



UNCONFIRMED MINUTES

OF THE

ORDINARY COUNCIL MEETING

28 AUGUST 2025

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

Signed:

SHIRE OF BROOME
ORDINARY COUNCIL MEETING
THURSDAY 28 AUGUST 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 28 AUGUST 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

Councillors:	Shire President C Mitchell Cr D Male Cr S Cooper Cr J Lewis Cr J Mamid Cr P Matsumoto Cr P Taylor Cr M Virgo	Shire President (via electronic attendance in accordance with <i>Administration Regulation 14C, 14CA</i>) Arrived at 5.01pm
Apologies:	Nil	
Leave of Absence:	Cr E Smith	
Officers:	Mr S Mastrolembo Mr J Hall Mr J Watt Ms S Becker Ms R Doyle Ms N Roukens Mr F Mammone Mr M Mitchell Ms K Wood Ms C Lawton Mr K Hirschmann Ms K Cookson Ms T Pomery Ms K Minns Mr C Noone Mr R Akre	Chief Executive Officer Director Infrastructure Director Corporate Services Director Development and Community Manager Governance, Strategy & Risk Manager of Community Engagement and Projects Manager Financial Services Manager Waste Services Manager Building and Planning Place Activation and Engagement Coordinator ICT Senior Support Officer Senior Administration and Governance Officer Marketing and Communications Coordinator Marketing and Communications Officer Land Tenure Officer ICT Support Officer
Media:		
Public Gallery:	S Kadrabova C McDowell	

3. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

Nil.

4. DECLARATIONS OF INTEREST

FINANCIAL INTERESTS (s5.60A)			
Councillor	Item No	Item	Nature of Interest
Cr Taylor	9.1.1	Broome Housing Affordability Issues and Advocacy Report	I am employed by a company that has an exclusive agreement to provide certain services in Broome to a company that may or may not benefit directly from any decision made by Council relating to this item.
Cr Cooper	14.1	LSS035 - Request For Abatement of Rent	The applicant is a client of my business.
Cr M Virgo	14.1	LSS035 - Request For Abatement of Rent	The lessee are a financial member of the Broome Visitor centre of which I am the general manager.

INDIRECT FINANCIAL INTERESTS (s5.61)			
Councillor	Item No	Item	Nature of Interest
		Nil	

PROXIMITY INTERESTS (s5.60B)			
Councillor	Item No	Item	Nature of Interest
		Nil	

IMPARTIALITY			
Councillor	Item No	Item	Nature of Interest
		Nil	

5. PUBLIC QUESTION TIME

Silvia Kadrabova submitted the following question prior to the meeting in relation to item 9.2.1 McMahon Estate Local Structure Plan - Consideration Of Submissions And Adoption.

Question One (1)

I would like to better understand the timing of the traffic counts on Reid Road in 2024. Why were traffic counts conducted in August for the section North of Hay Road and in December for the section South of Mangala Drive?

As noted in one of the HS comments is considered primarily residential. Additionally, Banu Avenue represents a significant road link to Gantheaume Beach, Broome Turf Club and Minyirr Park. It is frequently used by locals, tourists and residents from neighbouring area that lacks direct link to Gubinge Road (e.g. Sibosado/Bin Sallik/Woods).

The nearby Service Station/Grocery Shop are also popular with both tourists and locals. The report indicates that traffic volumes generated from the development will be below 100

vehicles per hour during the peak hour. However, I find this estimate to be potentially non-objective, given the context described above.

Response provided by Director Development & Community

Thanks for the question Silvia. The Shire owns a number of traffic counters which staff periodically use to collect data around Broome for all sorts of reasons. As it happened there was some existing traffic counting data from a previous Shire collection in August 2024 that was supplied to the traffic consultant. The traffic consultant then reviewed the concept street layout which was developed following community consultation and requested additional data. This information was subsequently collected in December 2024.

The use of the terminology 'primarily residential' does not preclude secondary uses such as tourism. The Traffic Impact Study has confirmed that the roundabout has extensive latent capacity and the proposed development would not cause increases to this capacity such that there would be an unacceptable service reduction. The traffic consultant has further confirmed that if the December 2024 volumes were tripled the road network would still maintain an effective level of service.

6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION:

Minute No. C/0825/024

Moved: Cr P Matsumoto

Seconded: Cr M Virgo

That Council grant Cr J Lewis a Leave of Absence from Councillor duties inclusive of 31 August 2025 through to 19 October 2025.

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

CARRIED UNANIMOUSLY 8/0

7. CONFIRMATION OF MINUTES

COUNCIL RESOLUTION:

Minute No. C/0825/025

Moved: Cr M Virgo

Seconded: Cr P Matsumoto

That the Minutes of the Ordinary Meeting of Council held on 31 July 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 P Taylor, Cr M Virgo

CARRIED UNANIMOUSLY 8/0

8. PRESENTATIONS / PETITIONS / DEPUTATIONS

There are no reports in this section.

9. REPORTS FROM OFFICERS

9.1 PEOPLE

The Director of Development and Community advised that the report recommendation has been amended following the agenda briefing. This was circulated to Councillors prior to the meeting and reflected in the minutes.

Cr Taylor declared a financial interest in item 9.1.1, the reason being 'I am employed by a company that has an exclusive agreement to provide certain services in Broome to a company that may or may not benefit directly from any decision made by Council relating to this item.'

Cr P Taylor left the Chambers at 5:11 pm.

9.1.1 BROOME HOUSING AFFORDABILITY ISSUES AND ADVOCACY REPORT

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	PLA109
AUTHOR:	Land Tenure Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The Shire of Broome secured funding through the Australian Governments Housing Support Program to develop the Broome Housing Affordability Issues and Advocacy Report which identifies various causes of housing affordability, while also recommending several actions to alleviate these issues including advocating to State and Federal Government to increase access to affordable housing.

This report is seeking Council's endorsement of the Broome Housing Affordability Issues and Advocacy Report and its recommended actions.

BACKGROUND

Previous Considerations

OMC 29 August 2024 Item 9.2.1

In response to the housing affordability crisis and with no current strategy in place for addressing these issues, Shire staff sought external funding to develop a new strategy and an application for grant funding was made through the Australian Government's Housing Support Program. \$98,428 (excluding GST) was sought and on the 5 July 2024, it was announced that the Shire's application was successful for the full funding requested.

At the Ordinary Meeting of Council (**OMC**) on 29 August 2024, Council endorsed the scope of works for the development of a 'Broome Housing Affordability Strategy' and also

supported undertaking concept master planning for individual landowners to help stimulate the development of underdeveloped and undeveloped land. The Shire's previous housing strategy was adopted at the 19 February 2009 OMC however, the document was retired following the gazettal of Local Planning Scheme No. 7 (**LPS7**).

Like most of the nation, Broome is currently experiencing a housing affordability crisis. Access to affordable housing that meets the diverse needs of the community is not being met, which is having significant impacts on the town and region's liveability. The lack of affordable housing is deterring employment opportunities and economic activity. Businesses rely on a strong economy and housing for their workers is critical. The lack of appropriate housing has created a highly competitive market that is being exacerbated by a range of factors which are identified within the report.

The project comprises of two components:

1. Part 1 – Housing Affordability Strategy which highlights key housing affordability issues, surveys the community's demand and needs with respect to housing, and identifies other factors beyond the planning framework that are impacting the delivery of housing and propose levers or actions to alleviate housing affordability (**Attachment 1**).
2. Part 2 – High level concept designs for underdeveloped and undeveloped land parcels throughout Broome to increase awareness of opportunities for housing development.

In September 2024 Hames Sharley was awarded the contract to undertake the project on behalf of the Shire.

COMMENT

The Broome Housing Affordability Issues and Advocacy Report (BHAIR) forms Part 1 of this project. Housing affordability is an issue that has many contributing factors, largely outside of the Shire's direct influence or control. These include, but are not limited to, cost of materials due to remoteness and logistical timeframes, cost of labour, State Government housing policies such as the Government Regional Officer Housing (GROH) initiative, the transient nature of the Shire's population and economic activity, climatic impacts, high demand and lack of supply.

Although the Shire is not capable of directly intervening to alleviate all of these factors, there are a number of initiatives that are underway to address housing affordability, these include:

- Chinatown-Old Broome and Cable Beach Precinct Structure Plans: Also known as Amendment No. 1 to the Shire's Local Planning Scheme No. 7. This amendment seeks to activate existing precincts to improve liveability and density and provide increased opportunities for housing diversity through amendments to the planning scheme and changes to zoning.
- Development of McMahon Estate: McMahon Estate is a proposed housing estate within Cable Beach with an estimated yield of 94 lots which may house over 300 people. The Local Structure Plan has recently been advertised for comment.
- Sanctuary Road Holiday Park and Key Worker Accommodation: This proposal is still in the planning stage and yet to be fully funded. It seeks to develop Lot 501 Sanctuary Road into a tourism and key worker accommodation site, providing a minimum of 91 key worker homes. The tourism component of the development will alleviate short-term tourism accommodation demand.

While the BHAIR recognises these housing initiatives, it largely focuses on understanding the key housing demands and factors contributing to unaffordable housing. Community

and stakeholder engagement was undertaken and highlighted the extreme difficulty for finding affordable housing as well as challenges associated with building more houses. A detailed technical and research assessment was also undertaken by Hames Sharley and their associates, Pracsys – an urban economics and strategy consulting firm. Together, they identified a number of 'levers' or proposed interventions that could be utilised to create more affordable housing opportunities. Given the complex nature of the housing affordability crisis, no lever was considered to be entirely capable of resolving this crisis, however, if a number of levers are pulled simultaneously, then it is expected to create some relief.

The BHAIR is designed to support the Shire's other initiatives (mentioned above) as well as provide a consistent advocacy position alongside other regional agencies. This includes the Kimberley Regional Group (KRG), who have published a position statement on housing affordability aspirations for the Kimberley region. The BHAIR also hopes to align closely with issues that other regional local government authorities are facing.

In considering these levers, alongside the community and stakeholder consultation and technical research, the BHAIR recommends 13 actions for the Shire to undertake to investigate, support and advocate for improving affordable housing opportunities. The project was renamed from a strategy to a report, as this better reflects the original scope of works. A full list of the Actions is outlined in the report, the following five priority actions are identified:

- *Advocate for State and Federal governments to fund housing construction projects.*
- *Ensure adequate and continual land supply to all new housing to be constructed in the Shire.*
- *Evaluated and monitor benefits from assisting landowners to unlock redevelopment opportunities to deliver new housing in the Shire.*
- *Support landowners and Aboriginal Corporations to access grants and funding for housing projects.*
- *Continue working with North-West local governments and Regional Capitals Alliance WA (RCAWA) to advocate for the State Government to build new housing to satisfy GROH demand, rather than renting existing housing stock.*

Part 2 of the project was advertised through an expression of interest process, whereby, landowners of undeveloped/underdeveloped land were sought out and/or invited to participate in the free high level concept designs on offer. 11 eligible submissions were received within the EOI timeframe. The concept designs will be presented to Council at the next Council Information Bulletin.

This report seeks Council's endorsement for the Broome Housing Affordability Issues and Advocacy Report and its recommended actions.

CONSULTATION

Community and Stakeholder engagement was undertaken through an online community survey and interviews with housing providers, suppliers and key government agencies, respectively.

The community survey commenced 4 December 2024 and finished 20 January 2025 with a total of 68 submissions received. The survey sought to capture demographic information, such as income, housing typologies, rental/mortgage payments, as well as perceptions of

access to affordable housing, such as desired housing, difficulty finding accommodation, desire to remain in Broome with or without subsidised support. The community survey and results can be found attached to the report in Appendix B within **Attachment 1**.

Stakeholder engagement was undertaken through interviews with key personnel from housing providers, housing suppliers and key government agencies. This included:

- Department of Communities
- Kimberley Development Commission
- Development WA
- Foundation Housing
- Summit Homes

A summary of the findings from the stakeholder engagement can be found in Part 3 of the BHAIR.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

The BHAIR recommends 13 actions, most of which are advocacy actions. However, there may be some policy implications should any of the actions be implemented. It is difficult to foresee exactly how these policy implications would unfold however, they will largely be influenced by whatever policy changes are implemented by the State and Federal government.

FINANCIAL IMPLICATIONS

There are no immediate financial implications as most of the actions are advocacy points. However, three of the actions require resourcing.

- Action 5: Undertake a research study, including industry engagement, to understand barriers to increased delivery of alternative housing construction methods in the Shire.
- Action 7: Evaluate and monitor benefits from assisting landowners to unlock redevelopment and infill housing opportunities to deliver new housing in the Shire.
- Action 9: Undertake market sounding for affordable build-to-rent (BTR) initiatives with subsequent EOI process if viable.

The scope of these actions are yet to be determined however, it is believed that they could be covered by existing resourcing. Nevertheless, should the scope determine otherwise, adjustments to budget allocations should be considered or external funding/resourcing sourced.

RISK

There is a low level risk that should the economic climate (i.e., recession) around housing affordability dramatically change in the near future, the content, recommendations and longevity of the report could be compromised.

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

REPORT RECOMMENDATION:

That Council:

1. *Endorses the Broome Housing Affordability Issues and Advocacy Report as detailed in **Attachment 1**.*
2. *Requests the Chief Executive Officer to forward a copy of the Broome Housing Affordability Issues and Advocacy Report to the State and Federal Housing Ministers.*
3. *Requests the Chief Executive Officer to prioritise implementation of the following actions:*
 - a. *Advocate for State and Federal governments to fund housing construction projects.*
 - b. *Advocate for DevelopmentWA and the State Government to ensure adequate and continual land supply to support new housing be constructed in the Shire.*
 - c. *Evaluate and monitor the benefits from assisting landowners to unlock redevelopment opportunities to deliver new housing in the Shire.*
 - d. *Support landowners and Aboriginal Corporations to access grants and funding for housing projects.*
 - e. *Continue working with North-West local governments and Regional Capitals Alliance WA (RCAWA) to advocate for the State Government to build new housing to satisfy Government Regional Officer Housing Program demand, rather than renting existing housing stock.*

COUNCIL RESOLUTION:

(REVISED REPORT RECOMMENDATION)

Minute No. C/0825/026

Moved: Cr S Cooper

Seconded: Cr P Matsumoto

That Council:

1. ***Endorses the Broome Housing Affordability Issues and Advocacy Report as detailed in Attachment 1, subject to the following modifications:***
 - a) ***Update action 9 to read 'Undertake market sounding for affordable build-to-rent (BTR) initiatives while exploring schemes that support low income households transition into secure housing or homeownership' and update the description in Table 10.***
 - b) ***Update the third sentence in the second paragraph in the executive summary to include reference to 'community service organisations'.***
 - c) ***Include additional action 'Advocate for the Department of Communities to review income threshold for social housing and establish a scheme to assist***

with transitioning lower-income households from social housing to affordable housing' and update the description in Table 10.

- d) Update section 4.1.1 to include the following text 'It should be noted that Broome currently has no over 55 lifestyle villages or retirement villages meaning there are less opportunities for senior residents to access age-friendly accommodation. These factors may also be contributing to the drop in senior residents living in Broome'.**
 - e) Amend action 2 to read as follows 'Advocate for the State and Federal governments to facilitate senior residents in downsizing, including the establishment of age-friendly accommodation, such as a retirement village'.**
 - f) Update comments in section 1.1 to clarify ABS statistics for two or fewer bedrooms.**
- 2. Requests the Chief Executive Officer to forward a copy of the Broome Housing Affordability Issues and Advocacy Report to the State and Federal Housing Ministers.**
- 3. Requests the Chief Executive Officer to prioritise implementation of the following actions:**
- a) Advocate for State and Federal governments to fund housing construction projects.**
 - b) Advocate for DevelopmentWA and the State Government to ensure adequate and continual land supply to support new housing be constructed in the Shire.**
 - c) Evaluate and monitor the benefits from assisting landowners to unlock redevelopment opportunities to deliver new housing in the Shire.**
 - d) Support landowners and Aboriginal Corporations to access grants and funding for housing projects.**
 - e) Continue working with North-West local governments and Regional Capitals Alliance WA (RCAWA) to advocate for the State Government to build new housing to satisfy Government Regional Officer Housing Program demand, rather than renting existing housing stock.**

For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr M Virgo.

CARRIED UNANIMOUSLY 7/0

Attachments

1. Broome Housing Affordability Issues and Advocacy Report



BROOME HOUSING AFFORDABILITY ISSUES & ADVOCACY REPORT

JULY 2025

Revision Letter	Date	Reason for Issue	CM
A	03/06/2025	Draft Report for client review	RS
B	08/07/2025	Final report incorporating Shire feedback	RS
C	05/08/2025	Minor updates to reflect feedback from Council Workshop	RS

Cover Image Source: Foundation Housing, Broome North

Project No: 44941

Project Name: Broome Housing Affordability Issues & Advocacy Report

Prepared for:



Prepared by:



Supported by:



DISCLAIMER

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01

EXECUTIVE SUMMARY

BROOME HOUSING AFFORDABILITY ISSUES & ADVOCACY REPORT

The Shire of Broome (the Shire) engaged Hames Sharley (planning, urban design & architecture) with the support of Pracsys (economics) to examine the drivers of unaffordable housing in the Shire and prepare a Broome Housing Affordability Issues & Advocacy Report to address them. This project is founded on the premise that housing is a basic human need and right that all Western Australian households should be able to access, at a cost that they can afford. Though in the Shire of Broome, as in many communities in Western Australia, the lack of affordable and suitable housing is an issue that has challenged the community for some time. The purpose of creating the Broome Housing Affordability Issues & Advocacy Report is to equip the Shire with a tool to discuss and advocate for State and Federal change.

Policy, strategy, and other documentation provided by the Shire have been reviewed to understand the current situation. Steps being considered by the Shire to address housing concerns have been aligned with the relevant State and Federal policies and strategies around housing. The strategic alignment outlines that as tourism and resource sectors grow in the local government area that constitutes the Shire of Broome (Broome) and areas proximate to Broome, workers in key service industries will struggle to afford both renting or purchasing housing. This poses significant barriers to recruiting and retaining workers for local businesses, government agencies, and the Shire. While sufficient land is available for housing development, the development costs are considerable and is constraining the delivery of dwellings. Opportunities to address this via government intervention are investigated in this report.

A 2024 Housing Snapshot of the Shire prepared by Kimberley Development Commission (KDC) highlights that the median weekly rent for houses was approximately \$1,100 and for units just under of \$800 (with this data relating to the four suburbs of Djugun, Broome, Cable Beach, Bilingurr aggregated into a single figure). Additionally, the most recent REIWA data (June 2025) shows median house and unit prices for the suburb of Broome are \$1,250 and \$1,000 per week respectively.

To provide context and contrast to the situation in Broome, demographic analysis of 2021 ABS Census data shows that, compared to Western Australia (WA) and Regional WA rental and mortgage prices are significantly higher in Broome. Further, higher proportions of households with subsidised rent is evidence of the strong effect of GROH in the Shire, whilst the low rate of owner-occupied dwellings shows that most households rent or are subject to high mortgages (refer **Table 1**).

Table 1: Demographic Analysis Table

AVERAGES	SHIRE OF BROOME	REGIONAL WA	WESTERN AUSTRALIA
Dwellings Owned Outright	33%	34%	30%
Owner Occupied dwellings	19%	30%	39%
Subsidised Rent - Employer or Government Agency	43%	34%	17%
Median Yearly Income	\$56,000	\$42,000	\$44,000
Rental Costs Higher Than \$550 Per Week	19%	7%	9%
Mortgage Costs Higher Than \$3,000 Per Month	26%	10%	16%

There are also a large number of people who are homeless or housed in overcrowded or insecure tenancies, which the Broome Housing Affordability Issues & Advocacy Report actions should seek to alleviate by facilitating and advocating for suitable and accessible housing, particularly for local Aboriginal people (see "**4.1.5. Homelessness in Broome**" for further information).

EXECUTIVE SUMMARY

v

A desktop review of housing strategies, research, and initiatives from Australia and overseas was conducted to identify examples the Broome Housing Affordability Issues & Advocacy Report may consider including. These initiatives include supporting direct financial assistance for homebuyers; increasing the diversity of dwellings to enhance housing choice and facilitate 'right-sizing'; partnering with private industry to integrate workforce planning, temporary worker accommodation, and short-stay accommodation; as well as implementing policies that require major project advocates to contribute resources towards the services, amenities, and accommodation necessary to support their project's workforce.

1.1 KEY FINDINGS

Broome's demographic and housing trends are influenced by various factors, such as a younger working-age population, significant transient workforce movement, and considerable disparities in income levels. Data from the ABS Census, WA Tomorrow forecasts, and the National Institute of Economic and Industry Research indicate that Broome has fewer long-term residents, particularly among seniors and families with high school-aged teenagers, highlighting the demand for short-term housing solutions. Although the town's higher average income (\$56,000) compared to Regional WA (\$42,000) and WA (\$44,000) suggests a strong potential for home ownership, industry-provided housing assistance, such as the Department of Communities' GROH scheme, limits market participation.

A growing affordability gap between high income industry workers and employees in population-driven sectors like retail and healthcare heightens the risk of mobility for lower income earners, underscoring the need for targeted affordability interventions. Housing availability in Broome faces challenges from overcrowding, a burgeoning tourism sector, and a shortage of new dwellings.

Overcrowding rates are four times the WA average, particularly impacting the local Aboriginal population, necessitating culturally appropriate housing solutions. Tourism complicates housing issues, as seasonal workers depend on short-term rentals, driving up rental costs and reducing availability for permanent residents. According to WA Tomorrow, Broome's population has exceeded projections, resulting in a shortfall of approximately 263 dwellings, with current approval rates (approximately 60 per year) falling well short of the required 93 per year (for more detailed analysis and sources, see Section 5.1, Sub-section: Dwelling Development Trends).

Additionally, ABS dwelling data reveals that 47% of homes in Broome have two or fewer bedrooms—significantly higher than Regional WA's 16%—reflecting the the tourism accommodation visiting in caravans on census night and indicates transient workforce's needs. Addressing these structural housing constraints through increased housing diversity and policy-driven affordability measures is essential to ensuring sustainable growth and population retention.

AGE PROFILE

The population of Broome leans towards younger families and working-age adults, with a noticeable lack of seniors and high school-aged teenagers (for more detailed analysis and sources, see "4.1.1. Age Profile"). The age profile indicates a transient workforce moving for employment rather than to settle in Broome. This transient workforce, coupled with the lack of stable, long-term residents, intensifies the demand for short-term housing and restricts investments in permanent housing solutions. Small dwellings are probably needed to facilitate downsizing or rightsizing opportunities, with larger homes essential for attracting and retaining families in Broome.

INCOME

Workers in Broome have a higher average annual personal income than most of the WA population (\$56,000 in Broome, \$42,000 in Regional WA and \$44,000 in WA) (for more detailed analysis and sources, see "4.1.2. Income and Employment"). Under normal market conditions, this should expand the pool of residents able to purchase housing; however, industries offering higher salaries are likely to provide housing assistance to those living in Broome through subsidised housing or the GROH scheme, discouraging potential housing purchasers.

There is a significant disparity in income levels between the high paying major employing industries in Broome and the sectors that support the population, such as retail, hospitality, education, and healthcare (known as 'population-driven' industries) (Figure 2). This results in a broader affordability gap, possibly forcing those with lower income levels to relocate. Affordability interventions will be crucial in supporting housing uptake by employees in population-driven sectors.

HOMELESSNESS

Overcrowding is a major concern in Broome, with Broome experiencing four times the state average and twice the Regional average in crowded and "severely crowded" dwellings (for more detailed analysis and sources, see "4.1.5. Homelessness in Broome"). Providing more diverse housing options could alleviate overcrowding. This is particularly relevant to local Aboriginal people who often live in overcrowded housing; housing needs to be culturally relevant to increase the likelihood of uptake and long-term residency.

TOURISM

Tourism is an employment driver for Broome, and its highly seasonal nature attracts temporary resident workers (for more detailed analysis and sources, see "4.1.8. Impact of Tourism"). Temporary residents are likely to choose rental properties or properties with two rooms or fewer, creating further strains in the rental market.

The rise of tourism post Covid-19 has likely contributed to the low availability of short-stay accommodation with suggestions that residential dwellings are being converted to tourist or key worker accommodation, further tightening the rental market. This seasonal demand for short-term rentals due to tourism results in inflated rental prices and further limits housing availability for long-term residents.

DWELLINGS FORECAST

Broome's population has grown faster than the initial WA Tomorrow Band C forecast prepared in 2019. However, the number of approved dwellings since the report has created a gap of approximately 263 dwellings. An average of 93 approvals a year is needed to achieve the forecasted growth. Currently, the projected approval rate sits at 60, leading to a rapidly widening gap (for more detailed analysis and sources, see "4.2.4. Dwelling Forecast Trends").

DWELLING TYPE

In Broome, 47% of dwellings have two bedrooms or fewer, in contrast to 16% in Regional WA and 11% in WA. Dwellings with three bedrooms or more account for 53% of Broome, compared to 84% in Regional WA and 89% in WA. This results in differences of 32% and 36%, respectively. Further analysis identified that the high proportion of smaller dwellings in Broome is affected by a high number of domestic tourists in

caravans and to a lesser extent the transient workforce.

Caravans and Cabins make up 25% of the dwellings in Broome, compared to five and one percent for Regional WA and the State, respectively (for more detailed analysis and sources, see “4.2.2. Existing Dwellings in Broome”). This high provision is likely driven by the demand from domestic tourists who are not part of the local workforce, such as grey nomads, and may not demand permanent housing. There is demand for smaller scale permanent housing to support transient workers and increase population retention.

Larger dwellings will be required to increase the diversity of housing available to support future families and long-term residents in Broome. Excluding visitors, approximately 70% of residents in Broome reside in a dwelling with three-or-more bedrooms compared to approximately 81% of Regional WA and WA. This underscores the limited options for those seeking more suitable family-sized homes and the likely demand for more permanent dwellings.

Providing smaller, permanent housing for tourism workers may support greater population retention. Increased diversity of housing should also be targeted to support non-tourism-based population attraction and retention.

HOUSING AFFORDABILITY

Only three industries—Mining; Electricity, Gas, Water and Waste Services; and Public Administration and Safety—have more than 50% of their workers able to afford the median house in Broome without facing mortgage stress (for more detailed analysis and sources, see “4.2.6. Defining Affordability”). If supplying additional housing stock relieves housing stress for low-income households or key population service industries, the pricing of dwellings will likely need to be influenced through policy. Should appropriate housing and financing opportunities be made available, residents may opt into mortgage costs comparable to their high rent cost, regardless of whether this would put their finances beyond the stress threshold. It must also be noted that the cost of living is higher than average in Broome, with items such as insurance, Shire rates, air conditioning, etc., contributing to lower housing affordability as these costs are either absorbed into rental prices for tenants or paid for by landlords.

1.2 MULTI-CRITERIA ASSESSMENT

A Multi-Criteria Assessment (MCA) approach has been developed to assess potential opportunities to address the housing crisis in Broome and the levers available to the Shire to realise the identified opportunities.

The Shire’s role in achieving housing affordability is to function as a central regulator, managing existing local policy and regulations, advocating for potential developers, liaising with other local government councils and stakeholders, and monitoring current issues and potential opportunities to enhance housing affordability. The Shire is limited in its ability to directly impact the affordability of housing, so needs to rely predominantly on advocacy to key stakeholders to implement appropriate policies and projects.

Some potential levers available to the Shire to support affordability and engage key stakeholders to take action can be described under the following hierarchy:



CONTROL

e.g. Establishing local policy and regulation, directing internal resources, utilisation of local government-controlled land and assets, implementing special committees, and supporting projects with seed funding.



FACILITATE AND ADVOCATE

e.g., Facilitating networks to enable investment, supporting communication with the State and Federal Government, and working with key stakeholders to address challenges.



MONITOR



e.g. Tracking housing performance indicators and collecting feedback from key stakeholders regarding current issues or opportunities.

A set of criteria were developed for the MCA to prioritise initiatives for consideration by the Shire as actions to include in this Advocacy report. These criteria are based on the literature review and previous experience in developing housing strategies aiming to address similar affordability issues:

- + **Equity:** The ability of an initiative to support a more equitable housing market
- + **Liveability:** The ability of an initiative to improve the liveability of Broome
- + **Implementable:** The ease with which an initiative can be implemented by the Shire (or other stakeholders)
- + **Timely:** How quickly could an initiative result in the desired change
- + **Cost:** What is the cost (financial and/or human resources) to the Shire or other stakeholders of implementing an initiative
- + **Scale:** What is the potential scale of impact if the desired result is achieved
- + **Likelihood:** The likelihood of an initiative achieving its desired result

This assessment approach was applied to a variety of potential affordable housing initiatives. The results are intended to be taken into consideration by the Shire along with their understanding of local context, resource availability and established advocacy pathways. The top five housing affordability initiatives for the Shire using the above criteria include:

- + Facilitate government development of housing through co-funded projects / Advocate for State and Federal funding of housing construction
- + Policy requiring private sector contribution to housing and liveability
- + Advocate for key workers’ attraction/retention program in WA
- + Undertake market sounding for build-to-rent initiatives with subsequent EOI process if viable
- + Engage with surrounding local governments and key regional stakeholders to develop a strategic programmed approach to delivering housing



These opportunities have scored highest as they align with the Shire's role as a facilitator and co-ordinator: they may be more likely to achieve the desired outcome, and they can have a meaningful impact. A number of key initiatives that are being advocated for in the Pilbara, Kimberley Regional Group (KRG) and through Regional Capitals Alliance WA (RCAWA) have also been summarised as they present an opportunity to present a common voice to State and Federal governments. These include:

- + Reforming Fringe Benefits Tax to incentivise long term residence in regional towns
- + Stamp duty relief for insurance and property transfers
- + Making the Housing Ownership Subsidy Scheme more appealing than the Government Regional Officer Housing program
- + Mandate a maximum ratio of GROH housing being rented from the private market / support State government building their supply of GROH housing

Detailed descriptions of all initiatives with implementation considerations are provided in "**5.1 HOUSING POLICY INITIATIVES AND EXAMPLES**". The results of the MCA analysis have been considered along with other information including stakeholder support and opportunities to develop the Actions that are included at the conclusion of this Broome Housing Affordability Issues & Advocacy Report (refer "**5.5 ACTIONS**").

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Cr P Taylor returned to the Chambers at 5:13 pm.

The Director of Development and Community advised that the attachment had been amended following the agenda briefing. This was circulated to Councillors prior to the meeting and has been reflected in the minutes.

9.1.2 ART COLLECTION POLICY

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	REE24
AUTHOR:	Place Activation & Engagement Coordinator
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The Art Collection Policy provides a framework for the acquisition, management, conservation, deaccession, and exhibition of the Shire's Art Collection. This report outlines the background to the Policy's development and seeks Council's adoption of the Policy and its supporting documents.

BACKGROUND

Previous Considerations

OMC 27 July 2023

Item 9.1.1

The Shire of Broome Art Collection is a significant regional collection, owned and managed by the Shire, that has been developed over many decades. It reflects the heritage, identity, and cultural diversity of the Broome community.

As part of its ongoing commitment to supporting the arts, the Shire acquires an artwork each year through the Shire of Broome Shinju Matsuri Acquisitive Art Prize. This initiative supports the growth of local artists and contributes to a collection that captures the evolving landscape of Kimberley art. Each year's winning artwork is formally acquired into the Shire's Art Collection.

The Shire's Arts and Culture Strategy was adopted by Council at the Ordinary Council Meeting (OMC) held on 27 July 2023. The Strategy outlines the needs and long-term aspirations of the arts and culture sector, and identifies how these can be supported and strengthened through targeted Shire investment.

One of the actions identified in the Arts and Culture Strategy is:

Action 3.1 – Provide a review and management plan for the Shire's Art Collection.

To support the delivery of this action, Professional Arts Management (PAM) was appointed in February 2023 to catalogue, value, and conserve the Shire's Art Collection.

As part of their engagement, PAM provided the Shire with the following:

- A detailed spreadsheet for each artwork, identifying: asset number, artist, title, medium, year of acquisition, dimensions, category, location, background information (story), condition, conservation suggestions, valuation, and valuation notes.
- A PDF catalogue of the entire collection
<https://www.broome.wa.gov.au/Community/Arts-and-Culture/Shire-of-Broome-Acquisitive-Art-Collection>
- A comprehensive report outlining the status of the collection and providing recommendations for improved storage and the development of an Art Collection Policy.

Acting on the recommendation from the PAM to develop an Art Collection Policy (Policy), the Shire appointed Kimberley Arts Network (KAN) in January 2025 as a consultant to support the development of a Policy to guide the acquisition, management, conservation, deaccession, and exhibition of the Shire's Art Collection.

COMMENT

As part of the Policy development process, KAN conducted a comprehensive desktop review of the Shire of Broome Shinju Matsuri Acquisitive Art Prize Policy, complemented by an analysis of external art collection policies from across Western Australia. This work aimed to ensure the Policy would reflect current best practice, align with relevant Shire policies, and be informed by the broader operational context.

Following this, KAN convened a working group comprising local artists, Shire representatives, and industry experts from outside Broome. The group met at the KAN Shed on 14 March 2025 to review and discuss the draft Policy concepts.

KAN representatives and local artists subsequently attended a Council Workshop held on 8 April 2025, where key Policy concepts requiring Council feedback and consideration were presented. This session provided an opportunity for elected members to seek clarification and offer input regarding the inclusion of specific elements within the draft Policy.

The draft Policy and supporting documents were presented again at a Council Workshop on 29 July 2025 to allow further feedback and discussion.

The draft Policy (**Attachment 1**) is supported by three accompanying documents:

- Acquisition Form (Appendix 1)
- De-accession Form (Appendix 2)
- Condition Report (Appendix 3)

Shire officers recommend that Council adopt the draft Policy and supporting documents.

CONSULTATION

Consultation on the draft Policy has been undertaken with a range of stakeholders, including Council, local artists, and industry experts.

Council Workshops were held 8 April 2025 attended by Cr C Mitchell, Cr D Male, Cr J Lewis, Cr E Smith, Cr P Taylor and Cr M Virgo, and 29 July 2025 attended by Cr C Mitchell, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith and Cr M Virgo.

This collaborative approach has ensured the Policy is informed by both community and professional perspectives, helping to create a practical framework for managing the Shire's Art Collection.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

The Policy will provide guidelines to support the acquisition, management, conservation, deaccession, and exhibition of the Shire's Art Collection.

FINANCIAL IMPLICATIONS

The draft Policy has potential financial implications related to storage improvements and the establishment of a panel comprising local visual arts specialists to oversee acquisitions and de-accessions.

As the associated costs are currently unknown, they would need to be presented to Council for consideration as part of the annual budget development process.

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 4 - An inclusive community that celebrates culture, equality and diversity

Objective 4.1 Grow knowledge, appreciation and involvement in local art, culture and heritage.

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That Council adopt the Art Collection Policy (Attachment 1).

Cr Lewis moved the following motion.

Cr Mamid seconded the motion.

The motion was carried.

COUNCIL RESOLUTION:

(RECOMMENDATION)

Minute No. C/0825/027

Moved: Cr J Lewis

Seconded: Cr J Mamid

MOTION:

That Council:

- 1. Adopt the Art Collection Policy (Attachment 1).**
- 2. Request the Chief Executive Officer to undertake further investigations into loaning art from the Shire's Art Collection to external parties, and bring this back to Council as part of a 12-month review of the Policy.**

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

CARRIED UNANIMOUSLY 8/0

Reason: this would capture the revenue opportunities and risks, the process to follow, staff and other resourcing requirements.

Attachments

- 1. DRAFT ART COLLECTION POLICY**

9.1.3 YOUTH PLAN

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

SUMMARY:

The Youth Plan has been developed in collaboration with young people and key stakeholders to provide a clear and strategic framework for addressing the needs and priorities of Broome's youth. This report outlines the community engagement process, public comment submissions, and proposed changes, and seeks Council's adoption of the Youth Plan 2025 – 2029.

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 22 May 2025	Item 9.1.2

The Shire of Broome Youth Plan 2021–2025 expired in June 2025. The Shire engaged a consultant, Catalyse, to undertake background research and lead the development of the new Youth Plan 2025–2029 (**Attachment 1**).

The Youth Plan 2025 – 2029 (Plan) has been prepared to support the achievement of several outcomes in the Shire of Broome's Council Plan, with the strongest alignment with Outcome 4, Objective 4.2, and Action 4.2.6.

Council Plan 2025-2035	
Vision	Broome – a future for everyone
Outcome	4. An inclusive community that celebrates culture, equality and diversity
Objective	4.2 Align services to meet diverse community needs for all ages and abilities
Action	4.2.6 Implement the new Youth Plan

At the 22 May 2025 Ordinary Council Meeting, Council endorsed advertising the draft Plan for a four-week public comment period.

COUNCIL RESOLUTION:**(REPORT RECOMMENDATION)****Minute No. C/0525/021****Moved: Cr E Smith****Seconded: Cr S Cooper****That Council:**

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

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 public comment period enabled officers to promote the draft Plan widely and invite feedback from additional stakeholders and 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 promoted through the Shire's social media channels, the Broome Advertiser, and the e-newsletter to ensure broad community awareness and engagement.

Shire officers also delivered community engagement stalls on 14 June 2025 to promote the draft Plan and provide opportunities for residents and stakeholders to learn more and share their views.

In addition, the Shire conducted targeted consultation by directly engaging key stakeholders. This included a one-on-one meeting held on 4 June 2025 with Fiona Hart from Ngurra Buru Night Space. Shire officers also engaged with members of the Broome Youth and Families Council at a workshop on 20 June 2025, where the draft Plan and the public comment period were promoted.

COMMENT

Two public comment submissions were received during the public comment period, with one respondent requesting to remain anonymous. All 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 Plan:

1. New action to be added under Objective 7:

Develop youth-friendly promotional materials, including posters, brochures, and handouts, to raise awareness of and promote engagement with the Shire's Youth Plan.

2. Ngurra Buru / Kullarri Regional Communities Indigenous Corporation to be added as Key Partner to Objective 1, Action 1.

3. Kullarri Regional Communities Indigenous Corporation (Transition to Work program) to be added as Key Partner under Objective 5, Action 3.

4. Broome Youth and Families Hub Council to be added as Key Partner and included in the wording of Objective 7, Action 1.

The Youth Plan has been prepared with extensive community input and is considered to provide a comprehensive framework for addressing the needs and priorities of Broome's youth. As such, it is recommended that Council adopt the Youth Plan (**Attachment 1**).

Once adopted, the Youth Plan will be graphically designed and promoted.

CONSULTATION

The actions outlined in the draft Plan have been shaped by the following engagement methods and community feedback.

Shire of Broome Community Scorecard (2024)

A key source of input was the 2024 Community Scorecard, with 1,190 individuals completing the survey. This provided valuable insights into the needs, priorities, and aspirations of the community in regards to youth services and facilities.

Stakeholder Consultation

The following stakeholders participated in in-depth interviews

- Broome Primary School
- Broome Youth and Families Hub
- Broome PCYC
- Headspace
- School of Alternative Learning Settings
- Nyamba Buru Yawuru
- Ngurra Buru / Kullarri Regional Communities Indigenous Corporation

Youth Forum

A Youth Forum was held at the Broome Civic Centre on 24 February 2025, providing a dedicated platform for local young people to share their perspectives and contribute to the development of the Youth Plan 2025–2029. The forum was facilitated by Youth Leadership Academy Australia, a leading organisation in youth engagement and leadership development.

The event was attended by the members of the Shire's Youth Advisory Council alongside 47 student leaders from St Mary's College and Broome Senior High School, fostering meaningful dialogue on the priorities and aspirations of young people in the region.

Internal consultation

The following Shire departments have been consulted on the draft Plan:

- Place Activation: Leads youth engagement initiatives and delivers youth-focused events.
- Broome Library, Broome Recreation and Aquatic Centre, and Broome Civic Centre: Delivers youth programs across each facility.
- Human Resources: Manages youth traineeships and work experience opportunities.

Council Workshop

On 12 May 2025, a workshop was held with elected members to review and provide feedback on the draft actions proposed for the Plan. This workshop provided an opportunity for elected members to consider the outcomes of the community engagement process, assess the relevance and feasibility of the proposed actions, and ensure alignment with the Shire's broader strategic priorities.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

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 4 - An inclusive community that celebrates culture, equality and diversity

Objective 4.2 Align services to meet diverse community needs for all ages and abilities.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0825/028

Moved: Cr M Virgo

Seconded: Cr P Taylor

That Council:

- 1. Acknowledges the feedback on the Youth Plan received through the public comment period and adopts the recommended changes as set out in (Attachment 2);**
- 2. Adopts the Youth 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 P Taylor, Cr M Virgo

CARRIED UNANIMOUSLY 8/0

Attachments

1. YOUTH PLAN 2025 - 2029
2. PUBLIC COMMENT SUBMISSIONS

9.1.4 COMMUNITY SAFETY PLAN

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

SUMMARY:

The Community Safety Plan has been developed in collaboration with key stakeholders to provide a strategic framework for reducing the risk of crime and anti-social behaviour and improving community perceptions of safety. This report outlines the community engagement process, public comment submissions, and proposed changes, and seeks Council's adoption of the Community Safety Plan 2025 – 2029.

BACKGROUND

Previous Considerations

OMC 25 March 2021	Item 9.1.1
OMC 30 June 2022	Item 9.4.1
OMC 29 June 2023	Item 9.4.3
OMC 22 May 2025	Item 9.1.3

The Shire of Broome Community Safety Plan 2021–2025 expired in June 2025. The Shire engaged a consultant, Catalyse, to undertake background research and lead the development of the new Community Safety Plan 2025–2029 (**Attachment 1**).

Through the Shire's Council Plan, the Shire is striving to achieve the community's number one desired outcome – to provide a safe community for everyone.

Our Council Plan 2025-2035	
Vision	Broome – a future for everyone
Outcome	1. A safe community
Objective	1.1 Work with key stakeholders to improve community safety and security
Action	1.1.1 Finalise and implement the new Community Safety Plan

At the 22 May 2025 Ordinary Council Meeting, Council endorsed advertising the draft Community Safety Plan (Plan) for a four-week public comment period.

COUNCIL RESOLUTION:**(REPORT RECOMMENDATION)****Minute No. C/0525/022****Moved: Cr M Virgo****Seconded: Cr E Smith****That Council:**

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

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 public comment period enabled officers to promote the draft Plan widely and invite feedback from additional stakeholders and 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 promoted through the Shire's social media channels, the Broome Advertiser, and the e-newsletter to ensure broad community awareness and engagement.

Catalyse facilitated two community workshops on 3 June 2025 to raise awareness of the draft Plan, respond to questions, and encourage community feedback. 11 community members attended the workshops.

To complement this, Shire officers delivered community engagement stalls on 14 June 2025 to promote the draft Plan and provide opportunities for residents and stakeholders to learn more and share their views.

A meeting was also held on 4 June 2025 with Fiona Hart from Ngurra Buru Night Space, during which feedback was recorded.

COMMENT

Four public comment submissions were received during the public comment period, with two respondents requesting to remain anonymous. All 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 Plan:

1. Ngurra Buru / Kullarri Regional Communities Indigenous Corporation to be added as Key Partner to Objective 1, Action 3, and Objective 8, Action 5.
2. Delete Objective 1, Action 5 - Participate in the Ngurra Buru Working Group, as the group will discontinue now that the service is operational.
3. Objective 8, Action 9 to be reworded to - Facilitate information sharing through the Broome Youth Coordinators Network.

4. Empowered Youth Leaders to be added as Key Partner to the following actions under Objective 1 - Action 1, 3, and 8.
5. Kimberley Aboriginal Women's Council to be added as a Key Partner to Objective 6, Action 1 and 4.
6. Delete Objective 7, Action 4 - Lobby on behalf of Prescribed Body Corporations to acquire Aboriginal Lands Trust land to assist with transitioning land to Prescribed Body Corporations.
7. Aboriginal Community Controlled Organisations to be added as Key Partner to Objective 8, Action 3.
8. Objective 9, Action 2 to be reworded to - Promote Community Safety Month in October each year, using the opportunity to highlight and promote key initiatives from the Community Safety Plan through accessible and inclusive communication channels, including engagement with local schools to support awareness and participation.

The Community Safety Plan has been prepared with extensive community input and is considered to provide a comprehensive framework for reducing the risk of crime and anti-social behaviour and improving community perceptions of safety. As such, it is recommended that Council adopt the Community Safety Plan (**Attachment 1**).

Once adopted, the Community Safety Plan will be graphically designed and promoted.

CONSULTATION

The actions outlined in the draft Plan have been shaped by the following engagement methods and community feedback.

Shire of Broome Community Scorecard (2024)

A key source of input was the 2024 Community Scorecard, with 1,190 individuals completing the survey. This provided valuable insights into the community's needs, priorities, and aspirations in relation to community safety.

Community Safety Survey

A Community Safety Survey was available to complete online or in hard copy from 11 February to 10 March 2025. The Shire promoted the survey through its communication channels including radio, newsletters, social media and public facilities. 401 community members participated in the survey.

Community Safety Working Group

As part of developing the draft Plan, meetings with the Community Safety Working Group were held on the following dates: 11 December 2024, 31 March 2025, 2 May 2025, and 30 July 2025.

Community Safety Working Group Membership:

- Broome Chamber of Commerce and Industry
- WA Police

- Broome Liquor Accord
- Kullarri Patrol
- Broome Youth and Families Hub
- Broome PCYC
- Department of Education
- Department of Communities
- Department of Justice
- Nyamba Buru Yawuru
- Feed the Little Children
- Ardyaloon Community
- Beagle Bay Community
- Bidyadanga Community
- Djarindjin Community
- Lombadina Community
- General Community Representatives

Stakeholder Consultation

The following stakeholders participated in in-depth interviews:

- Men's Outreach
- Nyamba Buru Yawuru
- WA Police
- Community Representatives from the Community Safety Working Group
- Djarindjin Community
- WA Country Health Service
- Ngurra Buru Night Space

Internal Consultation

The following Shire departments have been consulted on the draft Plan to gather input on addressing community safety priorities:

- Place Activation: Leads community engagement, place activation, program delivery, and advocacy.
- Parks and Gardens: Maintains public open spaces and manages needle collection.
- Community Safety and Rangers: Works in partnership with WA Police to address issues related to itinerancy.
- Environmental Health: Oversees matters related to public health and safety.
- Information Technology: Manages the CCTV network and related systems.
- Engineering: Responsible for the maintenance of roads and street lighting.
- Planning: Oversees town planning.

Council Engagement:

- Council Workshop – 12 December 2024
Brainstorming and testing draft concepts
- Council Workshop – 7 April 2025
Review of Community Safety survey feedback and draft actions
- Council Workshop – 12 May 2025
Review of the draft Plan
- Council Meeting – 22 May 2025
Endorse the draft Plan for public comment

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The following actions outlined in the Plan have financial implications:

- Provide and implement a Local Public Health Plan, as per legislative requirements, to consider major health risk factors and actions needed to address these factors in the Shire of Broome.
Cost: \$50,000 confirmed for 2025–26
- Provide street lighting upgrades focusing on priority areas identified through the lighting audit, community feedback, and WA Police crime statistics
Cost: \$100,000 confirmed annually 2025–2029
- Develop a CCTV Strategy and Action Plan
Cost: \$50,000 confirmed 2025-26
- Support Mamabulanjin Aboriginal Corporation to deliver Kullarri Patrol services, focused on providing safe transportation for intoxicated people, including transport home or to a designated safe place, and for the delivery of the Return to Country Program.
Cost: \$20,000 confirmed for 2025-26 and 2026-27

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 1 - A Safe Community

Objective 1.1 Work with key stakeholders to improve community safety and security.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Moved: Cr P Taylor

That Council:

Minute No. C/0825/029

Seconded: Cr M Virgo

- 1. Acknowledges the feedback on the Community Safety Plan received through the public comment period and adopts the recommended changes as set out in (Attachment 2);**
- 2. Adopts the Community Safety 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 P Taylor, Cr M Virgo.

CARRIED UNANIMOUSLY 8/0

Attachments

1. COMMUNITY SAFETY PLAN 2025 - 2029
2. PUBLIC COMMENT SUBMISSIONS

9.2 PLACE

The Director of Development and Community advised that the attachments of this report had been amended following publication of the agenda. These were circulated to Councillors prior to the meeting and have been reflected in the minutes.

9.2.1 MCMAHON ESTATE LOCAL STRUCTURE PLAN - CONSIDERATION OF SUBMISSIONS AND ADOPTION

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

SUMMARY:

At the Ordinary Meeting of Council held 26 June 2025, Councillors resolved to request the Chief Executive Officer to advertise the McMahon Estate Local Structure Plan (**MELSP**) in accordance with regulation 18 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a minimum of 42 days.

The Local Structure Plan was advertised for public comment between 27 June 2025 and 9 August 2025.

As the public comment period has now closed, the Shire must consider the submissions received on the McMahon Estate Local Structure Plan and provide a recommendation to the Western Australian Planning Commission (**WAPC**) on whether it should be approved with or without modifications.

This report recommends that the McMahon Estate Local Structure Plan be approved with modifications.

BACKGROUND

Previous Considerations

OMC 26 May 2022	Item 9.2.2
OMC 29 June 2023	Item 9.2.3
OMC 28 September 2023	Item 9.2.2
OMC June 2025	Item 9.2.1

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

Council resolved to adopt new Local Planning Scheme No 7 (LPS7) at the Ordinary Meeting of Council (OMC) held 26 May 2022. The new local planning scheme, now gazetted, rezoned McMahon Estate from 'Residential R40' and 'Parks, Recreation and Drainage' local

reserve to 'Urban Development'. This zoning allows for a holistic approach to be taken when designing a residential development, through the preparation of a Local Structure Plan.

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

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

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

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

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

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

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0625/009

Moved: Cr P Taylor

Seconded: Cr M Virgo

That Council:

- 1. Thanks the Stakeholder Reference Group and community members for providing comment to inform the preparation of the McMahan Estate Local Structure Plan and note the Engagement Outcomes report in Attachment No 3.**
- 2. Pursuant to Regulation 17 of the Planning and Development (Local Planning Schemes) Regulations 2015, accepts the McMahan Estate Local Structure Plan for assessment and advertising, subject to minor adjustments to text in section 2.3.1 and Figure 4.**
- 3. Requests the Chief Executive Officer to advertise the McMahan Estate Local Structure Plan in accordance with clause 18 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a minimum of 42 days.**

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

At the OMC held 26 June 2025, Councillors resolved to request the Chief Executive Officer (CEO) to advertise the MELSP in accordance with clause 18 of the LPS Regulations for a minimum of 42 days.

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0625/009

Moved: Cr P Taylor

Seconded: Cr M Virgo

That Council:

- 1. Thanks the Stakeholder Reference Group and community members for providing comment to inform the preparation of the McMahan Estate Local Structure Plan and note the Engagement Outcomes report in Attachment No 3.**
- 2. Pursuant to Regulation 17 of the Planning and Development (Local Planning Schemes) Regulations 2015, accepts the McMahan Estate Local Structure Plan for assessment and advertising, subject to minor adjustments to text in section 2.3.1 and Figure 4.**
- 3. Requests the Chief Executive Officer to advertise the McMahan Estate Local Structure Plan in accordance with clause 18 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a minimum of 42 days.**

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

The proposed Local Structure Plan, if approved, will be the principal planning instrument guiding development in the structure plan area.

COMMENT

The MELSP has been advertised for public comment as required under the LPS Regulations. Now the public consultation period has closed the Shire must prepare a report on the proposed Structure Plan which is then submitted with the WAPC for determination.

Summary of submissions

The MELSP was advertised and at the close of the public comment period a total of six (6) individual submissions were received. A detailed assessment of the submissions and officer response is included as **Attachment 1**.

The submissions raised concerns or propose improvements across six key themes: environmental protection, housing density, transport and infrastructure, energy planning, safety, and community benefit. The points raised in the submissions have been considered and minor modifications are recommended to the McMahon Estate Local Structure Plan. The full list of modifications can be found in **Attachment 2** - Schedule of Modifications.

Summary

The MELSP has been prepared with community input and is consistent with the local planning framework, including the Shire's Local Planning Strategy, Local Planning Scheme No. 7, Liveable Neighbourhoods and Shire Local Planning Policies.

As such it is recommended that Council recommends to the WAPC that the MELSP is approved subject to modifications.

CONSULTATION

Consultation performed prior to statutory public comment period

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

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

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

- Consideration of demographics being targeted and the type of housing that would be appropriate.
- Consideration of the scale of proposed new housing and response to existing neighbouring properties.
- Importance of maintaining existing ecological corridors.
- Community expectation of retention of large areas of open space.
- Importance of pedestrian pathways, particularly to provide access to the school.

- Desire to retain the northern cul-de-sacs in current condition.
- Consideration of drainage throughout the area and the impacts of hard surfaces.

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

- Community Stakeholder Reference Group workshop.
- One Community Workshop;
- One Community drop-in session;
- Four online surveys;
- One written submission
- Meetings with NBY and Yawuru Elders.
- The feedback received did not suggest there was a preferred option overall, rather there were elements of each of the plans that should be considered in a refined option. Some of the key feedback included:
 - The new park to have native trees, grassed areas, paths and nature play.
 - The ecological/drainage corridor to have natural bushland, large shade trees, paths, opportunities for school engagement and lighting.
 - Movement networks should consider walking routes to school that minimise road crossings, surveillance to the park and enabling connections between Dakas Street and Reid Road.
- Low density housing is preferred in this location.
- Following the concept option engagement phase, a third workshop was held with the Community Stakeholder Reference Group on 26 November 2024 to present the updated concept design back to the group following the broader community comments received. The group endorsed the design with Shire Officers noting technical studies would now be undertaken, including Traffic Impact Assessment, Bushfire Management Plan, Local Water management Strategy and the Structure Plan report would be prepared.

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

Council Workshops

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

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

The statutory community engagement period required under the Planning Regulations commenced on the 27 June 2025 concluding the 9 August 2025. This included:

- Notice in the newspaper and the Shire's website;
- Display of material at the Shire Administration Centre;
- Letter to all landowners within 200m of the site;

- Letters to servicing authorities; and
- Letters to referral authorities including Department of Water and Environmental Regulation, Department of Fire and Emergency Service, Main Roads WA and Department of Biodiversity Conservation and Attractions.

The schedule of submissions is included as **Attachment 1** and details all the submissions received and recommendations in relation to the matters raised.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

16. Preparation of structure plan

- (1) A structure plan must —
 - a) be prepared in a manner and form approved by the Commission; and
 - b) include any maps, information or other material required by the Commission; and
 - c) unless the Commission otherwise agrees, set out the following information —
 - i. the key attributes and constraints of the area covered by the plan including the natural environment, landform and the topography of the area;
 - ii. the planning context for the area covered by the plan and the neighbourhood and region within which the area is located;
 - iii. any major land uses, zoning or reserves proposed by the plan;
 - iv. estimates of the future number of lots in the area covered by the plan and the extent to which the plan provides for dwellings, retail floor space or other land uses;
 - v. the population impacts that are expected to result from the implementation of the plan;
 - vi. the extent to which the plan provides for the coordination of key transport and other infrastructure;
 - vii. the proposed staging of the subdivision or development covered by the plan.
- (2) The local government may prepare a structure plan in the circumstances set out in clause 15.
- (3) A person may make an application to the local government for a structure plan prepared by the person in the circumstances set out in clause 15 to be assessed and advertised if the person is —
 - a) a person who is the owner of any or all of the land in the area to which the plan relates; or
 - b) an agent of a person referred to in paragraph (a).

17. Action by local government on receipt of application

- (1) On receipt of an application for a structure plan to be assessed and advertised, the local government —
 - a) must consider the material provided by the applicant and advise the applicant in writing —
 - i. if the structure plan complies with clause 16(1); or
 - ii. if further information from the applicant is required before the structure plan can be accepted for assessment and advertising;
 - i. and

- b) must give the applicant an estimate of the fee for dealing with the application in accordance with the Planning and Development Regulations 2009 regulation 48.
- (2) The structure plan is to be taken to have been accepted for assessment and advertising if the local government has not given written notice to the applicant of its decision by the latest of the following days —
 - a) 28 days after receipt of an application;
 - b) 14 days after receipt of the further information requested under subclause (1)(a)(ii);
 - c) if the local government has given the applicant an estimate of the fee for dealing with the application — the day the applicant pays the fee.

18. Advertising structure plan

- (1) The local government must, within 28 days of preparing a structure plan or accepting an application for a structure plan to be assessed and advertised —
 - a) advertise the proposed structure plan in accordance with subclause (2); and
 - b) seek comments in relation to the proposed structure plan from any public authority or utility service provider that the local government considers appropriate; and
 - c) provide to the Commission —
 - i. a copy of the proposed structure plan and all accompanying material; and
 - ii. details of the advertising and consultation arrangements for the plan.
- (2) The local government must advertise the structure plan in one or more of the following ways —
 - a) must advertise the proposed structure plan by publishing in accordance with clause 87 —
 - i. the proposed structure plan; and
 - ii. a notice of the proposed structure plan; and
 - iii. any accompanying material in relation to the proposed structure plan that the local government considers should be published; and
 - b) may also advertise the proposed structure plan by doing either or both of the following —
 - i. giving notice of the proposed structure plan to owners and occupiers who, in the opinion of the local government, are likely to be affected by the approval of the proposed structure plan;
 - ii. (erecting a sign or signs in a conspicuous place on the land the subject of the proposed structure plan giving notice of the proposed structure plan.
- (3) A notice published or given, or on a sign erected, under subclause (2) in relation to a proposed structure plan must specify —
 - (a) the manner and form in which submissions may be made; and
 - (b) the period under subclause (3A) for making submissions and the last day of that period.
- (3A) The period for making submissions on a proposed structure plan is —
 - (a) the period of 42 days after the day on which the notice is first published under subclause (2)(a)(ii); or
 - (b) a longer period approved by the Commission.
- (4) If a local government fails to advertise a structure plan in accordance with this clause, the Commission may take reasonable steps to ensure that the plan is advertised.

- (5) All costs incurred by the Commission in the exercise of the power conferred by subclause (4) may, with the approval of the Minister, be recovered from the local government as a debt due to the Commission.

POLICY IMPLICATIONS

5.22 - Shire of Broome Structure Plan and Subdivision Standards

FINANCIAL IMPLICATIONS

There are no additional costs associated with the preparation of the Structure Plan as these were included in the 2023/24 and 2024/25 budgets. Previous funding allocations were made up of a \$210,792 grant and interest from the Regional North Local Government Assistance Program and a \$50,000 Shire of Broome Municipal contribution.

RISK

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

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

STRATEGIC ASPIRATIONS

People - We will continue to enjoy Broome-time, our special way of life. It's 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.

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 6.3 Create attractive, sustainable streetscapes, parks and open spaces.

Objective 6.1 Promote sensible and sustainable growth and development.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Moved: Cr M Virgo

That Council:

Minute No. C/0825/030

Seconded: Cr P Taylor

1. ***Pursuant to Regulation 19 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 consider the submissions received and endorse the Schedule of Submissions set out in Attachment No 1.***
2. ***Pursuant to Regulation 20 (2) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations, the Shire endorses the Schedule of Modifications set out in Attachment No 2 and recommends approval of the McMahon Estate Local Structure Plan, subject to modifications.***
3. ***Requests the Chief Executive Officer to forward the McMahon Estate Local Structure Plan, Schedule of Modifications and Schedule of Submissions to the Western Australian Planning Commission for approval, pursuant to Regulation 22 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.***

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

CARRIED UNANIMOUSLY 8/0

Attachments

1. Attachment 1 - Schedule of Submissions
2. Attachment 2 - Schedule of Modifications
3. Attachment 3 - McMahon Estate Local Structure Plan

9.2.2 BROOME WASTE ACTION PLAN (2021-2025) PROGRESS REPORT

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	ENH92
AUTHOR:	Manager Waste Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The Broome Waste Action Plan 2021 – 2025 provides a series of actions and tasks that support the aims and objectives of the Broome Waste Strategy 2021 – 2031. This report provides a progress report for the actions within the Broome Waste Action Plan 2021-2025.

BACKGROUNDPrevious Considerations

OMC 29 July 2021

Item 9.3.1

Council adopted the Broome Waste Strategy 2021-31 (the Strategy) and the Broome Waste Action Plan 2021-2025 (the Plan) at the Ordinary Meeting of Council (OMC) held 29 July 2021.

The Strategy and Plan are key informing documents for the Shire of Broome Council Plan.

The Strategy provides the framework for effective, efficient and sustainable management of waste within the Shire of Broome (the Shire). The Plan provides a series of actions and tasks that support the aims and objectives of the Strategy.

The Strategy and Plan are published on the Shire website - [Strategic and Corporate Reports Shire of Broome](#)

The Plan has been separated into seven action categories:

1. Waste Infrastructure and Operations
2. Waste Services
3. Data, Information and Economics
4. Litter and Illegal Dumping
5. Waste Policy and Procurement
6. Behaviour Change
7. Regional Efficiencies

COMMENT

Throughout the life of the Plan, Shire officers have provided updates to Council via the Corporate Business Plan reporting and project specific agenda items. A presentation covering the progress to date was presented at the May 2025 Council Workshop.

The Waste Action Plan has delivered a range of strategic initiatives and tangible outcomes over the 2021 - 2025 period. Key achievements of the Waste Action Plan 2021-2025 include:

Task	Implementation Action	Progress
ACTION 1: WASTE INFRASTRUCTURE AND OPERATIONS		
Task 1.1 Facilitate design of a Regional Resource Recovery Park (RRRP)	1. Design the Regional Resource Recovery Park (RRRP) including the Community Recycling Centre (CRC) to match the current and future throughput of materials, safety issues, environmental protection, flexibility/ adaptability for future expansion needs, user friendliness and better practice guidance where practicable.	The Shire has completed the detailed design of the RRRP including provision for a CRC and liquid waste disposal facility.
	2. Secure funding and approvals for development and construction.	<p>The project is funded in the Shire's Long Term Financial plan from the Regional Resource Recovery Park Reserve and Borrowings. No municipal funds are allocated to the RRRP, the Shire's waste services operate as a standalone business unit.</p> <p>The Shire applied for the Regional Precinct and Partnerships Program (rPPP) funding in \$16,672,691. The Shire was unsuccessful.</p> <p>The Shire applied for the Growing Regions Program funding of \$15,000,000. The Shire was unsuccessful.</p> <p>All approvals are in place for the RRRP.</p>

Task	Implementation Action	Progress
Task 1.2 Provide a Compliant landfill	1. Develop construction documentation including: <ul style="list-style-type: none"> • Development of design drawings, technical specifications, bill of quantities for input into procurement process • Development of tender for construction • Tender evaluation and Council approval for tender award • Develop contract for construction • Procurement of equipment/infrastructure 2. Construct the landfill and RRRP	The constructing of the RRRP is budgeted to commence in the 2026/27 financial year. The Landfill portion of the RRRP is scheduled to commence construction in the 2030/31 financial year. All technical design documentation has been prepared and the detailed tender documentation will likely be prepared and released for tender in July 2030.
Task 1.3 Provide a Community Recycling Centre	1. Secure funding and approvals for development and construction. 2. Develop construction documentation including: <ul style="list-style-type: none"> • Development of design drawings, technical specifications, bill of quantities for input into procurement process • Development of tender for construction • Tender evaluation and Council approval for tender award • Develop contract for construction • Procurement of equipment/infrastructure 	The project is funded in the Shire's Long Term Financial plan from the Regional Resource Recovery Park Reserve and Borrowings. No municipal funds are allocated to the RRRP. The Shire applied for the rPPP funding in \$16,672,691. The Shire was unsuccessful. The Shire applied for the Growing Regions Program funding of \$15,000,000. The shire was unsuccessful. All design drawings, technical specifications and licence/works approvals are in place for the RRRP. Tender documentation has been drafted and tentatively proposed to be advertised in July 2026, and brought to Council at the September 2026 OMC.

Task	Implementation Action	Progress
	3. Construct the CRC.	The construction of the RRRP is budgeted to commence in the 2026/27 financial year and is planned to be open in the 2027/28 financial year.
Task 1.4 Provide efficient and cost-effective operation of the RRRP and CRC	1. Assess the operational approaches available 2. Evaluate outcomes 3. Adopt preferred approach 4. Produce a project plan to implement preferred approach	The operation and construction is funded in the Shire's Long Term Financial plan from the Regional Resource Recovery Park Reserve and Borrowings. No municipal funds are allocated to the RRRP. There will be a staged transition from the Buckleys Road Waste Management Facility to the RRRP with the CRC being constructed and opened first. The landfill will follow once the remaining airspace at the Buckleys Road Waste Management Facility is fully utilised. The Shire will test the market to determine if an in-house delivery model or a contractor delivery model provides the best value for money approach at the RRRP.
Task 1.5 Provide Liquid waste disposal options	1. Prepare for the rapid construction of a new liquid waste facility as soon as a site is available. 2. Complete the design of the facility to process the liquid waste generated and accommodate the projected increases. 3. Identify potential companies to build the facility and prepare the procurement / tendering documentation.	The construction of the RRRP is budgeted to commence in the 2026/27 financial year All design drawings, technical specifications and licence/works approvals are in place for the RRRP. As part of the procurement planning process potential tenderers have been identified with multiple local contractors deemed to have the expertise required to deliver the scope of works. The liquid waste ponds have been identified as a priority for the Kimberley region and will

Task	Implementation Action	Progress
		tentatively be open in the 2027/28 financial year.
<p>Task 1.6 Facilitate the operation and closure of Buckleys Road Waste Management Facility in line with the Landfill Closure Management Plan 2021</p>	<p>1. Implement mechanisms to maximise the operational life of Buckleys road including:</p> <ul style="list-style-type: none"> • Ensure the operational staff have the correct skills, experience and training to achieve best practice operations • Maximise the recovery of material streams where possible • Secure appropriate plant to meet the facility needs specifically a reliable landfill compactor and excavator • Minimise use of cover material (use ADC). <p>2. Plan for use of the contingency area (resource recovery and gatehouse) for waste disposal and define relocation options for these services in the event that the CRC is not constructed in time for the required use of this area.</p> <p>3. Implement the 2021 Landfill Closure Management Plan.</p>	<p>Through improved operational practices the remaining operational life of the Buckleys Road Waste Management Facility has increased. This has been achieved by implanting the recovery of inert material at the tip face and improving source separation practices by facility users. Material recovery has been made possible by the acquisition of an 8t excavator and the use of Posi-shell as an alternate daily cover (ADC) have increased the operational life.</p> <p>The contingency has not been required yet due to improved operational practices extending the life of the landfill. The landfill tipping face will move into the contingency area in late 2025.</p> <p>The updated Landfill Closure Management Plan was endorsed by Council at the Ordinary Meeting of Council held May 2025. The plan is being implemented.</p>
<p>Task 1.7 Facilitate the closure of Lot 400 Buckleys Road in line with environmental conditions outlined in the memorandum of understanding with Development WA</p>	<p>1. Develop a suitable closure plan for the site</p> <p>2. Liaise with DWA</p> <p>3. Source suitable material to rehabilitate the site</p> <p>4. Undertake progressive rehabilitation of the site</p>	<p>In consultation with Development WA the DWER Prescribe premises licence L8852/2014/2 for Lot 400 has been extended by five years to cease in 2029, this allowed for the management order to be extended to coincide with the construction of the RRRP. Suitable material for rehabilitation is currently being stockpiled on site.</p>
<p>ACTION 2: WASTE SERVICES</p>		
<p>Task 2.1 Provide equitable and suitable kerbside</p>	<p>1. Review and develop new contract provisions.</p>	<p>The WALGA preferred supplier panel for waste collection services has been utilised for</p>

Task	Implementation Action	Progress
waste and recycling services		the formation of RFQ 23-16 Municipal Kerbside Waste Collection and Processing Services.
	2. Tender for provision of services.	The contract was awarded to Cleanaway Pty Ltd through to 30 June 2031, with 3 x 12 month options to extend at the Principals discretion. Provisions for implementing kerbside collection services to the residents of 12 Mile and Coconut wells were investigated as a part of the Cleanaway Contract however services will not be implemented as it was not supported by the 12 Mile and Coconut Wells community members.
2.2 Facilitate an analysis of resource recovery services to progress towards achievement of WARR Strategy targets	<ol style="list-style-type: none"> 1. Undertake a detailed analysis of resource recovery options to determine the optimal infrastructure and services required to achieve a 60% recovery rate by 2030 and beyond. 2. Review outcomes of the assessment. 3. Council to adopt preferred option/s. Appropriate budget funding is to be secured through this process. 4. Develop a project plan for implementation of preferred option/s. 5. Implement preferred option/s 	<p>The mechanical sorting of waste at the tip face was identified as an option to improve recovery rates at the landfill. Additionally by increasing the options for direct source separation more material can be recovery whilst minimising double handling.</p> <p>C&D waste (concrete) is currently diverted and stockpiled at Lot 400, until economies of scale are reached to mobilise a contractor to crush the material creating a product used in roadbase.</p> <p>The Shire currently diverts greenwaste which is stockpiled and mulched and ultimately provided back to the community 'free of charge'. Investigations to include a Food Organics Garden Organics (FOGO) kerbside service are assumed as unfeasible due to the current high contamination rates in the comingled recycling</p>

Task	Implementation Action	Progress
		<p>service, the high cost of kerbside bin lifts and processing and the heat during the wet season.</p> <p>A project brief to purchase a 8t excavator for the implementation of sorting was included in the 23/24 budget considerations. The committed contribution was used as leverage to support a Waste Sorted Infrastructure Grant application which was successful and funded the implementation of recovery and diversion activities.</p>
<p>Task 2.3 Provide a Reuse and Recycle shop at the RRRP</p>	<ol style="list-style-type: none"> 1. Develop a draft scope of operations for a reuse shop including: <ul style="list-style-type: none"> • The likely quantities to be handled through the shop • Defining intended product streams for sale • Identifying likely infrastructure, equipment, resourcing and operational requirements • Marketing and education requirements. 2. Undertake a viability assessment based on the scope of operations to determine whether the project is practically feasible and economically viable for the Shire. This will also assist in determining the preferred management model. 3. Decide on the preferred management model. This could include approaching local organisations that could potentially operate the shop to determine their interest. 4. Produce a project plan for the establishment of the reuse shop, including the capital cost and estimated operational cost. 	<p>The construction of the RRRP including the CRC is budgeted to commence in the 2026/27 financial year. The decision to include a Reuse and Recycle Shop was made in the Masterplan stage and has therefore been included for in the RRRP design.</p> <p>The preferred management model is by a Community Not-for-profit organisation. This is preferred on the basis that they are better positioned to combine environmental goals with social outcomes, access special funding, leverage volunteers and build community trust, making them sustainable even when commercial recycling wouldn't be profitable.</p> <p>A EOI for the management and operation of the reuse shop will be investigated prior to the completion of the CRC.</p>

Task	Implementation Action	Progress
	5. Establish the reuse shop.	In the short term the establishment of the community drop off recycle and reuse area at the current Landfill site has been well received by the public.
Task 2.4 Facilitate a review of the domestic waste pass system	<ol style="list-style-type: none"> 1. Undertake a review of waste pass system to identify costs, benefits and issues associated with the pass system. 2. Review other options available to the Shire. 3. Determine the format of future pass system if required (e.g. free pass system with rates notice or needing to collect and sign for pass at Shire office). 4. Implement outcomes. 	The current pass system entitles GRV residential rated properties to 6 free domestic waste passes. On average 34% of the total domestic waste passes are redeemed with approximately 17% of the rate payers redeeming all 6 domestic waste passes annually.
Task 2.5 Facilitate a review of options for pre-cyclone waste clean-up within the Shire	<ol style="list-style-type: none"> 1. Review the bulk waste disposal service options and community preferences. 2. Determine preference for service. 3. Present to Council for adoption. 4. Implement Council recommendations. 	The pre-cyclone waste clean-up ceased in 2016/17 due to a significant increase in the costs associated with providing the service. A project brief was drafted for consideration in the 2024/25 budget however it was not funded as it does not represent value for money. 2 free tipping weekends are provided per annum, along with 1 free skip bin per annum for eligible pensioners.
Task 2.6 Facilitate a review of services to assess alignment with DWER better practice standards and cost of upgrades	<ol style="list-style-type: none"> 1. Review better practice guidance material once released. 2. Audit existing services against better practice guidance requirements. 3. Assess implications and cost for upgrades to service delivery and infrastructure. 4. Determine service upgrades and establish budgets. 5. Upgrade services to meet better practice guidance. 	<p>DWER released 'Better practice organics recycling' guidelines are in relation to composting and soil blending. Due to site constraints at Lot 400 soil blending and composting isn't undertaken. The consideration to implement organics recycling will be investigated as part of the future RRRP operations.</p> <p>The task is proposed to be carried over into the next iteration of Waste Action Plan.</p>

ACTION 3: DATA, INFORMATION AND ECONOMICS

Task	Implementation Action	Progress
Task 3.1 Provide accurate waste data reporting	<ol style="list-style-type: none"> 1. Undertake review. 2. Update data capture and recording methods where required. 3. Train staff on changes 4. Implement changes 	<p>Waste data reviewed annually as part of DWER licence reporting. Landfill software point of sales system Mandalay captures data and is customisable allowing for the data to be captured easily.</p>
Task 3.2 Provide a whole of life financial assessment of the RRRP and CRC	<ol style="list-style-type: none"> 1. Undertake financial analysis. 2. Review outcomes 3. Update LTFP to ensure sufficient funds and/or funding sources have been identified for future capital works. 	<p>The Manager Waste Services and Manager Financial Services have completed a Waste Services Financial Model and this will be presented at the September 2025 Council workshop. The Waste Services Financial model will inform the next review and update of the Shire's Long Term Financial Plan.</p>
Task 3.3 Facilitate a financial review of waste streams including a market value analysis	<ol style="list-style-type: none"> 1. Undertake a financial analysis of waste stream income and expenditure. 2. Review Shire fees and charges to assess if cross subsidy exists 3. Review outcomes to inform gate fee structures and kerbside collection rates for subsequent financial years. 4. Inform the community of any intended increases and the rationale for the increases. 5. The supply chain for each potential material to be diverted must be assessed to determine: <ul style="list-style-type: none"> • The method to ensure a separated uncontaminated material stream can be obtained • The processing required and associated cost to produce a marketable 'product' that meets any required specifications • The existing size and value of the market for the 'product' that will be generated, together with the potential impact on that market (and other local suppliers) 	<p>The Waste Management Facility Fees and charges are reviewed annually to capture changes in market for the varying waste streams to ensure the expenditure associated with processing the material is covered by the income generated.</p> <p>The proposed amendments to the fees and charges are advertised to the public ahead of the implementation date to ensure advance notice is provided, the rationale for the changes is provided upon request.</p>

Task	Implementation Action	Progress
	<ul style="list-style-type: none"> • The long-term security and stability of the market to accept the 'product' in the future • The impact on local employment and job creation 	
Task 3.4 Provide regular kerbside MGB audits	<ol style="list-style-type: none"> 1. Undertake a representative kerbside bin audit in 2021. 2. Schedule regular audits for future years in operational planning and budget preparations. 	A kerbside bin audit is currently taking place in August 2025. There is an allowance within the Kerbside collection contract's schedule of rates to undertake future bin audits at the Shire's discretion.
ACTION 4: LITTER AND ILLEGAL DUMPING		
Task 4.1 Provide a litter and illegal dumping plan	<ol style="list-style-type: none"> 1. Obtain/identify suitable resourcing to develop the strategy. 2. Develop the strategy. 3. Implement the strategy providing relevant resourcing where required. 4. Provide for annual reporting of outcomes within the Shire's annual reporting to the community. 5. Undertake and annual review of strategy. 	<p>Officers are establishing the baseline data to determine the extent of Litter and illegal dumping in Broome, a strategy and litter and illegal dumping plan will be drafted based on the findings.</p> <p>The task is proposed to be carried over into the next iteration of Waste Action Plan.</p>
Task 4.2 Regulate compliance with the Shire of Broome Waste Local Law 2021	<ol style="list-style-type: none"> 1. Advise community 2. Regulate compliance with the Local Laws. 	The Shire of Broome Waste Local Law 2021 was endorsed by Council at the OMC held February 2021. The appointment of appropriate 'authorised persons' to regulate compliance with the Local Laws is ongoing and 'authorised persons' can be appointed as required.
ACTION 5: POLICY AND PROCUREMENT		
Task 5.1 Provide an emergency waste management plan	1. WALGA provide a template for Local Government to incorporate waste management into existing emergency management arrangements to assist Local Government to plan better for emergency waste. This will allow local governments to undertake development of plans in-house using internal resources. Alternatively, a consultant can	The Shire of Broome has been collaborating with WALGA to formulate the Emergency Waste Management Plan template. A WALGA led working group was established in early 2025 to tailor the plan to Local Government circumstances and generate a waste calculation, helping Local governments determine

Task	Implementation Action	Progress
	be used to develop a tailored plan to local circumstances in close liaison with the Shire.	the likely waste generation from an emergency scenario. The Shire participated in the working group and in the process of drafting the template plan. This task is proposed to be carried over into the next iteration of the Waste Action Plan.
Task 5.2 Provide Shire policy and working procedures to avoid waste and increase the use of recycled and recovered material in all Shire activity	1. Develop Council policy and/or internal guidance to support: <ul style="list-style-type: none"> • Reuse of recovered material in Shire projects • Kerbside and verge-side collection service eligibility • Single use plastic ban for Shire run events (including plastic cups, straws and balloons) • Installation of public bins 	Establishment of environmentally sustainable procurement guidelines to support purchasing of recycled and environmentally sustainable products whenever possible. Encouraging waste prevention, recycling, market development and use of recycled/recycled materials. Review and update of event guidelines to include waste management and sustainability guidelines, ensuring waste generated is disposed of properly and working towards implementing circular economy principles, delivering zero waste events and eliminating the use of single use plastics.
Task 5.3 Provide alignment between the Shire of Broome Waste Strategy and the Waste Management Action Plan with Shire Community Strategic Plans, operational and business plans and budgets	1. The plans are presented to Council for adoption and include likely risks and constraints for achieving the recommended actions and allocates appropriate resources/funding to assist officers in implementing the plan. 2. Upon adoption by Council it should be linked to Shire strategic community planning goals and included in annual corporate and operational plans.	The Waste Strategy 2021-2031 and Waste Action Plan 2021-25 were endorsed by Council at the OMC held in July 2021. The tasks and objectives from the Action Plan 2021-2025 have been incorporated into the Strategic Community Plan and Corporate Business Plans and more recently the Council Plan, which is an amalgamation of the two documents. This ensures there is appropriate funding in the Long Term Financial Plan to deliver the tasks in operational budgets.

Task	Implementation Action	Progress
Task 5.4 Provide procurement that works towards alignment with the outcomes of the State Waste Strategy 2030	<ol style="list-style-type: none"> 1. Audit the Shire's expenditure to identify methods to incorporate sustainable procurement practices. 2. Develop a sustainable procurement policy based on the audit outcomes that suits the Shire's size, market challenges and procurement needs. <p>WALGA has produced a guide for Local Governments and the Australian Government's Sustainable Procurement Guide that was revised in 2018 to coincide with the development of the 2018 National Waste Policy. Both documents provide valuable guidance.</p>	<p>The Shire has established environmentally sustainable procurement guidelines within the Shire's Purchasing Policy. These promote the purchasing of recycled and environmentally sustainable products whenever possible. Encouraging waste prevention, recycling, market development and use of recycled/recycled materials.</p>
Task 5.5 Provide regular review of waste and recycling related contracts	<ol style="list-style-type: none"> 1. Undertake a detailed assessment of costs, benefits, challenges and opportunities for internal provision of services as compared to delivery through external contracts. Additionally, the review should investigate opportunities for regional collaboration. 2. Review outcomes of assessment. 3. Adopt and implement preferred approach 	<p>Contracted waste services are reviewed prior to the end date of the contract and to inform whether the services are contracted out in the same manner, a varied manner, or considered to be delivered with in-house resources.</p> <p>The kerbside collection contract was considered in parallel by the Shire of Broome, Shire of Derby West Kimberley and Shire of Wyndham East Kimberley with all three local governments determining to contract out the services.</p> <p>The Shire of Halls Creek delivers the service in-house due to the remoteness of the Shire and in recognition of the small volumes and lack of economy of scale to attract a value for money contracted service.</p>
Task 5.6 Provide regular review of the Shire of Broome Waste Local Law 2021	<ol style="list-style-type: none"> 1. Commence review process as per the Department of Local Government and Communities 'Local Government Operational Guidelines – Local Laws' 	<p>An amendment to the Waste Local Law was endorsed by Council at the OMC held July 2022.</p>

Task	Implementation Action	Progress
Task 5.7 Provide land use planning instruments to support the aims and objectives of the Broome Waste Strategy 2021 – 2031	1. As part of the local planning scheme review process the land use definitions are updated to be consistent with the Regulations	<p>Local Planning Scheme No 7 endorsed by Council at the OMC held May 2022.</p> <p>The Shire's <i>Local Planning Scheme No.7</i> (the Scheme) was approved by the Minister for Planning, Lands, Housing and Homelessness, the Hon. John Carey and came into operation on the 28th September 2023.</p> <p>Land use terms used in the Scheme have been updated to be consistent with the Regulations and include 'Resource Recovery Centre', 'Waste disposal' and 'Waste storage facilities'.</p>
Task 5.8 Regulate the need for preparation of waste management plans for proposed developments in the Shire to maximise waste avoidance and resource recovery	<ol style="list-style-type: none"> 1. Review WALGA documents 2. Adopt a model local planning policy for developments in the Shire. 3. Implement the policy. 4. Review the policy as required. 	The Shire has a State Planning Policy – The Residential Design Codes which all multi dwelling assessments are assessed against. This incorporates a requirement for a waste management plan to be provided and endorsed by the Shire prior to any approvals being issued.
Task 5.9 Provide and regularly review the Broome Waste Strategy Action Plan to support the aims and objectives of the Broome Waste Strategy 2021 - 2031	1. Review progress of existing actions and assess new actions required for integration into the subsequent Waste Action Plans	Tasks reviewed annually and included in the Corporate Business Plan reporting as required.
ACTION 6: BEHAVIOUR CHANGE PROGRAMS		
Task 6.1 Provide and facilitate a community education and engagement plan	1. There are many waste education and awareness programs already being run by local government, these will provide a useful starting point. WMAA has a Waste Education group in WA that meets regularly	The Shire has introduced a part time waste education officer to begin facilitation of community waste education and engagement. This has seen the introduction of Waste

Task	Implementation Action	Progress
	<p>to discuss programs and opportunities.</p> <p>2. The program could be implemented regionally with funding assistance provided by Kimberley zone members.</p> <p>3. A method of funding (such as an additional \$1 per m3 added to all gate fees) should be agreed and could be paid into the regional account</p> <p>This will provide a source of funding for waste and recycling education that is directly linked to the waste generated by each LGA.</p>	<p>education workshops and community events.</p> <p>A Community Waste Education and Engagement Plan has been developed internally by officers to guide the calendar of events and to inform grant applications and funding.</p>
<p>Task 6.2 Facilitate waste and recycling grant funding</p>	<ol style="list-style-type: none"> 1. Identify the release of relevant funding streams. 2. Assess funding stream relevance in regard to the aims and objectives of the BWS 2021-2031. 3. Submit grant applications for relevant funding streams as required 	<p>From 2025/26 the Shire has introduced a Community Waste Reduction / Recycling Initiative to the Shire's Quick Response Grants. The grants are designed to assist in organising community clean up events, launching recycling projects, to foster and maintain environmental responsibility within the local community.</p>
<p>Task 6.3 Facilitate the development of a community waste and recycling action group</p>	<ol style="list-style-type: none"> 1. Identify relevant stakeholders with a strong interest in and ability to influence the goals of the group and their current scope of responsibility. 2. Seek support for establishment of the group from Council and other relevant stakeholders. 3. Formalise group. 4. Set up charter of operation of the working group including as a minimum: vision, objectives, expected outcomes, by whose authority they are working, ground rules for participation, financial contributions (if required), reporting requirements. The participating stakeholders may also create agreements formalising their commitment to achieving the group's shared goals. 5. 	<p>Task deferred until the Waste Education resource was implemented. The task will be progressed in the next iteration of the Action Plan now that the resource is established.</p>

Task	Implementation Action	Progress
	<p>Commence meetings and progress outcomes.</p> <p>6. Annually review and monitor progress and outcomes achieved by group to ensure effective use of group resources.</p>	
ACTION 7: REGIONAL EFFICIENCIES		
<p>Task 7.1 Partner with zone Shires to action the Kimberley Regional Waste Management Plan 2018-2023 (KRWMP)</p>	<ol style="list-style-type: none"> 1. Hold regular waste TAG meetings so plan actions can be progressed. 2. Review actions taken to date and future actions to be progressed. 3. Establish a method or resource to progress actions. 4. Progress actions and report annually. 	<p>Regular regional waste technical advisory groups have ceased and the KRWMP has lapsed.</p> <p>This action will be reinstated on the Kimberley Zone agenda to enable the region to re-engage with regards to the KRWMP.</p>
<p>Task 7.2 Provide an updated Kimberley Regional Waste Management Plan</p>	<ol style="list-style-type: none"> 1. Determine lead agency for review and update of the KRWMP. 2. Determine resources and funding required (internal or external consultant). 3. Secure funding from member Shires and engage resources. 4. Review and update the KRWMP in 2023 for commencement in 2024 	<p>Regular regional waste technical advisory groups have ceased and the KRWMP has lapsed.</p> <p>This action will be reinstated on the Kimberley Zone agenda to enable the region to re-engage with regards to the KRWMP.</p>
<p>Task 7.3 Advocate and partner with government and other relevant agencies to progress the Dampier Peninsula Waste Management Plan</p>	<p>The tasks required to progress this action include:</p> <ol style="list-style-type: none"> 1. Identify relevant stakeholders and their current scope of responsibility in regard to waste and litter in the region. 2. Approach State Ministers and relevant stakeholders to support for the health of the communities on the Dampier Peninsula through providing resources to progress actions outlined in the DPWMP. 3. Developing a multi stakeholder working group to progress the DPWMP. Identify stakeholder responsibility for progressing individual actions contained within the DPWMP. 	<p>The Shire has advocated for the Department of Communities to progress the feasibility study for the construction and operation of a waste transfer station on the Dampier Peninsula. The Department of Communities are currently seeking funding from the Department of Water & Environmental Regulation for the construction and operation of the transfer station.</p> <p>A multi stakeholder working group to progress the DPWMP has not been established and the progress of the DPWMP actions is reliant on a single officer within the Department of Communities.</p>

Task	Implementation Action	Progress
	<p>4. Commence meetings to share information, identify issues for resolution, and review, monitor and report on progress on actions.</p> <p>5. Define the long-term mechanism to fund capital improvements and ongoing operational costs of waste infrastructure and services provided in the region.</p>	

Overall, the implementation of the Waste Action Plan 2021-2025 continues to progress in line with Council's strategic objectives, with tangible improvements in waste diversion, community engagement, and operational efficiency. It is recommended that Council notes the above progress report for the Waste Action Plan 2021-2025.

CONSULTATION

Throughout the life of the Plan, Shire officers have provided updates to Council via the Corporate Business Plan reporting and project specific agenda items. A presentation covering the progress to date was presented at the May 2025 Council Workshop.

The Manager Waste Services liaises with the Department of Communities, as the lead agency responsible for the delivery of the Dampier Peninsula Waste Management Plan.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil

\$51,750 is allocated in the 2025/26 budget to review and update the Strategy and Plan.

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 5 - Responsible management of natural resources

Objective 5.2 Adopt and encourage sustainable practices.

Actions 5.2.4 **Review** the Waste Strategy 2021-2031 and Waste Action Plan 2021-2025 to determine if the objectives have been met and prepare a new plan to meet outstanding community needs (if required).

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0825/031

Moved: Cr S Cooper

Seconded: Cr M Virgo

That Council notes the progress report for the Waste Action Plan 2021-2025.

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

CARRIED UNANIMOUSLY 8/0

Attachments

Nil

9.2.3 FREDERICK STREET PRECINCT - PROPOSED ROAD NAMING

LOCATION/ADDRESS:	Nil
APPLICANT:	Pearl Coast Properties Pty Ltd
FILE:	PLA14
AUTHOR:	Land Tenure Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

A request has been received for the Shire's endorsement for the naming of 3 roads within the Frederick Street Precinct. The Geographic Names Committee at Landgate are the approval authority for road naming and require a resolution of Council before a name can be approved.

This report recommends Council supports this request.

BACKGROUND

Previous Considerations

In December 2021 the Shire recommended approval for the subdivision of Lot 1648 on Plan 70556 and part of Lot 9063 on Plan 425969 (WAPC Subdivision Reference No. 161633). The subdivision was to create road reserves and 6 Service Commercial lots along Frederick Street.

See aerial image below showing indicative boundaries of proposed roads and **Attachment 1** for the subdivision plan.



COMMENT

Shire officers have been contacted by Pearl Coast Properties Pty Ltd (**PCP**) to submit a road name application to Landgate for approval.

Landgate's Geographic Names Committee (**GNC**) is responsible for processing submissions for naming (or re-naming) places, features administrative boundaries, localities and roads. Consultation with the relevant local government is required in each case, for their comment and / or endorsement prior to the submission to Landgate GNC for consideration.

The proposed names are:

- Corinna Court
- Dakota Road
- Dornier Place

Each of these names comes from the make/model of the planes that were bombed during the Japanese air raid on Broome on 3 March 1942.

“Corinna”

The ‘Corinna’ was a S.23 “C” Class Empire flying boat, one of two that were moored in Roebuck Bay on the day of the air raid. The other being the Centaurus.

“Dakota”

The Dutch Airlines ‘Dakota’ DC-3 was carrying refugees and a package of diamonds from Java, which were being transported to Australia for safekeeping when they were attacked by Japanese war planes and crash landed on Smirnoff Beach at Carnot Bay.

The Garuda Airlines C47A Dakota DC-3 was the Broome Tourist Bureau from 1976 until 1981 after the aircraft was abandoned following engine trouble after take-off and the pilots undertaking an emergency landing at Broome.

“Dornier”

Several ‘Dornier’ Do-24K flying boats which were also carrying refugees from Java were destroyed during the air raid in Broome on 3 March 1942. The planes were being refuelled in Broome before they were due to continue their journey south to Perth. A number of the wrecks remain in situ in Roebuck Bay to this day.

The applicant has indicated that they intend to implement an aviation theme to this development. Accordingly, these names are reminders of Broome significant aviation history especially in respect of the event of World War Two and the air raids of Australia's north by the Japanese.

It is recommended that Council supports the Shire writing to Landgate's GNC, requesting the identified road names to be formally adopted upon the creation of the future road reservations.

CONSULTATION

No public consultation was undertaken for this item. Landgate have confirmed that approval from the local government authority is required before approving the naming of a road under section 26A of the LAA.

STATUTORY ENVIRONMENT

Land Administration Act 1997 - Part 2 – General administration, Division 3 – General, section 26 Constitution, etc. of land districts and townsites and section 26A Names of roads and areas in new subdivisions.

26A. Names of roads and areas in new subdivision

- (1) If a person delivers a plan of a survey or sketch plan of a subdivision of land approved by the Planning Commission to a local government, and the proposed subdivision includes the provision of a road for use by the public, that person must also deliver to the local government the name proposed to be given to the road.*
- (2) The local government may require the person so subdividing the land –*
 - a. To propose a name for the proposed road or, if a name has already been proposed, to alter that name; and*
 - b. To propose a name for the area the subject of the proposed subdivision, or if a name has already been proposed, to alter that name.*
- (3) If the local government approves a name proposed under subsection (1) or (2), the local government is to forward the proposal to the Minister.*
- (4) The Minister may –*
 - a. Approve the proposed name; or*
 - b. Direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or*
 - c. Refuse to approve the proposed name.*
- (5) A person must not –*
 - a. Assign a name to the area or road unless the name is first approved by the Minister;*
 - b. Alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.*

Penalty for this subsection:

 - a. A fine of \$2 000;*
 - b. A daily penalty or a fine of \$200 for each day or part of a day during which the offence continues.*

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 4 - An inclusive community that celebrates culture, equality and diversity

Objective 4.1 Grow knowledge, appreciation and involvement in local art, culture and heritage.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0825/032

Moved: Cr M Virgo

Seconded: Cr P Taylor

That Council:

- 1. Support the request to name the new Roads as indicated in Attachment 1; and**
- 2. Request the Chief Executive Officer lodge a submission to Landgate's Geographic Names Committee requesting the road names within the proposed subdivision, as indicated in Attachment 1.**

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

CARRIED UNANIMOUSLY 8/0

Attachments

1. Subdivision Plan with proposed street names

9.3 PROSPERITY

There are no reports in this section.

9.4 PERFORMANCE

9.4.1 COUNCIL POLICY REVIEW - END OF YEAR CLOSURE, PURCHASING AND CEO PERFORMANCE REVIEW

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	ADM28
AUTHOR:	Acting Director Corporate Services
CONTRIBUTOR/S:	Manager People & Culture
RESPONSIBLE OFFICER:	Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

Various Council Policies are presented to Council for endorsement following a review in accordance with Council's adopted Policy Framework. Recommended policy changes are summarised in the body of the report.

BACKGROUND

Previous Considerations

1. Council Policy End of Year Closure

OMC 29 September 2022	Item 9.4.2
OMC 30 October 2023	Item 9.4.2
OMC 31 October 2024	Item 9.4.1

2. Council Policy Purchasing

OMC 30 June 2022	Item 9.4.3
OMC 16 November 2023	Item 9.4.2

3. Council Policy CEO Performance Review

OMC 31 March 2022	Item 9.4.4
OMC 27 July 2023	Item 9.4.2

Council adopted a Policy Framework to transition the Council Policy review process in 2019. The key element of the Policy Framework was a move to a risk-based rolling review approach. Previously all Council Policies were reviewed biennially following an ordinary election, but it was recognised that this was creating an arduous task for staff and elected members and therefore Council adopted a 4 yearly review for the majority of policies.

The Policy Framework has ensured that Council Policies are developed consistently and are reviewed regularly whilst at the same time reducing the administration overhead involved.

COMMENT

Council Policy	Recommended Changes
End of Year Closure (Attachment 1)	<ul style="list-style-type: none"> • Amending the Closure period for the Shire's Administrative Building, Depot and Civic Centre to be amended for a maximum period of eighteen days including weekends and public holidays at the discretion of the Chief Executive Officer. • The end of year closure period has been extended to 18 days to provide staff with an extended period of leave without having to consider coverage across small teams. • Front counter and administration phone contact statistics support the extended closure with minimal impact to the community. • Skeleton staff coverage will remain in place over the closure for essential activities. • Rates payment due dates have been extended to allow for closure period. • Replaced 'may' with 'may be' in respect of Employee leave prescriptions over the end of year closure period.
Purchasing (Attachment 2)	<ul style="list-style-type: none"> • Definitions updated to include further clarification. • Exemption clause updated to include: <ol style="list-style-type: none"> 1. Position vacant job boards and employment platforms. 2. Insurance requirements. • Public notice minimum periods updated. • Purchase Order Variation clause included. • Relevant legislative clauses added throughout. • Preferred Supplier Agreement (PSA) included. • Minor abbreviations, definitions, editing, formatting and numbering updated throughout the document to ensure consistency.
CEO Performance Review (Attachment 3)	<ul style="list-style-type: none"> • As per OMC 31 July 2025 (C/0725/022) – The CEO Performance Review Policy has been amended as follows: <ul style="list-style-type: none"> • 1.2 – addition of a 4th panel member (Proxy Elected Member) to the CEO Review Panel • 1.3 - Detail the role of the Proxy Elected Member • 1.4 - Corrected typographical error.

CONSULTATION

Policies have been reviewed by the responsible officer and the accountable Director.

STATUTORY ENVIRONMENT

Local Government Act 1995**2.7 Role of council**

- (1) The council –
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to –
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

5.38. Annual review of employees' performances

- (1) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.
- (3) A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment. The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

5.39A Model standards for CEO recruitment, performance and termination

- (1) Regulations must prescribe model standards for local governments in relation to the following –
 - (a) the recruitment of CEOs;
 - (b) the review of the performance of CEOs;
 - (c) the termination of the employment of CEOs.
- (2) Regulations may amend the model standards.

POLICY IMPLICATIONS

As contained in the body of the report.

Shire of Broome Policy Framework.

Shire of Broome Standards for CEO Recruitment, Performance And Termination Policy

- 16. Performance Review Process to Be Agreed Between Local Government and CEO (1)
 - The local government and the CEO must agree on –
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

FINANCIAL IMPLICATIONS

Not applicable.

RISK

Having clear, concise, current and consistent policies reduces the risk of interpretation errors that could have negative impacts on the Shire.

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/0825/033

Moved: Cr M Virgo

Seconded: Cr S Cooper

That Council adopts the following Council Policies inclusive of recommended changes detailed in Attachments 1, 2 and 3:

- **End of Year Closure.**
- **Purchasing.**
- **Chief Executive Officer Performance Review.**

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

CARRIED UNANIMOUSLY 8/0

Attachments

1. COUNCIL POLICY END OF YEAR CLOSURE
2. COUNCIL POLICY PURCHASING
3. COUNCIL POLICY CEO PERFORMANCE REVIEW

9.4.2 MONTHLY PAYMENT LISTING - JULY 2025

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

SUMMARY:

This report recommends that Council receives the list of payments made under delegated authority, as per the attachment to this report, for July 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 July 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 can only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
 - (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*

- (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the Council at the next ordinary meeting of the Council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

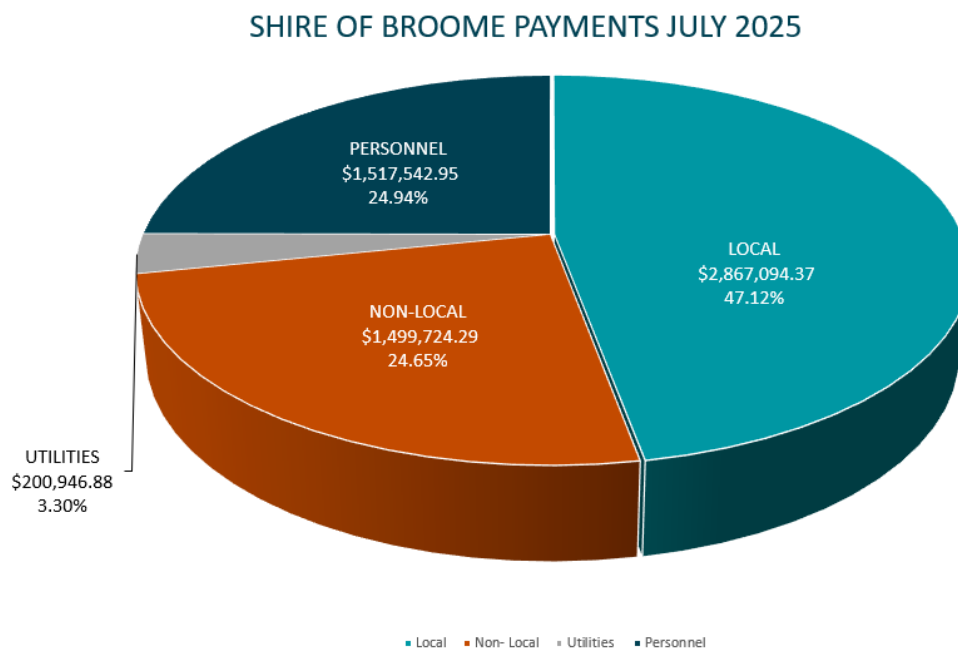
- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
- (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.
- (2) A list prepared under sub regulation (1) must be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

POLICY IMPLICATIONS

Nil.

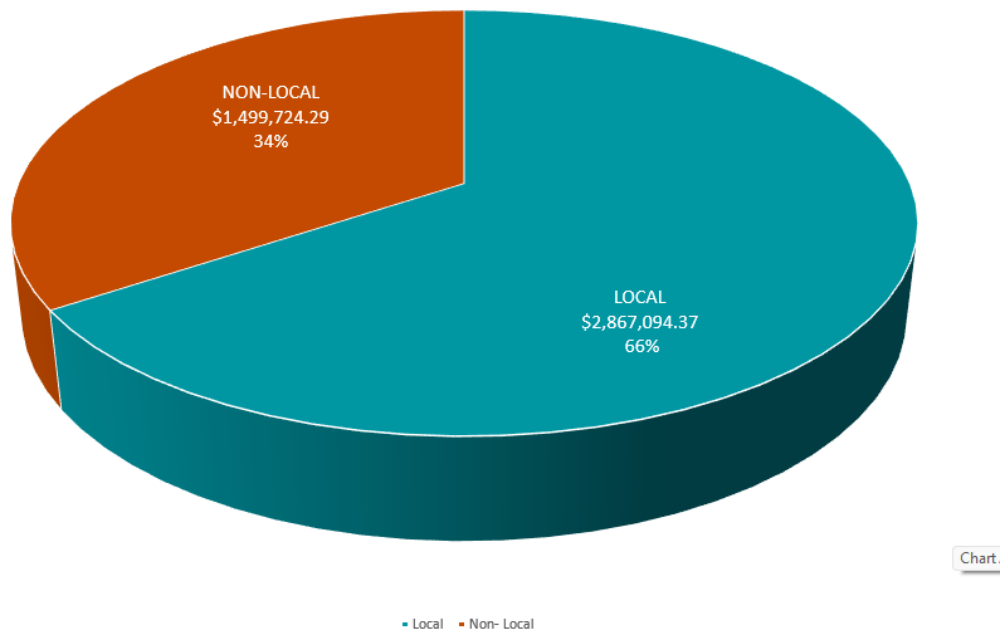
FINANCIAL IMPLICATIONS

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



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

LOCAL Vs NON-LOCAL PAYMENTS JULY 2025



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for July 2025, after \$1,517,542.95 in personnel payments, \$200,946.88 in utilities, and other non-local sole suppliers were excluded.

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-25	4,895.35	4,296,448.85	226,328.09	40,093.25	-	1,517,542.95	6,085,308.49
Aug-25							-
Sep-25							-
Oct-25							-
Nov-25							-
Dec-25							-
Jan-26							-
Feb-26							-
Mar-26							-
Apr-26							-
May-26							-
Jun-26							-
TOTAL	\$ 4,895.35	\$ 4,296,448.85	\$ 226,328.09	\$ 40,093.25	\$ -	\$ 1,517,542.95	\$ 6,085,308.49

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/0825/034

Moved: Cr M Virgo

Seconded: Cr S Cooper

That Council:

1. **Receives the list of payments made from the Municipal and Trust Accounts in July 2025, totalling \$6,085,308.49 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:**
 - a) **EFT Vouchers EFT80412- EFT80794 totalling \$4,634,889.06;**
 - b) **Municipal Cheque Vouchers 57865 - 57866 totalling \$4895.35;**
 - c) **Trust Cheque Vouchers 00000 - 00000 totalling \$0.00; and**
 - d) **Municipal Direct Debits DD34573.1- DD34659.9 including payroll totalling \$1,405,430.83**
2. **Receives the list of payments made by credit cards in July 2025, totalling \$40,093.25 (contained within Attachment 1) per the requirements of Regulation 13A of the Local Government (Financial Management) Regulations 1996 covering EFT Vouchers EFT80865 – EFT80890.**
3. **Notes the local spend of \$2,867,094.37 included in the amount above, equating to 66% 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 P Taylor, Cr M Virgo.

CARRIED UNANIMOUSLY 8/0

Attachments

1. Monthly Payment Listing- July 2025

9.4.3 MONTHLY FINANCIAL REPORT JULY - 2025

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

SUMMARY:

Council is required under Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996 (FMR)* to consider and receive the Monthly Financial Report for the period ended 31 July 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 July 2025 Monthly Financial Report provides an overview of operating and capital project progress.

It should be noted that the Attachments may refer to or require final figures from 2024/2025 that are still to be finalised and subject to Audit. When reading the Attachment, particularly the Statement of Financial Position and Net Current Assets, Councillors should be aware that that these numbers will be subject to change.

Below are the key indicators of the 2025/26 final budget position:

Budget Year Elapsed	8%
Total Rates levied	100%
Total Operating Revenue (excluding Rates and Profit on asset disposals)	30%
Total Operating Expenditure (excluding Loss on asset disposals)	7%
Total Capital Revenue	27%
Total Capital Expenditure	2%

For activity categories where progress notably differs from the 8% budget year elapsed, high-level explanations for the variances are provided.

Operating Revenue

Grants Subsidies and Contributions

\$126,301 greater than estimated YTD income (139.33% variance). The Shire received funding from Main Roads WA of approximately \$200,000 in July which was budgeted for receipt later in the year. Other timing variances also exist relating to the receipt of smaller operating grants. Timing Variance.

Interest Revenue

\$117,400 less than estimated YTD income (55.97% variance). Interest revenue on reserve funds is tracking under budget due to term deposit interest income not accounted for until maturity. Timing Variance.

Fees and Charges

\$4,303,000 in fees and charges revenue relating to kerbside collections has been recognised in July, in line with rates being levied. Whilst this revenue is consistent with budgeted expectations, it contributes to the disparity in operating revenue versus the percentage of the year elapsed in the table above. Timing Variance.

Operating Expenditure

Materials and Contracts

\$282,415 less than estimated YTD expenditure (18.18% variance). Timing of invoices received for kerbside collections and recycling has resulted in a variance of \$177,000. Similarly, a timing difference of \$85,000 has arisen as engagement of IT contractors has not aligned with budgeted timeframes. Timing variance.

Other Expenditure

Community Development Fund contributions of approximately \$90,000 have been paid this year, with the budget having spread this expense across the whole year. Timing variance.

Capital Revenue

Proceeds from capital grants, subsidies and contributions

\$13,376,173 greater than estimated YTD income. Revenue relating to the Cable Beach Walmanyjun Stage 2 Foreshore Redevelopment has been received in advance of budgeted timeframes. Recognition of revenue for this project will be reviewed subsequently, in line with construction milestones and relevant accounting standards.

Capital Expenditure

Payments for construction of infrastructure

\$2,654,738 less than estimated YTD expense (72.07% variance). Variance relates to timing of invoices received from key contractor in the Cable Beach Walmanyjun Stage 2 Foreshore Redevelopment.

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 2025/2026 financial year. These statements are impacted by the estimated closing position as of 30 June 2025, that may change due to year-end accruals and non-cash adjustments. The final closing position and statements for 2024/2025 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

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0825/035

Moved: Cr M Virgo

Seconded: Cr P Taylor

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

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

CARRIED UNANIMOUSLY 8/0

Attachments

1. Monthly Statement of Activity July 2025

10. REPORTS OF COMMITTEES

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/0825/036

Moved: Shire President C Mitchell

Seconded: Cr M Virgo

That the meeting be closed to the public at 5.25pm.

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

CARRIED UNANIMOUSLY 8/0

Cr Cooper declared a financial interest in Item 14.1, the reason being “The applicant is a client of my business”

Cr Virgo declared a financial interest in item 14.1, the reason being “The lessee are a financial member of the Broome Visitor Centre of which I am the general manager.”

Cr M Virgo left the Chambers at 5:27 pm.

Cr S Cooper left the Chambers at 5:27 pm.

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

14.1 LSS035 - REQUEST FOR ABATEMENT OF RENT

LOCATION/ADDRESS:	Part of Lot 2789, Res 36477
APPLICANT:	Hyde Park Management Limited
FILE:	LSS035
AUTHOR:	Director Infrastructure
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The Shire has received a request from the Lessee to consider abatement of rent. This report presents the Lessee's request and officer recommendation for Councils consideration.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0825/037

Moved: Cr P Taylor

Seconded: Cr D Male

That Council authorises the Chief Executive Officer to provide abatement of rent in accordance with the recommendation contained within the confidential attachment LSS035 - Abatement of Rent - Assessment (Confidential Attachment 2).

For: Shire President C Mitchell, Cr D Male, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr P Taylor.

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 6/0

1. LSS035 - Request for Abatement of Rent (*Confidential to Councillors and Directors Only*)

This attachment is confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed,

would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”.

2. LSS035 - Abatement of Rent - Assessment (*Confidential to Councillors and Directors Only*)

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

Cr M Virgo returned to the Chambers at 5:32 pm.
Cr S Cooper returned to the Chambers at 5:32 pm.

The Chair advised Cr Cooper and Cr Virgo that the report recommendation had been carried.

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

14.2 RFQ 25-14 - SUPPLY AND DELIVERY OF 1 LANDFILL COMPACTOR

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	RFQ25-14
AUTHOR:	Manager Waste Services
CONTRIBUTOR/S:	Senior Procurement & Risk Officer
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

This report considers the submissions received for RFQ 25-14 Supply and Delivery of 1 Landfill Compactor and seeks Council's endorsement of the recommendation contained within Confidential Attachment 1.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0825/038

Moved: Cr M Virgo

Seconded: Cr S Cooper

That Council:

- 1. Note the recommendation in the Evaluation Report for RFQ 25-14 – Supply and Delivery of 1 Landfill Compactor as presented in Attachment 1;**
- 2. Accepts the quotation provided by Tana Australia Pty Ltd as the most advantageous Respondent from which to form a Contract, after final contract negotiations.**
- 3. Authorises the Chief Executive Officer to negotiate and sign the contract documentation following final contract negotiations and the appropriate financial due diligence, and negotiate contract variations during the works/project if necessary.**

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

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 8/0

1. RFQ 25 - 14 - Supply and Delivery of 1 Landfill Compactor - Evaluation Report

COUNCIL RESOLUTION:

Minute No. C/0825/039

Moved: Shire President C Mitchell

Seconded: Cr P Taylor

That the Meeting again be open to the public at 5.33pm.

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

CARRIED UNANIMOUSLY 8/0

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

The Chair read aloud the resolutions carried behind closed doors.

15. MEETING CLOSURE

There being no further business the Chairperson declared the meeting closed at 5.34pm.