediate west of the site is a residential property, Broome PCYC and the future Broome Police District Support Facility site. To the immediate north of the site are residential properties.

The subject site is a Reserve with a management order to DBCA for the purpose proposes of Office, Depot and Staff Accommodation. The site is currently developed and has been used as the office/administration centre for DBCA Kimberley Region. Historically portion of the site was operated as the 'Mango Campgrounds' which operated from 1995 to 2018. More recently in 2019, a marine storage shed was constructed on the eastern portion of the site and the area previously occupied by the Mango Campgrounds is now used as a depot for DBCA operations. In 2021 staff accommodation was installed along the Robert Street frontage. An aerial image of the site is provided below:



*Aerial Image – 1 Robert Street*

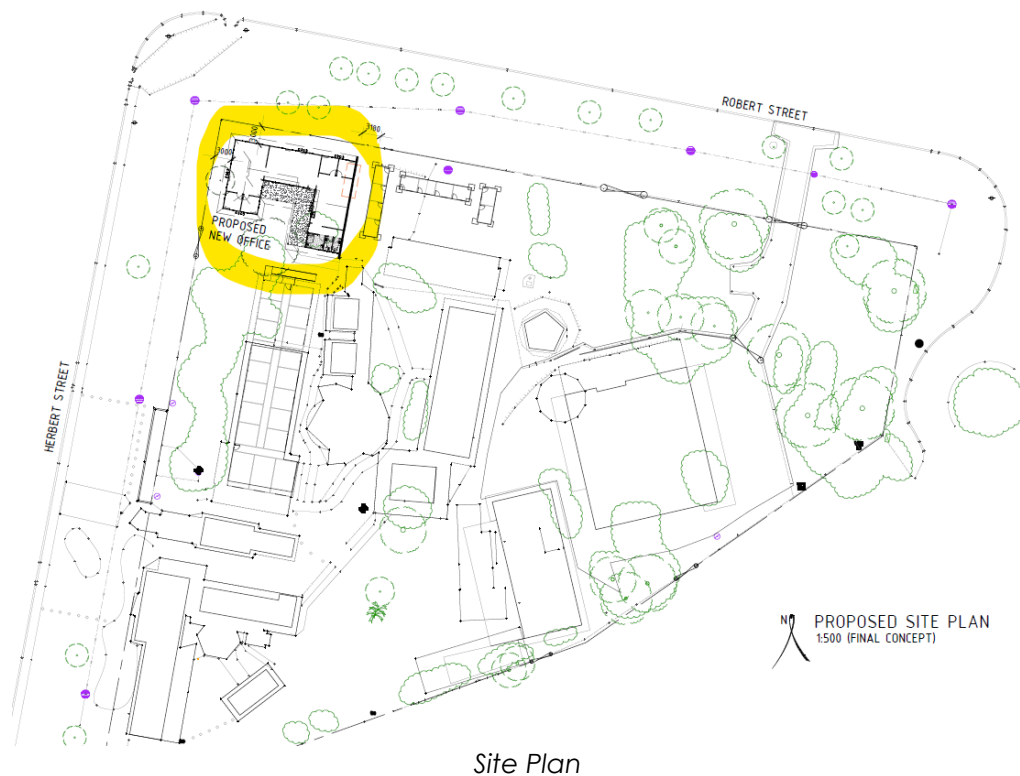
### Background – Proposed Office expansion

DBCA are proposing an expansion of the office's on the current site. Additional office space is required due to sustained growth in staffing, driven in part by the State Government's investment in new parks in the Kimberley under the Plan for Parks initiative. Since 2020, staff numbers at the site have increased from approximately 70 to 110 full-time equivalents (FTEs).

DBCA has secured \$1.5 million in funding to address its office accommodation shortfall. The development of the additional office space aims to relieve pressure from overcrowded workspaces, where existing floor space has been stretched by compromising meeting rooms and converting temporary spaces for office use. The proposed development is not intended to support further FTE growth, but rather to provide a more functional environment for current operations by reintroducing meeting rooms and improving the overall layout.

### Proposed Development

A single storey office building is proposed to be located on the north-western portion of the site. The building will have a floor area of 216sqm and will accommodate 28 work stations. A site plan and elevations are provided in **Attachment No 1** and a copy of the site plan is supplied below:



## COMMENT

As the office development is being undertaken by DBCA, it falls within the definition of 'Public Works' and is therefore exempt from the need to obtain development approval further to the provisions of the *Planning and Development Act 2005 (P&D Act)*. However, the P&D Act requires that local government be consulted prior to the undertaking of Public Works to ensure that adequate regard is given to the purpose and intent of the Local Planning Scheme, orderly and proper planning, and preservation of amenity for the locality.

To ensure that these matters are considered, the following provides an assessment of the proposal against the planning framework.

### Planning Framework

#### *Local Planning Scheme No 7 (the Scheme)*

As outlined above, the subject site is currently zoned 'Public Purposes Reserve – Government Services' under the Scheme, however Amendment No 1 to Local Planning Scheme No. 7, which is now a seriously entertained planning document, proposes that the site be rezoned to 'Tourism'. The recommendation for the rezoning of the site will align with the Old Broome Development Strategy and the draft Precinct Structure Plan, which will be further outlined below.

#### *Old Broome Development Strategy*

The site is identified as being in Area E – Tourism under the Old Broome Development Strategy and recommends development of tourism land uses. Further, the concept plan in the Strategy includes investigating feasibility to relocate the current DBCA offices and yard to create additional land to cater for the expansion of the caravan park.

### *Amendment No 1 to Local Planning Scheme No 7 and Chinatown-Old Broome Precinct Structure Plan*

The Chinatown-Old Broome Precinct Structure Plan has been prepared and once adopted will replace the Old Broome Development Strategy. The Precinct Structure Plan is consistent with the Old Broome Development Strategy as it identifies the subject site as 'Tourism'. Furthermore, Amendment No 1 to Local Planning Scheme No 7, will further reinforce the recommendations of the Old Broome Development Strategy as it proposes to rezone the site from a reserve to Tourism.

*Amendment No 1 to Local Planning Scheme No 7* and draft Precinct Structure Plans are now seriously entertained planning documents, as they have been prepared following extensive community engagement, the drafts have been advertised for public comment and Council in March 2025, considered all public comments on the draft and resolve to recommend that both documents be adopted.

If the land is rezoned to Tourism, the development and public works proposal, will have to have due regard to the purpose and intent of the Tourism zoning. Expansion of the DBCA activities on site would not align with the objectives of the Tourism zoning. Furthermore, an 'office' use under the Scheme would be an 'I' use in the Tourism zoning, which means that the use is permitted if related to the predominant use of the land and it complies with the development standards of the Scheme.

#### Site and Development Requirements

The site does not currently have established setbacks or controls as it is a reserve under the Scheme. Site and development standards will be established in the Precinct Structure Plan, which establish that the building setbacks should be 2m, maximum site coverage of 60% and building height controls, which the development complies with. The Precinct Structure Plan will also establish standards for landscaping, including that 25% of the site must be provided as soft landscaping and 10% of the site as minimum deep soil area. The proposed office development would not impact on the existing onsite landscaping as it is proposed in an area on site currently used for storage.

The parking standards for development in the Shire are established in Schedule 5 of Local Planning Scheme No 7. The table below outlines a parking calculation for the whole site:

Land Use	Parking Ratio	Parking required
Office (existing approximately 930sqm)	1 bay per 30sqm	31 bays
Office (proposed 216sqm)	1 bay per 30sqm	7.2 bays
Transport Depot	1 bay per employee	N/A
Workforce Accommodation	1 bay per bedroom	10
Total		<b>49 bays</b>

Formal staff parking associated with the DBCA office use on site has not been constructed as it is a historic use. Staff currently park on the Herbert Street road reserve and more recently have been parking on the western side of the Herbert Street road verge and Robert Street. The parking on the western portion of the Herbert Street road reserve will be removed in connection with the construction of the Police District Support Facility.

On site parking exists for DBCA fleet vehicles, there are approximately 31 bays available for fleet vehicle parking. This parking would also meet the demand for the workforce accommodation on site, which only occurs periodically.

DBCA have prepared a parking layout plan, which is supplied as **Attachment No 2** which shows ability to formalise parking on the Robert Street frontage to accommodate 18 verge parking bays, whilst retaining the existing trees. The plan also provides for the formalisation of the parking on the Herbert Street frontage to allow 7 parking bays. The installation of the verge parking (total of 25 bays) plus the onsite parking would mean that the parking ratios under the Scheme would be satisfied, however, given DBCA operational requirements, the onsite parking is limited to fleet vehicles only and therefore staff/visitors attending the office on site cannot access these bays. The practice of vehicles continuing to park on the gravel on the southern portion of the Herbert Street road reserve will therefore still likely continue, with the parking improvements proposed.

### Summary

While the proposed public works aligns with the current zoning of the site, there has been a long-held vision in the adopted planning framework for the site to transition to Tourism land uses. Expansion of the office on site, would not align with the planning framework. Notwithstanding the proposed rezoning of the site to Tourism, DBCA could pursue the office extension as public works as it aligns with the current zoning of the site as a reserve for Government Services.

Based on this, it is recommended that Council advise DBCA that it does not support the office expansion on site and provide advice on development conditions, should DBCA pursue the office extension at the site. The conditions of approval recommended are to address the site and development standards of the Scheme and adopted Local Planning Policies.

In relation to potential relocation, Shire Officers have met with staff at DBCA to discuss investigating an alternative office and depot. While DBCA have advised of a willingness to be involved in discussions of alternative sites, it is not in a position to secure funding for a relocation and wishes to pursue an office expansion to address the immediate office accommodation issues.

## **CONSULTATION**

Nil.

## **STATUTORY ENVIRONMENT**

### Planning and Development Act 2005

Section 6 of the Planning and Development Act (**PD Act**) provides that the Act 'does not interfere with public works. However, this pathway for Public Works to be exempt from approval to commence development requires that agencies proposing public works must comply with the requirements of section 6(2) and (3) of the PD Act by having **due regard** to:

#### **6. Act does not interfere with public works**

(1) *Subject to subsections (2) to (4), nothing in this Act interferes with the right of the Crown, or the Governor, or a public authority, or a local government -*

- a) *to undertake, construct or provide any public work; and*
- b) *to take land for the purposes of that public work.*

- (2) Rights referred to in subsection (1) are to be exercised having due regard to –
- a) the purpose and intent of any planning scheme that has effect in the locality where, and at the time when, the right is exercised; and
  - b) the orderly and proper planning, and the preservation of the amenity, of that locality at that time; and
  - c) any advice provided by the responsible authority in the course of the consultation required under subsection (3) in respect of the exercise of the right.

## **POLICY IMPLICATIONS**

Local Planning Policy 5.16 – Old Broome Development Strategy

## **FINANCIAL IMPLICATIONS**

Nil.

## **RISK**

Nil.

## **STRATEGIC ASPIRATIONS**

**Place - We will grow and develop responsibly and sustainably, caring for the natural environment and 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.

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Advises the Department of Biodiversity Conservation and Attractions that it:*
  - a) *notes that the public works proposal is inconsistent with Amendment No 1 to Local Planning Scheme No 7 which is a seriously entertained planning document; and*
  - b) *does not support the proposed Public Works as it will result in the expansion of an activity which does not align with the proposed planning framework.*
2. *Requests the Chief Executive Officer to continue discussions with the Department of Biodiversity Conservation and Attractions to investigate alternative sites for the office and depot operations of the Department.*
3. *Advises the Department of Biodiversity Conservation and Attractions that in the event it proceeds with the office extension at 1 Robert Street, Broome, the following conditions must be satisfied:*

- a) Prior to any construction or works commencing on site, the proponent must prepare and submit the following plan(s) for the approval of the Shire of Broome:
- (i) A detailed engineering plan for all car parking, landscaping and works (including crossovers) within the adjacent road reserve. This engineering plan must be prepared in accordance with the Guidelines for the Construction of Car Parking within the Shire of Broome Road Reserves;
  - (ii) A detailed landscaping plan for the site, showing landscaping proposed to be installed in proximity of the new office; and
  - (ii) A storm water drainage plan designed and documented by a practising Civil Engineer.
- b) Prior to the occupation of the development, the proponent is to complete the following works and therein maintain to the satisfaction of the Shire of Broome:
- (i) Construct the car parking bays and crossovers within the adjacent road verge in accordance with the approved engineering plan and storm water drainage plan; and
  - (iii) Install the landscaping in accordance with the approved landscaping plan.
- c) Prior to the occupation of the development a deed of agreement is to be prepared and executed at the owner's cost between the owner and the Shire, in which:
- (i) The Department of Biodiversity Conservation and Attractions is responsible for the maintenance of the car parking and landscaping within the road verge; and
  - (ii) The Department of Biodiversity Conservation and Attractions indemnifies 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.

**Cr Lewis moved the following motion.**

**Cr Mamid seconded the motion.**

**The motion was carried unanimously.**

**COUNCIL RESOLUTION:**

**Minute No. C/0725/013**

**Moved: Cr J Lewis**

**Seconded: Cr J Mamid**

**MOTION:**

**That Council:**

- 1. Advises the Department of Biodiversity Conservation and Attractions that it:**
  - a) notes that the public works proposal is inconsistent with Amendment No 1 to Local Planning Scheme No 7 which is a seriously entertained planning document; and**
  - b) does not support the proposed Public Works as it will result in the expansion of an activity which does not align with the proposed planning framework.**
- 2. Notes the important work the Department of Biodiversity Conservation and Attractions undertakes in the region, both independently and as a joint management partner, and requests the Chief Executive Officer to continue discussions with the Department**

**of Biodiversity Conservation and Attractions to investigate alternative sites for the office and depot operations of the Department.**

**3. Advises the Department of Biodiversity Conservation and Attractions that in the event it proceeds with the office extension at 1 Robert Street, Broome, the following conditions must be satisfied:**

**a) Prior to any construction or works commencing on site, the proponent must prepare and submit the following plan(s) for the approval of the Shire of Broome:**

- (i) A detailed engineering plan for all car parking, landscaping and works (including crossovers) within the adjacent road reserve. This engineering plan must be prepared in accordance with the Guidelines for the Construction of Car Parking within the Shire of Broome Road Reserves;**
- (ii) A detailed landscaping plan for the site, showing landscaping proposed to be installed in proximity of the new office; and**
- (iii) A storm water drainage plan designed and documented by a practising Civil Engineer.**

**b) Prior to the occupation of the development, the proponent is to complete the following works and therein maintain to the satisfaction of the Shire of Broome:**

- (i) Construct the car parking bays and crossovers within the adjacent road verge in accordance with the approved engineering plan and storm water drainage plan; and**
- (ii) Install the landscaping in accordance with the approved landscaping plan.**

**c) Prior to the occupation of the development a deed of agreement is to be prepared and executed at the owner's cost between the owner and the Shire, in which:**

- (iii) The Department of Biodiversity Conservation and Attractions is responsible for the maintenance of the car parking and landscaping within the road verge; and**
- (iv) The Department of Biodiversity Conservation and Attractions indemnifies 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.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo**

**CARRIED UNANIMOUSLY 9/0**

**Reason: To recognise and acknowledge the work that the Department of Biodiversity Conservation and Attractions undertakes in the region, both independently and as a joint management partner.**

#### **Attachments**

1. Site Plan, Floor Plan and Elevations
2. Car Park Plan













**9.2.6 ANNUAL ELECTORS MOTION - SIGNIFICANT TREE REGISTER**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	AME02
<b>AUTHOR:</b>	Manager Building & Planning
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

At the Annual Electors Meeting held on 6 February 2025, a Motion was carried requesting that the Shire of Broome (Shire) create and instigate a Significant Tree Register. Council considered the Annual Elector Motion at the Ordinary Meeting of Council on the 27 March 2025 and resolved to defer the motion to a Council workshop.

This report provides background on the Significant Tree Register previously adopted by the Shire and potential pathways if a register is to be reinstated. The report recommends that Council does not proceed with preparing or reinstating a Significant Tree Register.

**BACKGROUND***Previous Considerations*

AEM 6 February 2025

OMC 27 March 2025     Item 9.4.1

Pursuant to section 5.27 of the *Local Government Act 1995*, the Shire held its Annual Electors Meeting (AEM) on Thursday, 6 February 2025. Twenty-nine (29) Electors were in attendance, and Minutes from the meeting can be sourced from the Shire of Broome (Shire) website: [Minutes and Agendas Shire of Broome](#)

The AEM presents an opportunity for electors to ask questions of Council and propose motions (recommendations). Motions that are carried are considered by Councillors at the next appropriate Ordinary Meeting of Council.

At the AEM, a motion was submitted and carried unanimously as per below.

**ELECTOR MOTION 1:****Minute No. /0225/016****Moved: K Weatherall****Seconded: A Paice*****That the Shire of Broome create and instigate a Significant Tree Registry.*****CARRIED UNANIMOUSLY**

The motion was subsequently considered by Council at the Ordinary Meeting held on 27 March 2025, with the following resolution:

**COUNCIL RESOLUTION:****ALTERNATE MOTION: Elector Motion 12 – Kylie Weatherall****Minute No. C/0325/014****Moved: Cr J Lewis****Seconded: Cr E Smith****That Council defer motion 12 until the next Council workshop.****For the Motion: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor and Cr M Virgo.****CARRIED UNANIMOUSLY 9/0**

A Council Workshop was then held on 13 May 2025 with Shire officers providing background on the Shire's former Significant Tree Register Policy, current controls, WALGA advocacy position and other local government approaches. This report provides a written summary of the information presented to Council during the workshop and recommendation in relation to the Electors Motion.

**COMMENT****Significant Tree Register Policy**

The Shire of Broome did have a Significant Tree Policy, a copy of which is provided in **Attachment No 1**.

Since the adoption of the Policy, in 2007 Council approved removal of 3 Money Nut Trees at Broome Primary School. The 2007 agenda item at that time, noted that the Policy has not legal status in being able to enforce the provisions on private land or reserves not under the Shire's control.

As of 2007, the Policy had the following included on the Significant Tree List:

- Three trees (Borassus Palms; Sausage Tree; and Helicopter Tree) with specific addresses listed (Broome Primary School, Mercure Inn and Old Shire Office);
- Three trees (Jigal Tree; Boab's; and Blackbean Tree) on nominated streets (Dora, Frederick Street, Guy Street, Male Oval, Hamersley Street, Barker and Clemetson Street); and
- Eight species of trees (Long fruited bloodwood; Cable Beach Gum; Cocky Apple; Pouteria; Gubinge, Mangroves, Native Gardenia and Kurrajong) on either the Golf Club, the Broome Peninsula and the Shire area generally.

The Policy was revoked on 14 December 2017 as the Policy did not have any statutory weight.

**Current statutory controls**

The principal legislation that controls clearing of vegetation is the *Environmental Protection Act 1986* and associated Regulations, which is administered by the Department of Water and Environmental Regulation.

Other legislation that interacts with native vegetation includes the *Biodiversity Conservation Act 2016* which defines Threatened Ecological Communities and Priority Ecological

Communities. The *Environmental Protection and Biodiversity Conservation Act 1999* (Commonwealth) also provides statutory protection to vegetation listed as endangered.

Local Planning Scheme No 7 (**the Planning Scheme**), also includes some controls relative to removal of vegetation in the Landscape Protection Special Control Area (which largely interacts with the Moonsoon Vine Thicket locations in Broome). Recent changes to the Residential Design Codes, have also included requirements for planting of trees on new residential sites.

Clause 67 of the Deemed Provisions (which form part of the Shire's Planning Scheme) requires that due regard be given to a number of matters, which includes:

- (p) *Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any **trees or other vegetation on land should be preserved.***

This means that if an application for development approval interacts with trees or vegetation, due regard can be given to preservation where its practical.

#### Other Local Government Approaches

Other local government approaches were reviewed, and some local governments do have supplemental provisions in their respective Planning Schemes to give the ability to adopt a Significant Tree Register, including the following:

- Bayswater;
- Fremantle;
- Canning; and
- Vincent.

The inclusion of supplemental provisions in Planning Schemes, gives statutory power to a Significant Tree Register and means that development approval is required to alter trees included on the Register. As of April 2024, the table below outlines of these local governments, how many trees on private properties are included on their Register's:

Local Government	Fremantle	Bayswater	Vincent	Canning
Number of private properties trees on register	7	2	9	Nil

Consultation with WAGLA has cautioned against the approach of introducing supplementary provisions to a Planning Scheme regarding Significant Tree Registers, because once included in the Planning Scheme it has the effect of only requiring development approval to remove a tree if it is on the register (and removes the ability to adopt the draft Local Planning Policy, see below). Further, recent attempts from Local Governments to introduce supplementary provisions regarding Significant Tree Registers is not being supported by the Planning Minister, unless the provisions is included that trees can only be nominated by a landowner. This would not align with the intended outcome to protect trees that may be in threat of removal.

#### WALGA Advocacy

WALGA have developed a model LPP on tree retention, which establishes that 'tree-damaging activity' is 'works' that requires development approval if it's a 'regulated tree'. The definitions are outlined below:

**Regulated tree** means a living tree that —

- a) Is 8m or more high; and/or
  - b) has an average canopy diameter of at least 6m; and/or
  - c) has a trunk circumference of at least 1.5m, measured 1.4m above the ground; and
  - d) is of a species that is not included on State or local area weed register.
- 

**Tree-damaging activity** means —

- a) the killing or destruction of a tree; and/or
  - b) the removal of a tree; and/or
  - c) the severing of branches, limbs, stems or trunk of a tree; and/or
  - d) the ringbarking, topping or lopping of a tree; and/or
  - e) any other substantial damage to a tree.
- 

Officers are aware the City of Peppermint Grove had adopted a policy on tree retention and, the following local governments have adopted a draft policy:

- Victoria Park;
- Fremantle; and
- City of Stirling.

While pursuing adoption of a Local Planning Policy would be an improved approach over supplementary provisions in the Planning Scheme to give effect to a Significant Tree Register, the introduction of a policy needs to balance factors such as resourcing implications and additional regulatory processes. The following factors are relevant considerations:

- Additional regulatory burden for landowners to have to obtain development approval to prune/remove tree's. Broome's climatic conditions and vegetation type vary substantially from the south-west local governments, which results in faster growing conditions and also calls for greater pruning/maintenance for cyclonic purpose. To require development approval what is a necessary process to maintain healthy trees or to remove trees that may be a threat to property, would result in additional regulation, costs and burden to landowners for no significant benefit.
- There is a potential of trees being preemptively removed at scale when changes are introduced that may impact the ability of landholders to remove trees without approval.
- Ability to implement/enforce the provisions of the Local Planning Policy. As noted by other Local Government's and WALGA, the ability of the local government to enforce the provisions of a Local Planning Policy is limited. Once a tree is removed from the site, it may be difficult to prove (for the purposes of an enforcement action) that the former tree met one or more of the relevant criteria of a 'regulated tree', and therefore required development approval prior to removal.

Furthermore, officers at the Shire are not aware of issues where adoption of the Local Planning Policy would have delivered an improved outcome of tree protection on private property.

Based on the review of the above, it is not recommended that the Shire instigate a Significant Tree Register or pursue development of a Local Planning Policy.

## **CONSULTATION**

A workshop was held on Significant Tree Register on 13 May 2025, which was attended by Shire President Mitchell, Councillor's Male, Matsumoto, Taylor, Lewis, Smith, Virgo and Cooper.

General discussion regarding the value of implementing a Significant Tree Register occurred and direction was sought to seek a quote to get a baseline understanding of significant trees on public land.

### Baseline Mapping and Assessment of Significant Trees on Public Land

Following the May Council workshop, cost estimates were sought to perform baseline mapping and assessment of significant trees on public land. To date only one quote has been sought. Based on response received to perform this work, it would cost approximately \$50,000 (GST inclusive) to perform this work. Budget current does not exist to undertake this and it is recommended prior to pursuing such an approach, the broader actions and prioritisation occurs through the current review of the State of Environment Report and Environmental Management Plan.

## **STATUTORY ENVIRONMENT**

Nil.

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

Nil.

## **RISK**

There is potential reputational risk as an annual elector motion requested a significant tree register being instigated and officers are recommending that this does not occur. The reputational risk can be mitigated through consideration of actions through a review of the State of Environment Report and Environmental Management Plan.

## **STRATEGIC ASPIRATIONS**

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

**Outcome 5 - Responsible management of natural resources**

**Objective** 5.1 Manage and conserve the natural environment, lands and water.

**Objective** 5.2 Adopt and encourage sustainable practices.

### VOTING REQUIREMENTS

*Simple Majority*

REPORT RECOMMENDATION:

*That Council:*

1. *Notes the officer's response to the Elector's Motion.*
2. *Does not proceed with the creation of a Significant Tree Register.*
3. *Considers baseline assessment of significant trees on public land through the upcoming review of the State of Environment Report and Environmental Management Plan.*

**Cr J Lewis moved the following motion.  
Cr E Smith seconded the motion.  
Debate ensued and the motion was lost.**

COUNCIL RESOLUTION

**Minute No. C/0725/015**

**Moved: Cr J Lewis**

**Seconded: Cr E Smith**

MOTION:

*That Council:*

1. ***Requests that the Chief Executive Officer creates an internal and operationally-focussed Significant Tree Register to support decision-making by Parks and Gardens, contractors engaged by the Shire, and Planning teams in protecting trees on Shire-owned land that have historical, cultural or environmental importance to Broome.***
2. ***Identifies potential funding options to engage a consultant to work with the community to identify trees that could be considered for listing.***

**Voting**

**For the Motion:** Cr J Lewis, Cr J Mamid and Cr E Smith.

**Against the Motion:** Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr P Matsumoto, Cr P Taylor and Cr M Virgo.

**LOST 3/6**

**Reason:** To create a document to be used internally to identify what is a significant tree. The Shire of Broome is losing corporate knowledge on our significant trees due to staff turnover. A document that identifies the significant trees would resolve this issue.

**Cr Mitchell moved the following motion.  
Cr Male seconded the motion.  
The motion was carried.**

COUNCIL RESOLUTION:

**(RECOMMENDATION)**

**Minute No. C/0725/016**

**Moved: Shire President C Mitchell**

**Seconded: Cr M Virgo**

**MOTION**

***That Council defer the item to be discussed at a Council workshop.***

***For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo***

**CARRIED UNANIMOUSLY 9/0**

**Reason: To discuss at a workshop further with Council.**

**Attachments**

1. Rescinded Significant Tree Register Policy









<b>9.3 PROSPERITY</b>
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There are no reports in this section.

## 9.4 PERFORMANCE

*The Director Corporate Services advised that the report had been amended since publication. This was corrected administratively and reflected in the minutes.*

### 9.4.1 LOCAL GOVERNMENT REFORMS - CONSULTATION ON COMMUNICATION AGREEMENTS BETWEEN COUNCIL MEMBERS AND CHIEF EXECUTIVE OFFICER'S

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	GVR006
<b>AUTHOR:</b>	Manager Governance, Strategy And Risk
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

To consider the Shire of Broome's (**the Shire**) submission to WALGA to assist in the composition of a sector-wide response to the Department of Local Government, Industry Regulation and Safety (**the Department**) request for consultation on proposed regulations and Ministerial order to give effect to a Communications Agreement.

#### BACKGROUND

The Tranche 1 *Local Government Amendment Act 2023* reforms (assented 2023) introduced a requirement for Local Governments to have a Communications Agreement between Council and the Chief Executive Officer (**CEO**). The Communications Agreement is mandatory and will set minimum expectations for formal communications between Council Members, Committee Members and employees.

- Amendments to achieve this reform were included in the *Local Government Amendment Act 2023* but are yet to take effect.
- Amendments to section 5.92 of the *Local Government Act 1995* (the Act) to provide that the right of a Council Member or Committee Member to access information under that section must be exercised in accordance with the Local Government's Communications Agreement.
- New section 5.92A requiring every Local Government to have a Communications Agreement between the Council and the CEO regulating the matters specified in the Act and regulations.
- New section 5.92B requiring the Minister to make Ministerial Order setting out a default Communications Agreement which applies at any time a Local Government does not have its own Communications Agreement.
- New section 5.92C enabling Local Governments to adopt and amend its own Communications Agreement with the agreement of the CEO, which will expire at the end of every caretaker period, and upon the end of the CEO's employment with that Local Government.

The Minister is to, by default, set out a default Communications Agreement that Local Governments may adopt if a Communications Agreement cannot be agreed on between

the CEO and Council (**Default Agreement**). The target introduction of Communications Agreements (including the Minister's Default Agreement) will be 19 October 2025 to coincide with the Local Government Elections.

## **COMMENT**

The Department has prepared a Communications Agreement Consultation Paper (**Attachment 1**) and has invited local governments, Council Members, CEO's, local government employees and members of the community to provide feedback on the proposed regulations. Responses are due by 22 August 2025.

The WA Local Government Association (**WALGA**) has also developed and circulated a discussion paper to all local governments (**Attachment 2**) which provides preliminary WALGA comments and questions on the Draft Regulations (**Attachment 3**) and Draft Order (**Attachment 4**) for consideration by Local Governments. Submissions to WALGA are requested by 28 July 2025. The Shire has sought an extension to 1 August 2025 from WALGA.

The Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by local government employees, Elected Members and Committee Members. The Draft Order sets out what is proposed to be the Default Agreement in Schedule 1.

Communication Agreements stem from an existing arrangement between Ministers of State Government and the agencies that support them as required by section 74 of the *Public Sector Management Act*. Section 74 of the *Public Sector Management Act* introduces the requirement for a Communications Agreement between Council and CEO to set minimum expectations for formal communications between Elected Members, Committee Members and employees. This agreement only applies when a person is acting in their capacity as a Council or Committee member.

It follows one of the themes of the Local Government reforms specific to clarification of roles and responsibilities and the promotion of the separation of Council and Administration.

## **Administration Regulations**

The Draft Regulations require the code of conduct for employees to comply with the Communications Agreements. Similarly, the Draft Regulations provide that if a Council or Committee member do not comply with the Communications Agreement, it will be deemed to be a behavioural breach of the agreement.

Clarification is given to the rule against Council Members directing a local government employee. Directions by a Council Member to an employee are allowed provided it follows the Communications Agreement. The Draft Order provides that the CEO will be required to nominate at least four employees (**Nominated Employees**) for the purpose of the Communications Agreement. The details of the Nominated Employees will be recorded on a register with the types of enquiries the Nominated Employees are responsible for also recorded.

## **Default Communications Agreement**

The Draft Order provides that the Default Agreement does not apply to deliberations at a Council or Committee meeting or the process for the recruitment, performance review or termination of the CEO. In such contexts, Council or Committee members can direct enquiries to employees in line with internal standards and procedures.

The Default Agreement does not prevent social or incidental dealings between Council or Committee members and employees of the Shire. However, Draft regulation 6 prohibits requests for information or requests for administrative assistance during these social or incidental interactions.

In following the theme of clearer roles and responsibilities, Draft regulation 5 provides that any formal correspondence sent by the Shire President on behalf of the Local Government must be provided to all Council Members by the CEO. This reflects the Shire President's role as spokesperson of the Shire as required under the Act.

### **Making Request for Information**

Draft regulation 12 of the Draft Order sets out the subject of information that can be requested by Council or Committee members. The Shire President is authorised to request information from a broader scope of topics under Draft regulation 12(2) due to the nature of the position.

Information does not need to be provided to a Council Member where:

- The Communications Agreement has not been followed;
- The Council Member is not entitled to the information;
- The information is not held by the local government and unable to be reasonably obtained; and
- In the CEO's view, preparing or providing the information would require substantive diversion of the local governments' resources.

The Draft Order initiates a prescriptive approach to responding to requests for information.

These include:

- The request for information must be acknowledged in writing within two working days.
- The CEO or nominated employee may discuss the requests with the Member to clarify or amend its scope.
- A request must be dealt with as soon as practicable and within 10 days.
- Final responses should be in writing and include any advice or information in relation to the request.

### **Shire of Broome Council Policies**

The Shire has adopted the Council Policies *Code of Conduct for Council Members, Committee Members, and Elected Member Communications and Social Media* which include provisions that require Council Members and Committee Members to comply with local government policies, communicate respectfully, and avoid directing staff.

Council's Customer Service Charter sets out maximum customer request timeframes and these also align with the proposed 2-day and 10-day timeframes as proposed under the Draft Communications Agreement.

These principles align with the objectives of the draft Communications Agreement Regulations and will support a smooth transition to the new regulatory framework.

## **CONSULTATION**

Administration has circulated the WALGA Communications Agreement Discussion Paper, WALGA Infopage, Consultation Draft of the Local Government (Default Communications Agreement) Order 2025 and Consultation Draft of Local Government Regulations Amendment Regulations 2025 to Elected Members and Executive which allowed the opportunity for the submission of individual feedback on the reforms. The Administration feedback has been consolidated in **Attachment 5**.

## **STATUTORY ENVIRONMENT**

Section 5.92A to sections 5.92C of the *Local Government Act 1995* as introduced by the *Local Government Amendment Act 2023*. These provisions are yet to commence.

## **POLICY IMPLICATIONS**

Nil at the time of this report. Future implications could affect Council Policies.

## **FINANCIAL IMPLICATIONS**

Nil.

## **RISK**

There is a potential reputational risk if Council does not respond during the consultation period; however, this risk is mitigated through the submission of feedback to the Department via WALGA as outlined in this report. Providing feedback ensures the Shire's position is considered and helps mitigate reputational risk associated with non-participation in the consultation process.

## **STRATEGIC ASPIRATIONS**

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

**Outcome 9 - Effective leadership, advocacy and governance**

**Objective** 9.1 Strengthen leadership, advocacy and governance capabilities.

## **VOTING REQUIREMENTS**

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0725/017**

**Moved: Shire President C Mitchell**

**Seconded: Cr M Virgo**

**That Council:**

- 1. Notes the feedback received from Council Members and Administration as shown in Attachment 5.**
- 2. Authorises the Chief Executive Officer to make a submission to the Department of Local Government, Industry Regulation and Safety through the Western Australia Local Government Association based on the feedback in Attachment 5.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo**

<b>CARRIED UNANIMOUSLY 9/0</b>
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**Attachments**

1. Department of Local Government, Sport and Cultural Industries - Communications Agreement Consultation Paper
2. WALGA Discussion Paper - Communications Agreements
3. Local Government Regulations Amendment Regulations 2025 (Consultation Draft)
4. Department of Local Government (Default Communications Agreement) Order 2025 (Consultation Draft)
5. Response to WALGA Communications Agreements Discussion Paper June 2025





















































































































**9.4.2 MONTHLY PAYMENT LISTING - JUNE 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 June 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 June 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 June 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.

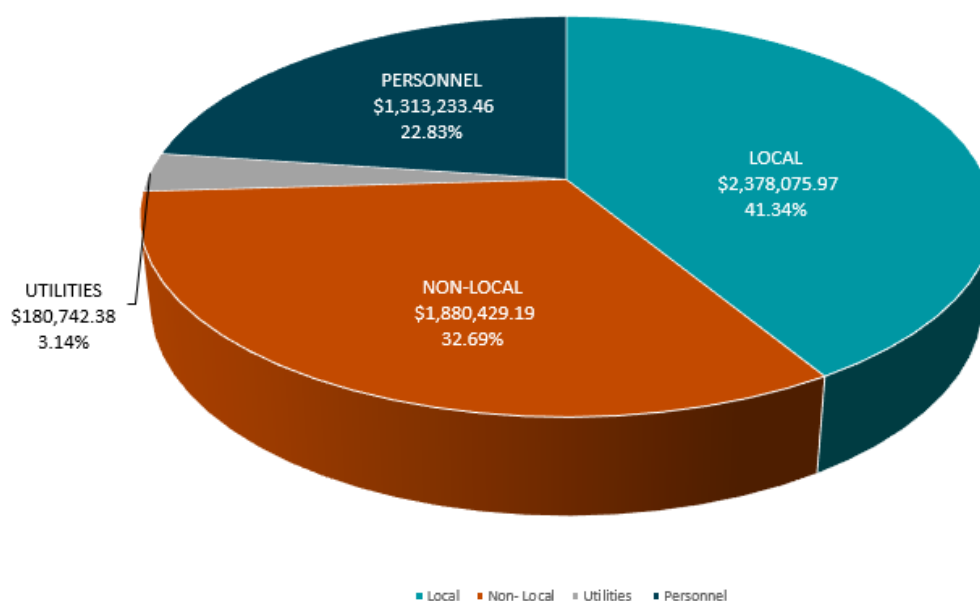
**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

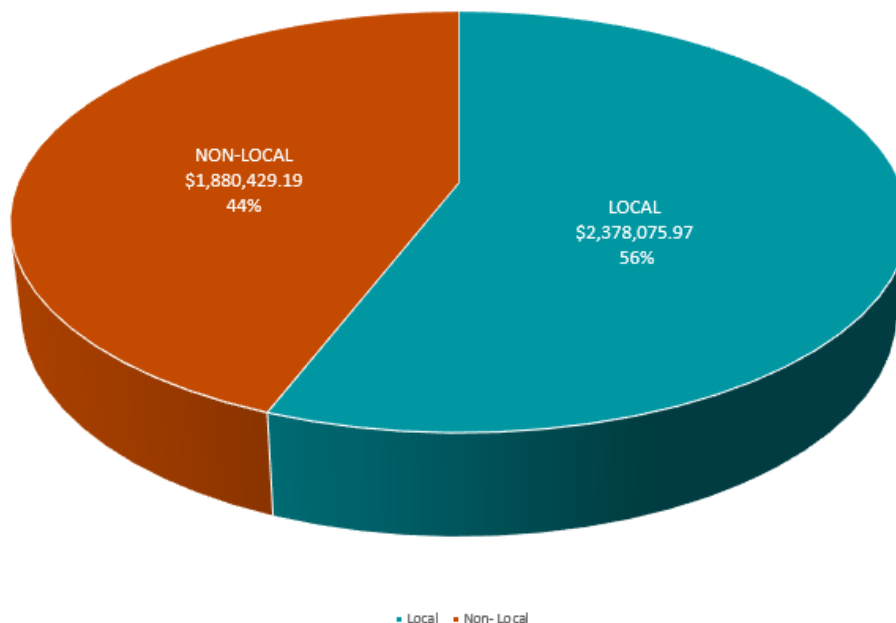
List of payments made in accordance with budget and delegated authority. Payments can also be analysed as follows:

SHIRE OF BROOME PAYMENTS JUNE 2025



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).

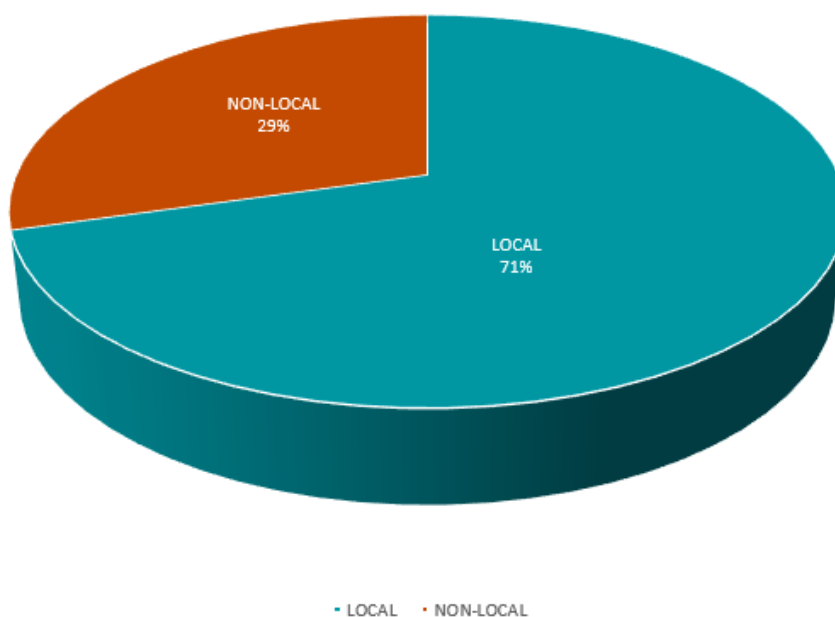
**LOCAL Vs NON-LOCAL PAYMENTS JUNE 2025**



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for June 2025, after \$1,313,233.46 in personnel payments, \$180,742.38 in utilities, and other non-local sole suppliers were excluded.

Over the 2024-2025 financial year, the Shire has made total payments of \$43,789,384 for goods or services, \$30,885,088 of these payments have been made to local businesses, representing over 70% of this expenditure type.

**LOCAL Vs NON-LOCAL PAYMENTS 2024/2025 FINANCIAL YEAR**



## YEAR TO DATE CREDITOR PAYMENTS

The table below 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	6,275,620.38
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	38,369.33	4,138,551.21	663,381.11	41,351.36	-	870,827.99	5,752,481.00
<b>TOTAL</b>	<b>\$ 45,677.97</b>	<b>\$ 47,402,539.68</b>	<b>\$ 4,378,722.58</b>	<b>\$ 441,380.94</b>	<b>\$ -</b>	<b>\$ 10,938,192.41</b>	<b>\$ 63,206,513.58</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 9 - Effective leadership, advocacy and governance**

**Objective** 9.2 Deliver cost effective, fit-for-purpose assets, facilities and equipment.

## VOTING REQUIREMENTS

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0725/018**

**Moved: Cr M Virgo**

**Seconded: Cr S Cooper**

**That Council:**

- 1. Receives the list of payments made from the Municipal and Trust Accounts in June 2025, totalling \$5,752,481.00(Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:**
  - a) EFT Vouchers EFT79930- EFT80411 totalling \$4,138,551.21;**
  - b) Municipal Cheque Vouchers 57860 - 57864 totalling \$38,369.33;**
  - c) Trust Cheque Vouchers 00000 - 00000 totalling \$0.00; and**
  - d) Municipal Direct Debits DD34441.1- DD34565.1 including payroll totalling \$1,534,209.10**

- 2. Receives the list of payments made by credit cards in June 2025, totalling \$41,351.36 (contained within Attachment 1) per the requirements of Regulation 13A of the Local Government (Financial Management) Regulations 1996 covering EFT Vouchers EFT80421 – EFT80448.**
- 3. Notes the local spend of \$2,378,075.97 included in the amount above, equating to 56% of total payments excluding personnel, utility, and other external sole supplier costs.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo**

**CARRIED UNANIMOUSLY 9/0**

### **Attachments**

1. Monthly Payment Listing- June 2025













































**9.4.3 MONTHLY FINANCIAL REPORT JUNE - 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 30 June 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 June 2025 Monthly Financial Report provides an overview of operating and capital project progress.

**It should be noted that the Statement as presented does not reflect the final 2024/25 position as considerable work is still to be completed as part of end of financial year processes, with final figures subject to possible Audit adjustments.**

Below are the key indicators of the 2024/25 final budget position:

<b>Budget Year Elapsed</b>	<b>100%</b>
<b>Total Rates levied</b>	100%
<b>Total Operating Revenue (excluding Rates and Profit on asset disposals)</b>	111%
<b>Total Operating Expenditure (excluding Loss on asset disposals)</b>	87%
<b>Total Capital Revenue</b>	20%
<b>Total Capital Expenditure</b>	31%

For activity categories where progress notably differs from the 100% budget year elapsed, high-level explanations for the variances are provided.

## **Operating Revenue**

### Grants Subsidies and Contributions

\$584,768 greater than estimated full year income (42.77% variance). An instalment of Financial Assistance and Main Road grant funding totalling \$657,000 was received prior to year end, outside of what was budgeted. Unbudgeted disaster recovery funding from the Department of Fire and Emergency services amounting to \$310,000 was received prior to year end. The advance payment will result in an adjustment to the end of year position and a reduction to grant revenue in the 25-26 Annual Budget.

### Interest Revenue

\$1,373,311 greater than estimated full year income (78.15% variance). Interest received on Reserve Accounts exceeded budget by approximately \$1.3m, with these funds being transferred to Reserves as part of the year end process. Interest earned on Municipal funds, rates instalment and rates non-payment was broadly in line with budget.

### Other Revenue

\$232,193 greater than estimated full year income (14.91% variance). The additional income is primarily related to insurance claims (including a prior year claim) which will impact year end surplus. Other Revenue is expected to exceed budget by an amount between \$150k-\$200k. This variance formed part of the estimated surplus used for the adoption of the 25-26 Annual Budget. Permanent variance.

## **Operating Expenditure**

### Materials and Contracts

\$5,278,738 less than estimated YTD expenditure (29.86% variance). The variance here primarily relates to savings across the Shire's Waste Disposal Operations which are ultimately transferred back into the Sanitation and Regional Resource Recovery Park Reserves. It is anticipated that a surplus of approximately \$2.5M will result primarily due to carry forward project funds for the BRAC Remediation project that was subject to a Budget Amendment at the June Ordinary Council Meeting. The remediation works are fully funded from Reserve and are part of the Carry Forwards presented to Council as part of the 25-26 Annual Budget adoption. It is anticipated that additional invoices will accrued as expense and bring this

expenditure closer to align with forecasts, there may be some general savings that will add to the surplus.

#### Utility Charges

\$369,375 less than estimated YTD expenditure (15.83% variance). Utility charges currently forecasts savings in parks and gardens maintenance (\$237,000), staff housing (\$78,000) and street lighting (\$60,000). There are still some accrual expenses to apply to Utilities and an allowance has been made in the estimates provided for the 25-26 Annual Budget.

#### Finance Costs

\$95,666 less than estimated full year expenditure (28.06% variance). \$74,000 was budgeted for interest on loans for the Key Worker Housing and Cable Beach Stage 1 projects. These loans were not drawn down until the end of the financial year, resulting in savings which were considered as part of the estimated surplus provided for the 25-26 Annual Budget.

#### Loss on Asset Disposals

\$112,750 less than estimated full year loss (53.34% variance). Several plant items were disposed of prior to the end of the financial year, however periodic renewal of Mobile Plant and Equipment remained behind schedule.

### **Capital Revenue**

#### Proceeds from capital grants, subsidies and contributions

\$43,086,788 less than estimated full year income (79.79% variance). Budgeted revenue related to the Cable Beach Walmanyjun Stage 2 Foreshore redevelopment will be carried forward to the 2025/26 year where it will be recognised in line with construction milestones per the various grant agreements.

#### Proceeds from disposal of assets

\$788,412 less than estimated full year income (85.25% variance). Several plant items were disposed of prior to the end of the financial year, however periodic renewal of Mobile Plant and Equipment remained behind schedule and have been included in the Carry Forwards presented as part of the 25/26 Annual Budget adopted at the June Ordinary Council Meeting.

### **Capital Expenditure**

#### Payments for property, plant and equipment

\$5,071,472 less than estimated YTD expenditure (56.37% variance). At the June Ordinary Council Meeting, Council was provided a detailed list of projects expected to be incomplete and to be considered for Carry Forward to 25/26, the Capital Works forming the surplus/unspent funds reported here is generally in line with those forecasts.

#### Payments for construction of infrastructure

The current practice is to budget the full value of projects, particularly when they are grant funded, so as to keep Council informed of the expected contribution from ratepayer funds. The Cable Beach Stage 2 was granted final approval and tenders were let during 24/25. The project has commenced and was flagged for Carry Forward as part of the budget considerations. Other projects have also been forecast for Carry Forward and current expenditure on these projects is detailed at Supplementary Note 5.

### **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 10 - A well-informed and engaged community.**

**Objective** 10.1. Provide community with excellent customer service, relevant, timely information and effective engagement.

## **VOTING REQUIREMENTS**

*Simple Majority*

<b><u>COUNCIL RESOLUTION:</u></b>
-----------------------------------

**(REPORT RECOMMENDATION)**

**Minute No. C/0725/019**

**Moved: Cr M Virgo**

**Seconded: Cr S Cooper**

**That Council adopts the Monthly Financial Activity Statement Report for the period ended 30 June 2025 as attached.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo**

**CARRIED UNANIMOUSLY 9/0**

**Attachments**

1. Monthly Statement of Activity June 2025























































#### **9.4.4 MINUTES AND RECOMMENDATIONS FROM THE KIMBERLEY REGIONAL GROUP MEETING HELD ON 3 JULY 2025**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Executive Assistant to Chief Executive Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

This report presents for Council endorsement the Minutes from the Kimberley Regional Group meeting held on 3 July 2025.

#### **BACKGROUND**

A copy of the minutes from the Kimberley Regional Group (KRG) meeting held on 3 July 2025 are attached for Council consideration (**Attachment 1**). The Kimberley Zone meeting was held on 20 June 2025, however the quorum was not met, and the informal minutes were distributed to Councillors separately.

#### **COMMENT**

The minutes and respective background information are attached to this report and the following comments are made in relation to the resolutions passed by the Group. Additional recommendations have been made where necessary for Council's consideration.

#### **Kimberley Regional Group Meeting Minutes - 3 July 2025**

The following items from the Kimberley Regional Group Meeting held 3 July 2025 should be noted by Council:

##### Financial Report

An update was provided to the KRG on the financial position of the Group.

It was noted that the amounts budgeted for project work were not adequate. Four significant projects have been undertaken during the year. The election documentation and strategy for both State and Federal elections, the Housing Roundtable, the Community Safety Project and the FA Grants Project which all total to approximately \$90k. The Community Safety project and the FA Grants projects were subject to a procurement process and awarded to NAJA. Both projects have come in at the quoted amounts.

An additional disbursement from reserves is necessary to fully fund the project work. Total project costs are underfunded by \$49,837 for the financial year relative to the budget provided. The final transfer from the reserve will be determined at the end of the financial year once all other costs have been accounted for and interest income has been accrued. There are no additional project costs expected for the remainder of the financial year.

Resolution:

The Kimberley Regional Group noted:

1. The Interim Financial Report to 31 May 2025;

2. The \$20,457 year to date budget deficit; and
3. The total member interests of \$282,946 at 31 May 2025 is represented by cash held in Reserves.

### Formal Presentations

Presentations were presented by:

1. Kimberley Development Commission - Acting CEO, Michele Pucci.
2. Regional Development Australia Kimberley - Director, Janine Hatch.

### Kimberley Regional Group Land Tenure Reform Position Paper

A Position Paper on Land Tenure Reform was tabled for approval.

Summary:

- 95 percent of the Kimberley is comprised of Crown tenure with over 80 percent Unallocated Crown Land.
- Land tenure arrangements are managed by multiple government agencies, making reform options complex. Also, there are inconsistencies between different pieces of WA Legislation and between WA and Commonwealth legislation, further complicating the reform process.
- The outcome is that the economic, social and environmental potential of land is often not realized.
- The Land Tenure Position Paper puts forward a suite of policy priorities to enable complex land tenure arrangements to be better navigated, and to unlock and activate the economic potential of this land.

Resolution:

The KRG noted the progress on the Land Tenure Reform Position Paper, July 2025.

### GrantGuru Proposal

A proposal was tabled from GrantGuru for the establishment of a regional grants portal to support participating Kimberley Councils in identifying external funding opportunities for their own operations, while also enabling local businesses and community stakeholders to access broader grant funding beyond the capacity of Council-provided support.

Summary:

- GrantGuru offers a regional grants portal to help Councils and communities access government and philanthropic funding.
- Phil Gibson has proposed a Kimberley-wide portal, with support for setup, training, and reporting.
- Annual cost (ex-GST): \$7,400 total, as either a KRG regional body, or via individual Council funding (Council contributions based on size).
- Benefits: Centralised access, tailored alerts, and community support.

Resolution:

That the KRG:

1. Does not progress an annual GrantGuru regional subscription for \$7,400 (ex-GST); and
2. Explores the possibility of a single regional subscription for \$2,200 if a link can be made available for community groups to access GrantGuru on the KRG Website.

### WALGA Position – Native Clearing Regulations Advocacy Position

This report considered WALGA's response to the Kimberley Regional Group's Advocacy Response on the Native Clearing Regulations Advocacy Position.

Resolution:

That the KRG look at current and future opportunities to advocate for change in line with the KRG advocacy position to Native Clearing Regulations.

#### Kimberley Housing Pipeline

This report provided an update on the Kimberley Housing Pipeline Project.

Resolution:

The KRG noted progress of the Kimberley Housing Pipeline Project.

The Executive Officer is to liaise with the Acting CEO of KDC to discuss progression of the demand data, and their view on the next steps to progress the Kimberley Housing Pipeline in partnership with the WA Government.

#### State Budget Implications

This report summarised the State Government 2025–26 Budget, with particular regard to funding initiatives in the Kimberley region and with reference to the projects outlined in the Kimberley Regional Group's (KRG) submission Unlocking the Rich Diversity & Liveability of the Kimberley: Federal and State Budget Submission. The paper identified initiatives that align with the submission, those that remain unfunded, and highlights additional unanticipated investments of benefit to the region.

Resolution:

The KRG noted the information regarding the State Budget announcement Kimberley Housing Pipeline Project.

#### Developing Northern Australia Conference

This report provided an update on the 2025 Developing Northern Australia Conference from the 22-24 July 2025 in Cairns, QLD.

Resolution:

The KRG:

1. Noted that each Shire is required to arrange their own accommodation using the spreadsheet previously provided.
2. Noted that members are to advise the Executive Team if they wish to attend the Conference Dinner as soon as possible.
3. Confirmed the number of delegates attending from the Shire of Halls Creek.

The Executive Officer and KRG Secretariat are to finalise the KRG Presentation for the Developing Northern Australia Conference.

#### Government Forum

This report advised the members of the agenda, speakers and proposed speaking points, and other notable attendees for the Government Forum.

Resolution:

The KRG noted the information regarding the Government Forum.

#### Election Strategy Update

This report provided an update on the outcomes of the Kimberley Regional Group State Election Strategy and an update on the Federal government election strategy.

**Resolution:**

The KRG noted the outcome of the State Election Strategy.

Around the Grounds

This session provided an opportunity for members to share information of a local or regional nature that may provide opportunities for collaboration or may serve the purposes of sharing a learning that could impact the region as a whole.

**Action:**

The Executive Officer to place Regional Waste Management on the August KRG agenda with the focus - What aspect of Waste Management does it make sense for the 4 Kimberley Shires to cooperate on.

Kimberley Regional Group Priority Action List

An updated was provided on the action items.

**Resolution:**

The KRG noted the priority action list progress.

Executive Officer Report

An update was provided to KRG on the Executive Officer services for the period June 2025 inclusive.

**Resolution:**

The Executive Officers Report was received and endorsed.

General Business

- a) KRG Canberra Trip(s) - CEO, Shire of Wyndham East Kimberley

**Comments/ Actions:**

The Executive Officer to work with the Secretariat to identify potential dates for Canberra trip(s) in 2025 and to canvas availability with members following initial discussions.

- b) Shared Services - Executive Officer

**Comments/ Actions:**

Briefing on the 3 July CEO meeting. The Executive Officer to share the presentation with the KRG.

- c) North-West Defence Alliance – KRG Representative - CEO, Shire of Wyndham East Kimberley

**Comments/ Actions:**

Geoff Haerewa, as a Councillor of the Shire of Derby West Kimberley, is the nominated KRG representative for the Alliance. The KRG requires an elected member as the representative. Confirmation of the KRG representative is needed.

- d) Request from Sara Peacock, Senior Policy and Project Officer Freight, Ports, Aviation and Reform, Department of Transport - Executive Officer

**Comments/ Actions:**

Members to advise how they would like to engage with the Department of Transport:

**Request as follows:**

- As discussed, I work with the Department of Transport's Aviation Division. Part of my role involves exploring how regional aviation can support economic

development in the regions with a particular focus on regions where we have completed or are in the process of completing upgrades to airfields.

- This is a broad and dynamic area, and I'm keen to engage with regional groups and individuals to better understand both the opportunities and challenges they face. One township we are particularly interested in is Kununurra. With the recent airport upgrades, we believe there is a strong opportunity to explore new possibilities for the region.
- We would greatly value the opportunity to meet with the Kimberley Regional Group to hear your perspectives and ideas. If convenient we would like to attend the group's September meeting.
- The Executive Officer to arrange a meeting with Sara Peacock and notify members once confirmed.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## RISK

Nil

## STRATEGIC ASPIRATIONS

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

**Outcome 7 - Safe, well connected, affordable transport options**

**Objective 7.1** Provide safe and efficient roads and parking.

**Outcome 9 - Effective leadership, advocacy and governance**

**Objective 9.1** Strengthen leadership, advocacy and governance capabilities.

## VOTING REQUIREMENTS

*Simple Majority*

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0725/020**

**Moved: Shire President C Mitchell**

**Seconded: Cr M Virgo**

**That Council receives and endorses the resolutions of the Kimberley Regional Group Meeting Minutes of 3 July 2025 en bloc.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo**

**CARRIED UNANIMOUSLY 9/0**

**Attachments**

1. KIMBERLEY REGIONAL GROUP MEETING MINUTES - 3 JULY 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**

Nil.

**12. NOTICE OF MOTION WITHOUT NOTICE**

Nil.

**13. BUSINESS OF AN URGENT NATURE**

Nil.

**14. MEETING CLOSED TO PUBLIC**

**COUNCIL RESOLUTION:**

**Minute No. C/0725/021**

**Moved: Shire President C Mitchell**

**Seconded: Cr M Virgo**

***That the meeting be closed to the public at 6:07pm and live streaming paused.***

***For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo***

**CARRIED UNANIMOUSLY 9/0**

***This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(a) as it contains “a matter affecting an employee or employees”.***

***Sam Mastrolembo, the Chief Executive Officer declared a Financial Interest in Item 14.1, the reason being “The agenda item considers matters that may impact the terms and conditions of my employment contract”.***

***Mr S Mastrolembo left the chambers at 6:07pm.***

***The Director Infrastructure, Director Development & Community, Director Corporate Services and all remaining officers left the chambers at 6:07pm. Only the minute taker remained.***

#### **14.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW 2024/2025 - FINAL REPORT**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	PO34374.1
<b>AUTHOR:</b>	Manager People & Culture
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

Each year Council must review the performance of the Chief Executive Officer (**CEO**), Mr Salvatore (Sam) Mastrolembo (**Mr Mastrolembo**) in accordance with section 5.38 of the *Local Government Act 1995*, the CEO's Contract of Employment (**Contract**), and Council's Chief Executive Officer Performance Review Policy (**Policy**).

This report requests Council to consider the Annual Performance Review undertaken for the 2024-2025 period, the new Performance Criteria for 2025-2026 and the associated remuneration recommendations for 2025-2026.

#### **VOTING REQUIREMENTS**

*Absolute Majority*

#### REPORT RECOMMENDATION:

*That Council:*

1. *Notes that the appraisal of Mr Salvatore (Sam) Mastrolembo, Chief Executive Officer, has been completed for the period July 2024 to June 2025.*
2. *Endorses the findings of the Chief Executive Officer Annual Performance Appraisal Report as presented by LG People and Culture as set out in **Confidential Attachment 1**, acknowledging Mr Mastrolembo's very high level of performance over the review period.*
3. *Approves the Chief Executive Officers' Performance Criteria for the 2025–2026 Review Period in **Confidential Attachment 1**.*

4. Approves a change to the remuneration for 2025-2026 of the Chief Executive Officer as contained in **Confidential Attachment 1**.

Cr Male moved the report recommendation and advised of a typographical error in confidential attachment 1 that requires correcting administratively.

Cr Virgo seconded the motion.

Cr Lewis moved an amendment to the motion.

Cr Male seconded the amendment to the motion.

No debate was entered into.

The motion was carried by absolute majority.

**COUNCIL RESOLUTION:**

**(RECOMMENDATION)**

Minute No. C/0725/022

Moved: Cr J Lewis

Seconded: Cr D Male

**MOTION**

**That Council:**

1. Notes that the appraisal of Mr Salvatore (Sam) Mastrolembo, Chief Executive Officer, has been completed for the period July 2024 to June 2025.
2. Endorses the findings of the Chief Executive Officer Annual Performance Appraisal Report as presented by LG People and Culture as set out in Confidential Attachment 1, acknowledging Mr Mastrolembo's very high level of performance over the review period.
3. Approves the Chief Executive Officers' Performance Criteria for the 2025–2026 Review Period in Confidential Attachment 1.
4. Approves a change to the remuneration for 2025-2026 of the Chief Executive Officer as contained in Confidential Attachment 1.
5. Reviews the Chief Executive Officer Performance Review Council policy to ensure that a proxy panel member is appointed to the CEO Annual Performance Appraisal Review Panel before the next CEO Performance Review is conducted.

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 9/0**

**Reason: To add a proxy member to the panel in the situation where one panel member is unable to attend.**

1. Chief Executive Officer Annual Performance Appraisal Report (*Confidential to Councillors and Directors Only*)  
**This attachment is confidential in accordance with of the Local Government Act 1995 section 5.23(2)(a) as it contains "a matter affecting an employee or employees", and as it contains "a decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting".**

**COUNCIL RESOLUTION:****Minute No. C/0725/023****Moved: Shire President C Mitchell****Seconded: Cr J Mamid****That the Meeting again be open to the public at 6:12pm and for live streaming to recommence.****For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo****CARRIED UNANIMOUSLY 9/0**

**The Council chambers were opened and it was noted that no members of the public returned to the Chambers.**

**Mr S Mastrolembro and staff returned to the Chambers at 6:12pm.**

**The Chair read aloud the resolution passed behind closed doors.**

**15. MEETING CLOSURE**

There being no further business the Chairperson declared the meeting closed at 6:15pm.