



AGENDA

FOR THE

ORDINARY MEETING OF COUNCIL

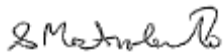
20 NOVEMBER 2025

NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of Council will be held on Thursday, 20 November 2025 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5:00PM.

Regards,



S MASTROLEMBO
Chief Executive Officer

14/11/2025

Our Mission

"To deliver affordable and quality Local Government services."

DISCLAIMER

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

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

Councillor Attendance Register										
Councillor		Cr C Mitchell	Cr D Male	Cr S Cooper	Cr J Lewis	Cr J Marnid	Cr P Matsumoto	Cr E Smith	Cr P Taylor	Cr M Virgo
2024	29 August									
2024	19 September									
2024	31 October					LOA				
2024	21 November (Meeting Cancelled)									
2024	12 December				LOA				A	
2025	27 February							LOA	LOA	
2025	27 March					E				
2025	1 May					LOA				
2025	22 May									
2025	26 June			E						
2025	31 July							E	E	
2025	28 August		E					LOA		

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

2.25. Disqualification for failure to attend meetings

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

SHIRE OF BROOME
ORDINARY MEETING OF COUNCIL
THURSDAY 20 NOVEMBER 2025

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1. OFFICIAL OPENING**2. ATTENDANCE AND APOLOGIES****3. ANNOUNCEMENTS BY PRESIDENT****4. DECLARATIONS OF INTEREST****5. PUBLIC QUESTION TIME****6. APPLICATION FOR LEAVE OF ABSENCE****7. CONFIRMATION OF MINUTES**RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 16 October 2025, as published and circulated, be confirmed as a true and accurate record of that meeting.

RECOMMENDATION:

That the Minutes of the Swearing in of Newly Elected Councillors of Council held on 20 October 2025, as published and circulated, be confirmed as a true and accurate record of that meeting.

RECOMMENDATION:

That the Minutes of the Special Meeting of Council held on 20 October 2025, as published and circulated, be confirmed as a true and accurate record of that meeting.

RECOMMENDATION:

That the Minutes of the Special Meeting of Council held on 3 November 2025, as published and circulated, be confirmed as a true and accurate record of that meeting.

8. PRESENTATIONS / PETITIONS / DEPUTATIONS

9. REPORTS FROM OFFICERS

9.1 PEOPLE

There are no reports in this section.

9.2 PLACE

9.2.1 DRAFT STATE OF THE ENVIRONMENT REPORT AND ENVIRONMENTAL MANAGEMENT PLAN FOR PUBLIC COMMENT

LOCATION/ADDRESS:	N/A
APPLICANT:	Nil
FILE:	ENV03
AUTHOR:	Land Tenure Officer
CONTRIBUTOR/S:	Manager Building and Planning
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The draft 2025 State of the Environment Report has been prepared and provides an overview of the environmental conditions across the Shire of Broome while also tracking progress since the 2016 State of the Environment report. The draft has been developed with the support of environmental planning consultants, Land Insights, and can be found in **Attachment 1**.

The draft report is separated into seven environmental themes; land management, biodiversity, water resources, coastal environments, energy and emissions, waste management and climate change (new). Each theme includes an environmental management plan, being tangible actions the Shire can undertake to improve environmental oversight, coordination and management.

This report recommends the draft State of Environment Report be endorsed for the purpose of seeking public comment.

BACKGROUND

Previous Considerations

OMC 17 August 1999
 OMC 16 November 1999
 OMC 19 September 2000
 OMC 19 December 2000
 OMC 20 November 2001
 OMC 04 February 2003
 OMC 10 June 2003
 OMC 17 December 2015
 OMC 31 March 2016

Western Australia released its first edition of the State of the Environment report in 1992. The report outlined the condition of the WA environment, including both areas of degradation or environmental success. A second edition was later published in 2007.

In 1999 the Shire prepared an Environmental Strategy for the Broome townsite. The Environmental Strategy comprised four stages:

1. Stage 1: Preparation of a State of the Environment Report to obtain an understanding of the existing environment, pressures on the environment and potential management responses.
2. Stage 2: Development of 'environmental strategies' for the Shire, based on the outcomes of the State of the Environment report.
3. Stage 3: Development of sustainability indicators which can be monitored over time to see whether the 'environmental strategies' are being achieved.
4. Stage 4: Preparation of an Environmental Strategy that includes the outcomes of Stages 1-3.

The first State of the Environment Report was adopted by Council in December 2000.

In November 2001, Council appointed a consultant to undertake Stage 2, development of environmental strategies. This took the form of a suite of environmental policies including:

- 4.4.1 – Principal Environmental Policy
- 4.4.2 – Biodiversity
- 4.4.3 – Environmentally Preferred Products
- 4.4.4 – Energy Efficient Housing Design Guidelines
- 4.4.5 – Water Auditing Guidelines
- 4.4.6 – Water Conservation and Waste Water Reuse
- 4.4.7 – Energy Conservation
- 4.4.9 – Stormwater Management

These policies were adopted by Council in June 2003. The policies remained in place until 2015, where officers identified through the Shire's annual policy review, that many of the environmental policies listed above had not been updated since their adoption in 2003. Furthermore, it was noted that many of the provisions within these policies had now been incorporated into the Shire's corporate and planning frameworks, such as through the local planning scheme, strategy and policies, engineering policies and asset management plans. Additionally, some provisions were made redundant as they were superseded by legislation or State policy which the Shire is required to adhere to.

In 2010, Council sought to progress Stage 4 and develop an environmental strategy which would include operational and strategic actions that the Shire could undertake to improve its management of the environment. A draft strategy was completed in 2012 but was not formally endorsed by Council. By 2015, Council's direction was to review the original State of the Environment Report in conjunction with the draft strategy and combine the two documents into one whole report.

Consultation for the 2016 State of the Environment Report was undertaken sporadically between 2010 and 2015, as part of developing stages 3 and 4 of the environmental strategy and second edition of the State of the Environment Report. The current State of the Environment Report (including an Environmental Management Plan) was adopted by Council at the 31 March 2016 OMC.

Since 2016, the Shire has monitored progress of the various strategic and operational 'responses' as outlined within the 2016 State of the Environment report. Nearly all responses have been implemented to varying degrees. Some responses are ongoing and will never be 'completed' while other actions have been completed. An audit of the responses from the 2016 report can be found in Appendix A of Attachment 1.

COMMENT

The 2025 draft State of the Environment Report builds on the work from the 2016 report by providing an objective overview of the environmental conditions within the Shire of Broome.

It acts as both a review of environmental conditions since 2016 while also providing strategic direction to help improve the Shire's management of the environment, where appropriate. Similarly to the 2016 and 2000 reports, it uses a 'pressure-state-response' framework to provide an overview of each environmental theme.

The 2025 report is broken down into the seven environmental themes listed below:

1. Land Management;
2. Biodiversity;
3. Water Resources;
4. Coastal Environments;
5. Energy and Emissions;
6. Waste Management; and
7. Climate Change.

Climate Change is a new theme which has been added in recognition of the Shire's acknowledgement of the impacts of climate change and commitment to taking locally appropriate mitigation and adaptation strategies to manage these impacts. The Shire became a signatory of the Western Australian Local Government Association's Climate Change Declaration in October 2020.

Each theme is broken down into a contextual overview, report on the 2016 conditions, report of the 2025 conditions, a change assessment summary which includes a range of environmental indicators that are rated and given trends as to how they are tracking. The final section under each theme is the Environmental Management Plan (EMP) which are the actions that the Shire is proposing for the next 10 years to develop in order to improve oversight, management and coordination of environmental matters. Actions have been developed with regard to the various roles that the Shire performs, as described in the Council Plan (Provide, Fund, Partner, Regulate, Facilitate, and Advocate).

A summary of each environmental theme is provided below:

Land Management: Recognises the pristine and diverse terrestrial ecosystems throughout the Shire including pindan woodlands, monsoon vine thickets and mangrove-lined creeks. Land quality throughout the Shire is generally in a pristine condition however, there are many pressures that threaten to negatively impact the quality of this environment which has deep rooted cultural, environmental and economic importance to the community.

Pressures include land clearing related to urban development and industry, bushfires and increased intensity of bushfires due to climate change, land tenure which complicates efficient land management as a range of competing and layered rights and interest must be considered before action is undertaken, and invasive flora and fauna which threaten the quality of the environment.

Some of the actions within the Land Management EMP include:

- Supporting Aboriginal led land management opportunities and partnerships.
- Addressing key threats to land management, such as bushfires and weeds.
- Improving environmental oversight internally.

Biodiversity: The Shire of Broome is recognised for the abundance of biodiversity that inhabits the diverse range of ecosystems. Since 2016 there has been progress in conservation measures, with management plans developed for each of the parks within the Yawuru Conservation Estates as well as new Indigenous Protected Areas on Yawuru country. Pressures still remain though as community perception about biodiversity conservation efforts is low while development, intense bushfires and limited resourcing

invested into biodiversity improvement from key land managers threatens efforts to maintain and improve the Shire's overall biodiversity.

Some of the actions within the Biodiversity EMP include:

- Developing a strategic biodiversity management plan and implementing biodiversity conservation measures.
- Improving partnerships and funding opportunities to support community environmental groups.
- Addressing invasive species.

Water Resources: Water use remains to be a critically important issue for the Shire of Broome community as they remain vulnerable to both drought and flooding. Water use, particularly where water is being drawn from (predominantly Broome sandstone aquifer), and water conservation measures, such as through water sensitive urban design and stormwater management have drawn significant attention during preliminary engagement. Stormwater management presents a significant challenge to the Shire as water disregards tenure and the flow on impacts can have different consequences for different land managers, as well as the community. As the Broome townsite is surrounded by conservation land, these land parcels are particularly vulnerable to stormwater runoff impacts.

Key actions within the Water Resources EMP include:

- Improving stormwater management through development of a district stormwater management plan and partnering with volunteers and external agencies.
- Monitoring water quality at key locations as well as internal water auditing.
- Incorporating water sensitive urban design into future road redevelopments.

Coastal Environments: The coastal environment is a key component of the communities way of life in Broome and plays a crucial role for the cultural, social, environmental and economic fabric of the Shire. Nevertheless, this also places significant pressure on this environment and this is compounded by the increasing severity of storms and rising sea levels due to climate change and global warming.

Since 2016, the Shire has made strides in managing it's coastal assets through the publication of the nationally awarded Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) which assesses and monitors the impacts of sea level rise within the Broome townsite. The recommendations of this report has seen tangible development implications for places such as Town Beach and Cable Beach foreshore.

Actions within the Coastal Environments EMP include:

- Reviewing the CHRMAP to ensure Broome's vulnerable coastline is protected for the community's benefit.
- Improving oversight of beach use and management.
- Monitoring coastal areas vulnerable to risks such as stormwater runoff, erosion, or damage to sand dunes due to unauthorised uses.

Energy and Emissions: Progress is being made towards reducing the Shire's reliance on fossil fuels to power its economy, infrastructure and housing. Admittedly, the Shire's role in this space is more as a facilitator rather than provider, which falls to Horizon Power. Nevertheless, the Shire is supportive of improving renewable energy sources to power the townsite and communities.

The Energy and Emissions EMP proposes actions that will address the following areas:

- Facilitating and advocating for renewable energy projects to improve the overall source of energy from renewable sources rather than fossil fuels.
- Recording the Shire's emissions and energy use through auditing.

- Providing information to the community to improve awareness of energy issues, resources and initiatives.

Waste Management: The Shire has made significant steps towards improving waste management and ensure that the environment is kept in a pristine condition. The key development is progress made towards the Regional Resource and Recovery Park (RRRP) which would deliver improved waste management outcomes. Nevertheless, waste servicing continues to face pressures from poor waste disposal practices from some residents, illegal dumping and littering and resourcing and coordination of waste services in remote communities under the State Government's responsibility. The RRRP will help address and alleviate some of these pressures while the Shire is making efforts in waste education to teach people, particularly younger generations about responsible waste disposal practices.

Key actions within the Waste Management EMP include:

- Delivery of the RRRP.
- Continuing waste education within the community, particularly children, to improve waste disposal practices into the future.
- Reviewing the Shire's strategic waste management services and improving transparency with community through better reporting.

Climate Change: Climate change was not recognised as a theme in the 2016 State of the Environment report although it's impacts were acknowledged and various strategic and operational actions were proposed to address environmental issues related to climate change. Nevertheless, since 2016, the Shire has become a signatory to the WALGA climate change declaration, demonstrating a maturing outlook on this environmental threat.

Recent reports from the Federal government have highlighted the vulnerability that the Kimberley region, particularly Broome, will face in the future due to the predicted increase in intensity of climate related events, such as heatwaves, storms and flooding. The inclusion of this theme demonstrates the Shire's commitment to tackling this world-wide issue.

Some of the actions within the Climate Change theme include:

- Developing climate adaptation and mitigation measures to address key climate change related threats.
- Improving communication and resourcing available to the community to better inform roles and responsibilities of government and to where to find relevant information.
- Advocating for funding from Federal and State governments to address climate change threats throughout the community.

Development of the draft State of the Environment Report and Environmental Management Plan has involved reviewing the current status of the Broome environment from a technical perspective, community and stakeholder consultation and consultation with Shire staff and Councillors. It is now at a stage where the draft report can be released for public comment.

CONSULTATION

Land Insights prepared a Stakeholder and Community Engagement Plan in late 2024 and presented this to Council at a Council Workshop in December 2024. This workshop was attended by – Shire President Mitchell, Cr Male, Cr Cooper, Cr Smith, Cr Virgo, Cr Mamid, Cr Matsumoto and Cr Taylor.

Consultation on the State of Environment Report and Environmental Management Plan included engagement through the following methods:

Meetings and discussions with Shire staff:

Held on a regular basis since December 2024.

Stakeholder Engagement:

Targeted one-on-one meetings held with stakeholders between March and May 2025.

Stakeholders engaged listed below:

- Yawuru Park Council Working Group (including representatives from Nyamba Buru Yawuru and Department of Biodiversity, Conservation and Attractions).
- Broome Chamber of Commerce
- Kimberley Ports Authority
- Dinosaur Coast Management Group
- Broome Bird Observatory
- Karajarri Traditional Lands Association
- Society of Kimberley Indigenous Plants and Animals
- Drainage volunteers

It should be noted that many stakeholders were reached out too however, many opted not to respond to our invitation to meet.

Community Workshops:

Two community workshops were held on the 11 (5:30PM-7:30PM) & 12 (1:00PM-3:00PM) March 2025 with 50 people in attendance in total. The workshops were hosted at the Shire Administration building.

Community Survey:

A community survey was released on 11 March 2025 and open for 20 days until the 31 March 2025. Over 120 responses were received.

Further details on the community and stakeholder engagement can be found in the Stakeholder and Community Engagement Report found in **Attachment 2**.

A second Council Workshop was held on 8 July 2025, where Council was provided with an update on the progress of the project, an overview of key findings from the stakeholder and community engagement and requested to provide feedback on the general direction proposed for the EMP. This workshop was attended by Shire President Mitchell, Cr Virgo, Cr Matsumoto, Cr Lewis and Cr Smith.

Following the July Council Workshop, a third Council Workshop was held on 7 October 2025 to workshop the proposed actions within the EMP of each environmental theme. This workshop indicated general support for most of the actions while actions that were not favoured were either re-configured to an appropriate action or removed. This workshop was attended by – Cr Male, Cr Smith, Cr Virgo, Cr Cooper and Cr Taylor.

STATUTORY ENVIRONMENT

There is no statutory requirements for the Shire to prepare or develop a State of the Environment report.

POLICY IMPLICATIONS

Adoption of the draft State of Environment Report for public comment will not have any policy implications. Following final adoption of the Report and Environmental Management Plan, some actions may lead to policy changes.

FINANCIAL IMPLICATIONS

\$100,000 excluding GST was allocated in the 2024/2025 budget for the review and development of the State of the Environment Report. These funds were utilised to engage a consultant to prepare the draft State of the Environment report.

As this report is recommending that Council accept the draft in its current form for public comment, there are no immediate financial implications at this time.

However, while the actions outlined in the report are intended to be delivered within existing Shire staff resources, implementation of the Environmental Management Plan (EMP) following the public comment period will require additional funding for certain actions that cannot be achieved within current resourcing levels. The estimated total financial resource requirement is approximately \$750,000 over the 10-year life of the plan, equating to around \$75,000 per annual budget cycle. Allocation of these resources should be considered alongside other priorities during the review of the Long Term Financial Plan (LTFF). In addition, opportunities for grant funding should also be considered.

The predicted resourcing requirements for each action have been included within each theme's EMP.

RISK

Risk	Type <small>(Health, Financial Impact, Service Interruption, Compliance, Reputational, Property, Environment)</small>	Rank <small>(based on measures of consequence and likelihood)</small>	Mitigation
Final State of the Environment Report not endorsed	Reputational	Medium	Extensive consultation has been completed in the development of the draft plan with Council, the community and key stakeholders. Expectations have now been raised to deliver a plan. Once endorsed, Shire officers will be able to commence implementing.
Proposed actions in the State of the Environment Report not support by community	Reputational	Medium	Extensive consultation has been completed in the development of this plan to help ensure support of the final document. Naturally, there will be some elements of the plan that will not be supported by the whole community however, it is unlikely this will represent a majority of the community and the public comment period will provide people with an opportunity to voice

			their concerns for consideration.
Funding / internal resourcing to implement actions in State of the Environment Report	Financial Reputational	Medium	<p>Actions within the Environmental Management Plan have been prepared with full consideration of the Shire's current staff and financial resourcing.</p> <p>It is intended that the State of the Environment Report and Environmental Management Plan acts as the strategic document for all environmental matters impacting the Shire of Broome community. Additional financial resourcing will need to be considered to support the full implementation of these actions. Allocation of this additional resourcing should be balanced with other priorities during the review of the LTFP.</p>

STRATEGIC ASPIRATIONS

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

Outcome 5 - Responsible management of natural resources

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

Objective 5.2 Adopt and encourage sustainable practices.

Objective 5.3 Mitigate climate change and natural disaster risks.

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

Objective 6.1 Promote sensible and sustainable growth and development.

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

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.

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

Outcome 3 - A healthy, active community

Objective 3.3 Build the capacity of volunteer-operated organisations.

VOTING REQUIREMENTS

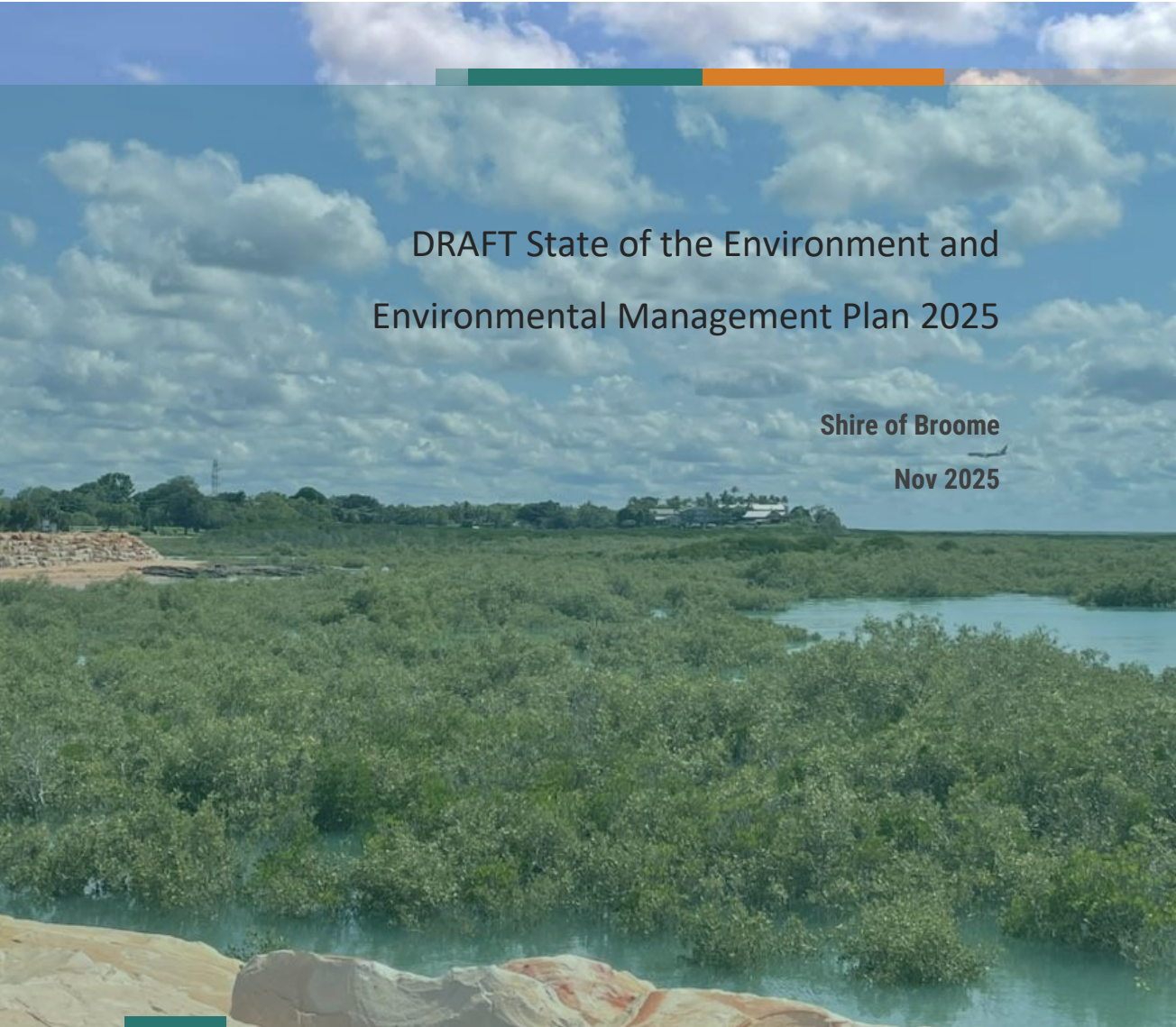
Simple Majority

REPORT RECOMMENDATION:

That Council endorses the draft State of the Environment Report as set out in Attachment for the purposes of seeking public comment for a ten (10) week period.

Attachments

1. DRAFT State of the Environment Report and Environmental Management Plan
2. Stakeholder and Community Engagement Report



DRAFT State of the Environment and
Environmental Management Plan 2025

Shire of Broome
Nov 2025





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Document Name: SoE Broome 2025 (Rev 0).docx

Document History:

Date	Document Revision	Document Manager	Document Review	Summary of Document Revision	Client Delivered
May 25	0	AA	MT	Preliminary Draft for Client Review	Jun 25
Aug 25	0	AA	MT	Draft after SOB review	
Sept 25	1.1	AA	MT	Simplified actions and text. For client review.	Sept 25

Important Note:

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Executive Summary

The *State of the Environment 2025 Report* provides a comprehensive overview of environmental conditions across the Shire of Broome and tracks progress made since the 2016 report. It also incorporates a high-level strategic Environmental Management Plan (EMP) to guide responses to environmental challenges and opportunities over the next decade.

The report identifies key trends in environmental management. Persistent issues such as land degradation, biodiversity loss, and waste management continue to present significant challenges. At the same time, there have been positive developments, including improved fit-for-purpose water initiatives, advances in renewable energy, and enhanced coastal monitoring programs.

Several barriers remain to achieving improved environmental outcomes. Ongoing vegetation decline linked to development and land-use change is a major concern. Additionally, the lack of cohesive policy integration across government agencies and the presence of gaps in governance structures have hindered the implementation of sustainable practices. Addressing these obstacles is vital to ensure lasting environmental protection and progress.

Addressing these obstacles is essential for protecting the environment and supporting long-term progress. The EMP sets out clear actions, including strengthening biodiversity protections, treating water as a valuable resource, and fostering greater investment in renewable energy infrastructure. It also highlights the need for innovative waste management systems to reduce environmental impacts and support community wellbeing.

Achieving these objectives will require collaboration among all stakeholders. The report emphasises the importance of sustained resources, active partnerships with Traditional Owners to embed Indigenous knowledge and perspectives, and transparent governance to build trust and accountability.

The *State of the Environment 2025 Report* serves both as an evaluation of current conditions and a strategic roadmap for future environmental management. It underscores the need for collective action by the community, Council, policymakers, and environmental partners to build resilience and safeguard the region's natural values for the future.




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Prepared by: Land Insights | Sept 2025

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1 Introduction

The State of the Environment 2025 Report defines the Shire of Broome's role in environmental management in terms of both its direct responsibilities and its broader spheres of influence. The scope has been shaped by the Shire's recognised roles of action (Fund, Provide, Partner, Regulate, Facilitate and Advocate) which together capture the ways the Shire can respond to environmental pressures and drive positive outcomes.

As such, the report goes beyond reporting on environmental conditions. It looks at how the Shire takes action by identifying where it can lead, where collaboration is needed, and how it can support and empower the community. While the Shire does not control every aspect of environmental management, it plays an important role in setting priorities, allocating resources, and advocating for local interests within regional and state policy. The report therefore covers:


- The environmental themes and issues most relevant to the Shire, including biodiversity, land, coastal/marine, water, energy, waste and climate change.
- The mechanisms available to the Shire to address these themes, whether through internal operations, external partnerships, or advocacy to higher levels of government.
- The effectiveness of current action, drawing on performance indicators, trend analysis, and community input since the baseline established in the State of Environment Report 2016.
- The integration of the Environmental Management Plan (EMP), which translates assessment into practical, measurable initiatives across the six levers.

1.1 Purpose of the Report

The primary purpose of the State of the Environment 2025 Report is to provide an objective and structured assessment of environmental conditions within the Shire of Broome, drawing on developments since the 2016 baseline. The report is both a review and a forward-looking document. It examines the progress, or lack thereof, in addressing environmental pressures across key thematic areas, while setting out a high-level Environmental Management Plan (EMP) to guide future policy, operations and investment.

The report's function is to support evidence-based decision-making and strategic planning. It consolidates a broad set of environmental indicators and links them with policy responses, regulatory roles, service delivery obligations and community expectations. In doing so, it enables the Shire to better understand where it is succeeding, where performance has stagnated, and where intervention is required. By assigning trend directions and confidence ratings, the report also encourages transparency and accountability in how environmental outcomes are tracked over time.

The integrated EMP is not intended to replace existing responsibilities. Rather, it clarifies the Shire's role within the wider governance framework. While the Shire is not the lead authority in all



areas of environmental management, the EMP defines where it can play an influential role through funding, regulation, advocacy, and partnership. It also outlines targeted actions that reflect local values, meet legislative requirements, and support broader regional environmental objectives.

Importantly, the report reflects significant community engagement undertaken as part of the project, and seeks to bring together Traditional Owner knowledge, scientific assessments, operational insights and public sentiment. It is structured to help Council, staff and partners prioritise effort, secure resourcing, and coordinate delivery over the next decade.

By focusing on practical and measurable initiatives, it provides a clear platform for adaptive management and continuous improvement in environmental governance. The inclusion of climate change as a standalone theme also signals a maturing recognition of emerging risks and the need for integration across planning, infrastructure and health systems.

Overall, the report serves as both a record and a strategic tool. It is intended to be used actively in decision-making, budget planning and progress evaluation, ensuring that environmental sustainability is a core part of the Shire's long-term direction.

1.2 Who we engaged

The community research included stakeholder and community information gathered through a survey conducted in March 2025 (122 people engaged), plus targeted one-on-one interviews and focus workshops (50 attendees).

The sample of respondents included:


- Residents of Broome townsite and outlying communities
- Traditional Owners and Ranger groups
- Environmental organisations and naturalist groups
- Tourism and agricultural industry representatives
- State agencies with environmental responsibilities.

This community research assisted to identify key community priorities and perceptions of the Plan and the Shire's administration of the Plan. A detailed Consultation Outcomes Report has been prepared and provided to the Shire.

1.3 Key Stakeholders and Community Groups

Department of Biodiversity, Conservation and Attractions (DBCA)

The Department of Biodiversity, Conservation and Attractions (DBCA) has a central role in managing much of the region's conservation estate. Collaborative opportunities include ongoing support for joint management plans, particularly for the Minyirr Buru Conservation Park, Guniyan



Binba Conservation Park, Yawuru Birragun Conservation Park, and Roebuck Bay Marine Park. These partnerships provide a practical way to apply consistent standards and coordinated approaches across different areas of responsibility, supporting the integrity of the Broome environmental system.

DBCA also contributes scientific expertise and policy guidance that strengthen the Shire's land care programs and help build long-term environmental resilience.

Traditional Owners

Native title rights and interests exist throughout a majority of the Shire. There is a diverse range of native title holders who are the traditional owners of the land and are represented by several registered native title body corporates (RNTBCs). This includes:


- Karajarri Traditional Lands Association RNTBC
- Bardi and Jawi Niimidiman Aboriginal Corporation RNTBC
- Gogolanyngor Aboriginal Corporation RNTBC
- Nimanburr Aboriginal Corporation RNTBC
- Nyangumarta Karajarri Aboriginal Corporation RNTBC
- Nyangumarta Warran Aboriginal Corporation RNTBC
- Nyul Nyul PBC Aboriginal Corporation RNTBC
- Walalakoo Aboriginal Corporation RNTBC
- Yanunijarra Aboriginal Corporation RNTBC
- Yawuru Native Title Holders Aboriginal Corporation RNTBC
- Joombarn-buru Aboriginal Corporation RNTBC
- Birriman-gan PBC

The connection that traditional owners have with Country means they play an integral role in land and sea management, bushfire control, heritage protection and economic and social development opportunities. The Shire of Broome has a unique partnership with Yawuru RNTBC through joint-management of the Yawuru Conservation Estate which is intertwined within the Broome townsite. This is the only tripartite partnership with DBCA for a conservation estate in Western Australia.

Dinosaur Coast Management Group (DCMG)

The DCMG plays a vital role in advocating for the preservation of the National Heritage-listed dinosaur trackways of the Broome coastline. These prehistoric features are of global paleontological significance and as a tourism attraction hold economic and social value. The features are increasingly vulnerable to climate impacts and at risk of damage due to unmanaged tourism access.

Collaboration with DCMG offers an opportunity to jointly promote responsible tourism, interpretive signage, access controls, and coastal protection measures with consistency and that reinforces



environmental values of Broome and its community with respect to natural areas. The Shire has played a role as advocate for external funding for DCMG and the inclusion of the Dinosaur Coast in broader cultural and natural heritage strategies.

Broome Bird Observatory (BBO)

The BBO contributes to the collection of internationally significant bird monitoring data and public education about migratory shorebirds that visit Roebuck Bay. This adds value to the Broome nature experience and holds social and economic significance. Supporting BBO’s public outreach and visitor infrastructure could strengthen eco-tourism appeal and increase awareness of Broome’s Ramsar wetland responsibilities as part of a globally connected environmental program.

Environs Kimberley

The leading regional environmental NGO, Environs Kimberley is deeply involved in conservation advocacy, community education, and ecological restoration. Their practical application of technical expertise in landscape protection and biodiversity recovery adds value and effectiveness as a partner for Shire-supported and delivered environmental programs. Environs Kimberley can support bush regeneration, invasive species management, and education initiatives aligned with EMP themes.

Department of Planning, Lands and Heritage (DPLH)

The Department of Planning, Lands and Heritage (DPLH) has statutory responsibility for regional planning, land tenure including management of UCL, and heritage protection. Established legislative processes guide the integration of environmental values into statutory plans, rezoning processes, and assessments of Aboriginal heritage sites.


Within this framework, the Shire’s role is to provide local data, land use context, and community insights to support DPLH-led projects, helping to ensure that regional growth is managed consistently with existing environmental and cultural protections.

Kimberley Ports Authority (KPA)

The Port of Broome is the major hub for supply of goods, exports, related economic activities such as tourism, marine industries and maritime operations. KPA operates adjacent to and affects several important environmental areas. Inclusion and collaboration with KPA in environmental policy and management is essential for sustainable marine and coastal management.

Port activities hold a potential to set standards for environmental responsibility and care. Therefore, the KPA can advocate for best-practice environmental standards and inform planning expertise to support balanced outcomes for both the economy and the environment.

Society for Kimberley Indigenous Plants and Animals (SKIP)



SKIPPA is a community-based group that works to protect the ecosystem of the Kimberley and operates in the Broome area. Its activities include native plant propagation, habitat restoration, and bush food education. This role is an important and valued niche.

Broome Chamber of Commerce and Industry (BCCI)

The Chamber of Commerce represents Broome's business community and therefore it is an important stakeholder in promoting sustainable economic development and the brand of Broome as a place of natural beauty, wonder and with its own distinctive lifestyle and business approach. The business approach is a helpful lead to securing funding, level of good organisation, and working with business operators to deliver a consistent narrative about Broome as a place that values and acts to conserve the environment.

The Shire can work with the BCCI to advocate for best practice approaches to environmental sustainability in local business operations. This includes the uptake of renewable energy sources such as solar and wind, improvements in energy efficiency, initiatives to reduce waste, and the promotion of sustainable tourism. By supporting and showcasing these practices, the BCCI and the Shire can demonstrate leadership and inspire other operators to adopt environmentally responsible behaviours.

The Chamber is well known and respected and therefore can also act as a conduit for promoting environmental education to industry and aligning economic development with the Shire's environmental values.

1.4 Limitations in Report Preparation

While the State of the Environment 2025 Report provides a structured and wide-ranging assessment of environmental performance, there are several limitations that affect its overall accuracy and completeness. The most significant of these is the availability and quality of data across the different themes. The report relies heavily on existing datasets, previous surveys, and community feedback, rather than new technical measurements such as high-resolution remote sensing or on-ground environmental sampling.

As a result, some trend indicators are based on estimates or modelled assumptions instead of consistent, verifiable measurements. This is particularly evident in remote or less-monitored areas. The scope of stakeholder engagement, while broad, was also limited by time and resources. Input from Traditional Owner groups, industry representatives, and community members has been a valuable part of the report.

However, not all perspectives could be explored in depth. The diversity of views, priorities, and cultural knowledge systems requires ongoing engagement to be fully integrated into strategic environmental planning. This is especially important when interpreting contested land use outcomes or aligning environmental objectives with Traditional Knowledge.



Another limitation relates to the report’s defined scope, which is bounded by the jurisdiction of the Shire of Broome. The Shire covers a large and diverse geographical area, with multiple land tenures extending well beyond the townsite and its immediate surrounds, as shown in the map below. While this broad coverage captures significant environmental values, it also highlights the limits of the Shire’s direct influence. In many cases, responsibility rests with State Government agencies, Traditional Owners, or private landholders.

As a result, some broader environmental factors, such as cross-boundary ecosystem pressures, regional climate impacts, and collaborative conservation opportunities, could not be explored in detail. These interactions have been acknowledged where possible, but data availability and jurisdictional boundaries place practical constraints on the depth of analysis.

These limitations underline the need for ongoing review, continuous data collection, and flexible management arrangements that allow the Environmental Management Plan to evolve with new evidence and partnerships. Nonetheless, further investment in monitoring, cross-agency collaboration, and adaptive governance will be required to strengthen the reliability and responsiveness of future updates.



2 Context and Background

2.1 Understanding the State of the Environment (SoE) framework

The State of the Environment (SoE) report provides a structured and evidence-based assessment of environmental conditions across the Shire of Broome. It builds on the 2016 SoE by reviewing changes over the intervening years and offers a forward-looking perspective through the integration of an Environmental Management Plan (EMP). The purpose of this report is not only to evaluate what has changed, but to identify where key environmental pressures remain unresolved and where focused action is required to support long-term sustainability.


The assessment is grounded in the Pressure–State–Response (PSR) framework. This structure enables the Shire to examine the cause-and-effect relationship between environmental pressures. Pressures such as climate change, urban expansion, or invasive species. Additionally, the condition of natural assets, and the effectiveness of current responses. Within this framework, each theme is supported by indicators that track environmental trends, including remnant vegetation cover, water reuse, coastline movement, and emissions profiles.

The report’s findings are informed by a combination of technical data, community feedback, Traditional Owner insights, and inter-agency inputs. Each environmental theme (Land, Biodiversity, Water, Coastal and Marine Environments, Energy, Waste, and Climate Change) is evaluated against its 2016 baseline, with current performance assessed in terms of direction of change, relative condition, and confidence in available evidence.

Beyond providing a snapshot of environmental health, the SoE supports strategic planning and governance. It highlights opportunities to embed environmental resilience into local decision-making, capital works, and regulatory functions. In doing so, it positions environmental performance not as a separate consideration, but as a core element of the Shire’s operational responsibilities and partnership frameworks. The findings and actions outlined here serve to inform Council priorities, guide future investment, and support collaborative management with stakeholders across the region.

2.2 The Shire’s role in Environmental Management

The Shire of Broome governs a large and diverse area (approximately 56,000 km²), encompassing the Broome townsite and extensive coastal, bushland and pastoral landscapes across multiple land tenures. The Shire’s jurisdiction in environmental management is varied: it ranges from direct service delivery to advocacy, land-use planning and coordination with State agencies, Traditional Owners and other land managers. The scope of tenure beyond the townsite also limits the Shire’s direct control in many places, even where environmental values are high.



The Shire is not the lead agency for major environmental systems such as marine conservation, national parks or groundwater regulation. Instead, it is an acknowledged stakeholder and enabler helping to protect and enhance the environment at the local level and acting as a bridge to community interests and expectations. The Shire's most active responsibilities are in land-use planning, waste management, local infrastructure, and protection of local biodiversity, particularly across Shire-managed reserves and road verges. In these domains, the Shire sets and administers planning scheme provisions and approvals and delivers operational services and corporate governance to meet public standards.

Within and around the townsite, collaboration between Yawuru Registered Native Title Body Corporate (RNTBC), the Department of Biodiversity, Conservation and Attractions (DBCA) and the Shire provides a culturally respectful and ecologically informed basis for conservation, under the Yawuru Indigenous Land Use Agreement (ILUA). The Yawuru Conservation Estate which is jointly managed by Yawuru, the Shire and DBCA, recognises Traditional Knowledge alongside conservation science. The Yawuru Conservation Estate includes Threatened Ecological Communities (TECs), Ramsar-listed wetlands, turtle nesting beaches, extensive mangrove systems, and habitat for migratory birds and marine mammals. Joint Management Plans aim to enhance the ecological condition of these sensitive environments while enabling ongoing cultural practices, community access and responsible tourism.

Accordingly, this report does not assess performance against Joint Management Plan indicators. The Shire's role is to support delivery where appropriate through planning decisions, infrastructure management, advocacy, data-sharing and community engagement and to reference joint management objectives when setting its own priorities.

2.3 Shire of Broome context

The Shire of Broome is located in the Kimberley region of Western Australia, approximately 2,200 kilometres north of Perth. It covers a vast and diverse area of more than 56,000 square kilometres, extending from the Dampier Peninsula in the north to the southern boundary near Eighty Mile Beach. The Shire includes a mix of urban, rural, and remote communities, along with extensive areas of conservation land and coastline. Figure 2.1 provides an overview of the Shire's location and boundaries, while Figures 2.2 and 2.3 show more detailed views of land tenure and managed conservation areas in and around the Broome townsite.



Figure 2.1 - Site Location

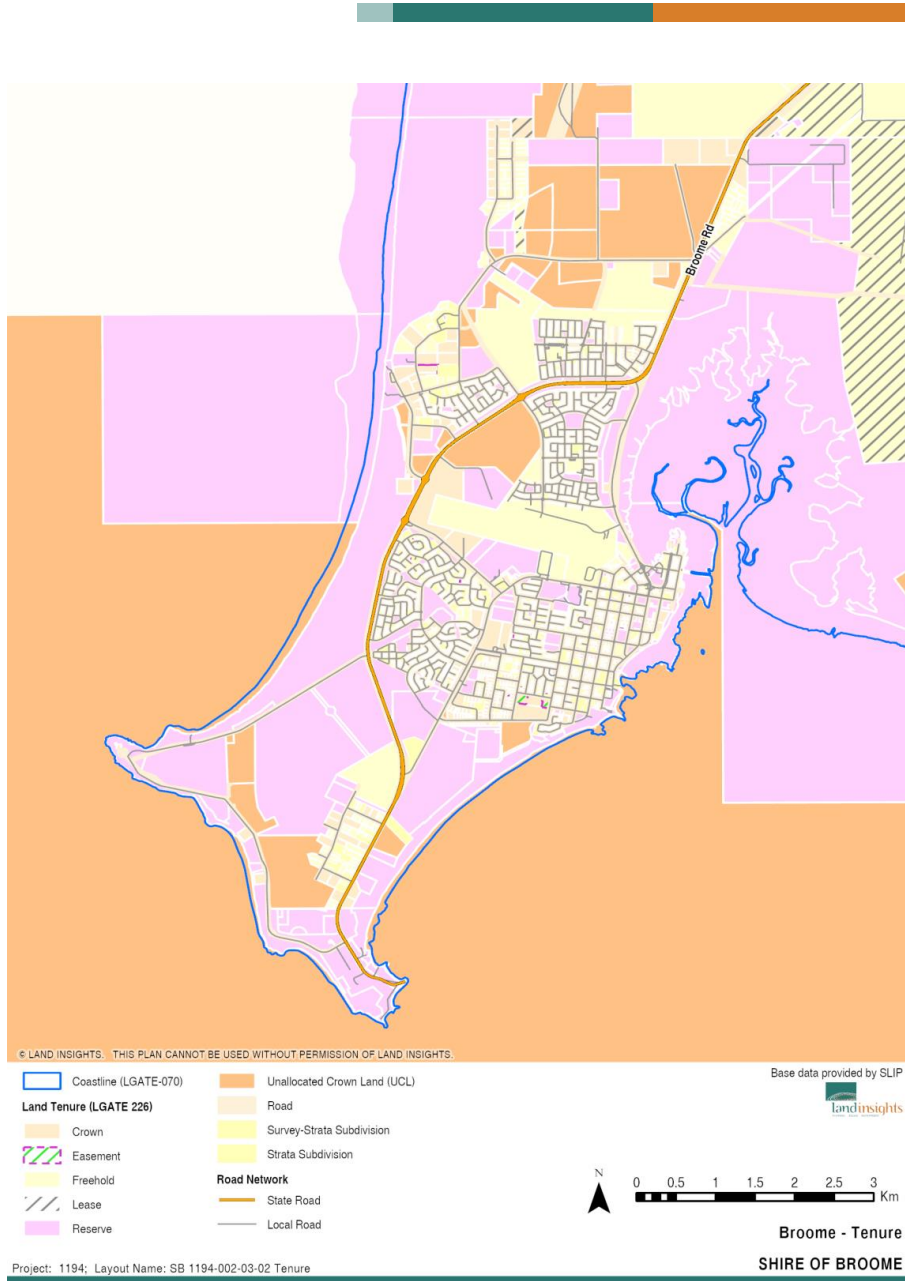


Figure 2.2- Broome Tenure

9.2.2 WEED MANAGEMENT STRATEGY AND ACTION PLAN 2026-2029

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

SUMMARY:

The Weed Management Strategy and Action Plan 2026-2029 has been developed through a review of the previous Weed Management Strategy 2022 and with the support of experienced environmental consultants, Powderbark Environmental Consulting. The strategy provides a comprehensive framework with tangible actions to effectively address weed management across the Shire of Broome. This report seeks Council's endorsement to adopt the Weed Management Strategy and Action Plan 2026-2029 (**Attachment 1**).

BACKGROUND

Previous Considerations

OMC 27 February 2020	Item 9.1.2
OMC 25 February 2021	Item 9.4.1
OMC 31 March 2022	Item 9.2.2
OMC 31 July 2025	Item 9.2.4

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

COUNCIL RESOLUTION

(Report Recommendation)

Moved: Cr E Foy

Minute No. C/0322/043

Seconded: Cr N Wevers

That Council:

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

CARRIED UNANIMOUSLY 7/0

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

In recognition of the amount of time that had elapsed since the adoption of the Weed Management Strategy 2022, Shire officers proposed to update the Weed Management Strategy whilst developing a detailed Action Plan. This was deemed consistent with other informing strategies and allows the actions to be spread across the entire four year period of the strategy document.

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

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

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

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

A draft Weed Management Strategy and Action Plan 2026-2029 was subsequently completed and endorsed by Council for public comment at the OMC held 31 July 2025.

Council Resolution:

(Report Recommendation)

Moved: Cr J Lewis

Minute No. C/0725/012

Seconded: Cr M Virgo

That Council:

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

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

CARRIED UNANIMOUSLY 9/0

A four-week public comment period from 18 August 2025 – 15 September 2025 enabled officers to promote the draft Weed Management Strategy and Action Plan widely and invite feedback from key stakeholders and the broader community.

The feedback has been collated, considered and the final document updated for Councils consideration of adoption.

COMMENT

The Vision and Aim of the Weed Management Strategy and Action Plan 2026-2029 (**Attachment 1**) are;

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

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

The goals of the Strategy are:

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

Each goal is specifically linked to a series of actions (total: 42), spread across four years.

A total of 44 updates were made to the draft document post the consultation period.

The modifications of significance included:

- Incorporating a dedicated Weed Growth Calendar specific to the six Broome seasons (Appendix C).
- Updated Land Management map (Figure 1).
- Action added to "Practice Improvement" to review chemical use and seek opportunities to explore non-chemical weed management methods where practicable.
- Action added to "Influence" to investigate potential to start a plant replacement program to encourage private landholders to replace weed parent trees.
- Action added to "Collaborate" to review weed load on Broome Hwy and explore opportunities to partner with land managers to address.
- Wording adjusted on engage and education actions updated to include community members.

There were also a number of administrative amendments for grammatical errors, formatting and presentation.

The overall structure and framework remains consistent to the draft document, which is why the Weed Management Strategy and Action Plan 2026-2029 progressed directly to council for endorsement.

The Weed Management Strategy and Action Plan 2026-2029 will be enforced operationally effective 1 January 2026, pending Council approval.

It is recommended that Council adopt the Weed Management Strategy and Action Plan 2026-2029 and that the Chief Executive Officer provides annual updates to Council on the progress of actions within the Action Plan.

CONSULTATION

During the public comment period, 18 August 2025 – 15 September 2025, the draft Weed Management Strategy and Action Plan was made available on the Shire's website and shared through the Shire's social media platforms to ensure broad reach. Six submissions were received.

Three pop-up stalls were held during the comment period to promote engagement and invite feedback. The pop-up stalls were held at Town Beach markets Thursday 28 August 2025, 5:00pm to 10:00pm, and at the Boulevard Shopping Centre on Friday 29 August, 8:30am to 10:30am and 2:30pm to 4:30pm.

Furthermore, a dedicated stakeholder engagement session was held Tuesday 9 September 2025, 11:00am to 12:30pm. External attendees present were Cameron Hardy (Department of Communities: Housing); Julie Melbourne (Nyamba Buru Yawuru); Tom Andrews (Nyamba Buru Yawuru); Kylie Weatherall (Environs Kimberley & Society for Kimberley Indigenous Plants and Animals member).

The Department of Biodiversity, Conservation and Attractions (Bruce Greatwich) also provided feedback via email as they were unable to attend the dedicated stakeholder engagement session.

The summarised feedback of the six submissions received, and the stakeholder engagement session, is available in **Attachment 2**.

STATUTORY ENVIRONMENT

Weed management in Western Australia must meet the regulatory requirements under the *Biosecurity and Agriculture Management Act 2007*.

The *Biosecurity and Agricultural Management Act 2007 (WA)* provides the legal framework for managing pests, diseases, and declared weeds across Western Australia. The Act aims to protect agriculture, the environment, and public spaces from harmful invasive species by requiring declared weeds to be controlled or eradicated. Under the Act, local governments are responsible for managing declared weeds on public land, such as roadsides and reserves, and enforcing weed control requirements on private properties, and working with landholders and state agencies to coordinate management programs.

In addition, with regards to chemical use for weed management, in Western Australia, Local Government's use of herbicides is governed by industry regulators including the Australian Pesticides and Veterinary Medicines Authority (APVMA) and the Western Australian Department of Health (DoH).

The Health (Pesticides) Regulations 2011, details the safe use of pesticides, ensuring that chemicals used in pest and weed management do not pose a threat to human health or the environment. It includes licensing, safe application procedures, and restrictions on certain types of pesticides.

The Weed Management Strategy and Action Plan 2026-2029 ensures that the Shire of Broome is compliant to the *Biosecurity and Agriculture Management Act 2007*, and operationally the Shire of Broome remain compliant to the chemical use legislative requirements.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

In FY24/25 (FACR3), a total expense of \$27,187.84 (excluding GST) enabled Powderbark to draft the document, and commence initial weed mapping of priority areas.

In FY25/26, a total expense of \$17,471.61 (excluding GST) has been required to finalise the weed mapping activities and the Weed Management Strategy and Action Plan, based on feedback throughout the community consultation.

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

RISK

There is a low risk of misalignment between the Strategy and community perception, this has been mitigated through community consultation during the strategy review, contained in **Attachment 2**.

A low operational risk also exists regarding adherence to the Strategy, which will be mitigated through monthly administrative reporting and an progress report presented to Council annually commencing in early 2027.

STRATEGIC ASPIRATIONS

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

Outcome 5 - Responsible management of natural resources

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

Objective 5.2 Adopt and encourage sustainable practices.

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That Council:

- 1. Adopts the Weed Management Strategy and Action Plan 2026-2029.*
- 2. Requests the Chief Executive Officer to present an annual progress report to Council to ensure continued oversight, accountability and alignment with the Weed Management Strategy and Action Plan 2026-2029.*

Attachments

1. Weed Management Strategy and Action Plan 2026-2029
2. Summary of Weed Management Strategy and Action Plan 2026-2029 Community Consultation

9.2.3 ANNUAL ELECTORS MOTION - SIGNIFICANT TREE REGISTER

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	AME02
AUTHOR:	Land Tenure Officer
CONTRIBUTOR/S:	Manager Building and Planning Manager Operations
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

At the Annual Electors Meeting held on 6 February 2025, a Motion was carried requesting that the Shire of Broome (Shire) create and instigate a Significant Tree Register. Council considered the Annual Elector Motion at the Ordinary Meeting of Council on the 27 March 2025 and 31 July 2025 and resolved in both instances to defer the motion to a Council Workshop.

This report provides background on the Significant Tree Register previously adopted by the Shire and a recommended pathway to develop a tree register. The report recommends that Council proceeds with developing a tree register on public land and requests the Chief Executive Officer to provide an update on the progress of the tree register at a Council Workshop in April 2026.

BACKGROUND

Previous Considerations

AEM 6 February 2025
 OMC 27 March 2025 Item 9.4.1

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

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

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

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

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

COUNCIL RESOLUTION:

ALTERNATE MOTION: Elector Motion 12 – Kylie Weatherall

Minute No. C/0325/014

Moved: Cr J Lewis

Seconded: Cr E Smith

That Council defer motion 12 until the next Council workshop.

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

CARRIED UNANIMOUSLY 9/0

A Council Workshop was then held on 13 May 2025 with Shire officers providing background on the Shire's former Significant Tree Register Policy, current controls, WALGA advocacy position and other local government approaches.

Following the May Council Workshop, a second motion was put forward to Council at the Ordinary Meeting held on 31 July 2025. At the July OMC an alternate motion was put forward however, this motion lost and Council again resolved to defer the matter to another Council Workshop (see below):

MOTION:

That Council:

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

Voting

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

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

LOST 3/6

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

Cr Mitchell moved the following motion.

Cr Male seconded the motion.

The motion was carried.

COUNCIL RESOLUTION:

(RECOMMENDATION)

Minute No. C/0725/016

Moved: Shire President C Mitchell

Seconded: Cr M Virgo

MOTION

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

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

CARRIED UNANIMOUSLY 9/0

Following the 31 July 2025 OMC motion, a second Council Workshop was held on the 7 October 2025.

This report provides a written summary of the information presented to Council during both workshops and a recommendation in relation to the Electors Motion.

COMMENT

Significant Tree Register Policy

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

Since the adoption of the Policy, in 2007 Council approved removal of 3 Money Nut Trees at Broome Primary School. The 2007 agenda item at that time, noted that the Policy has no legal status in being able to enforce the provisions on private land or reserves not under the Shire's control.

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

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

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

Current statutory controls

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

Other legislation that interacts with native vegetation includes the *Biodiversity Conservation Act 2016* which defines Threatened Ecological Communities and Priority Ecological Communities. The *Environmental Protection and Biodiversity Conservation Act 1999 (Commonwealth)* also provides statutory protection to vegetation listed as endangered.

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

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

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

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

Other Local Government Approaches

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

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

The inclusion of supplemental provisions in Planning Schemes, gives statutory power to a Significant Tree Register and means that development approval is required to alter trees

included on the Register. As of April 2024, the table below outlines of these local governments, how many trees on private properties are included on their Register's:

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

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

WALGA Advocacy

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

Regulated tree means a living tree that –

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

Tree-damaging activity means –

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

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

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

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

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

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

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

Nevertheless, it is recognised that improved oversight of important trees is needed to ensure they are provided due consideration in the future, should they be impacted by any public works.

Following further consultation with Council and a review of the Shire's internal resourcing and capabilities, officers recommend that the Council progresses with developing a baseline assessment of significant trees on Shire managed land.

CONSULTATION

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

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

Baseline Mapping and Assessment of Significant Trees on Public Land

Following the May Council workshop, cost estimates were sought to perform baseline mapping and assessment of significant trees on public land. To date only one quote has been sought. Based on response received to perform this work, it would cost approximately \$50,000 (GST inclusive) to perform this work. Budget currently does not exist to undertake this work however, a review of internal resourcing and expertise found that existing resourcing was capable of delivering a baseline assessment of significant trees albeit, within a longer timeframe compared with engaging a consultant.

A second workshop was held on Significant Tree Register on 7 October 2025, which was attended by Councillor's Matsumoto, Smith, Virgo and Cooper.

Generally, discussion was supportive of the proposed scope and timeline of progressing with the development of a baseline assessment of significant trees on Shire managed land. This included some preliminary stakeholder engagement and refining the scope of what would be deemed a 'significant tree' before presenting progress of the assessment to Council at the April 2026 Council Workshop.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

RISK

There is minimal reputational risk as the annual electors motion is being fulfilled, albeit, there is potential the baseline assessment of significant trees on public land is not supported by the community.

STRATEGIC ASPIRATIONS

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

Outcome 5 - Responsible management of natural resources

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

Objective 5.2 Adopt and encourage sustainable practices.

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That Council requests the Chief Executive Officer progresses with the development of a baseline assessment of significant trees on public land and reports back to Council on a proposed framework at the April 2026 Council Workshop.

Attachments

1. Rescinded Significant Tree Register Policy

9.2.4 REGIONAL SPEED ZONING CHANGE - CHINATOWN PRECINCT

LOCATION/ADDRESS:	Nil
APPLICANT:	Main Roads Western Australia
FILE:	ENG02; ENG16
AUTHOR:	Engineering Technical Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Manager Engineering
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

During the Chinatown redevelopment the Shire of Broome requested a speed zoning change for the streets within the Chinatown precinct. At that time the request was unable to be approved however following a recent Main Roads Western Australia (MRWA) internal assessment a speed zoning change is now able to be considered.

The Shire has received a request from MRWA for a speed zoning change from 50km/h to 30km/h for the roads in the Chinatown precinct.

This report recommends that Council endorses the request from MRWA.

BACKGROUND

Previous Considerations

Nil

As part of the Broome Chinatown Revitalisation Project, in 2018 and 2019, the Shire submitted a formal request to MRWA for speed limit reduction to 40km/h in the area. The rationale for that application was that streetscapes in the area were designed as high-pedestrian, low-movement areas, and speed limit reduction was deemed a better outcome. Additionally, the Shire received several customer service requests and formal correspondence requesting speed limit lowering and/or traffic calming measures in the Chinatown precinct.

At that time the applications were not supported by MRWA as they did not meet the MRWA requirements.

COMMENT

Following MRWA’s internal 2025 Kimberley Speed Zone audit and Road Safety Management (ROSMA) assessment, a request was submitted to the Shire proposing a speed zoning of 30km/h on the following roads in the Chinatown precinct.

1. Table 1: Proposed 30 km/h limit roads in Broome Chinatown area.

Road	Start SLK (section)	End SLK (section)	Length (km)
Gray St	0.00 (Carnarvon St)	0.15 (Dampier Tce)	0.15
Carnarvon St	0.75 (Frederick St)	1.35 (Gray St)	0.625
Short St	0.30 (Carnarvon St)	0.45 (Dampier Tce)	0.15

Napier Tce	0.00 (Dampier Tce)	0.20 (Carnarvon St)	0.2
Dampier Tce	0.00 (Frederick St)	0.60 (Gray St)	0.6
Frederick St	2.10 (Carnarvon St)	2.25 (Dampier Tce)	0.15



2. Figure 1: Aerial photography and map of the proposed zone and roads.

Chinatown is a vibrant urban area defined by high pedestrian activity and extensive on-street activities. The built-up environment supports a very high place function, while all roads in the area are classified as access roads with a very low movement value.

Despite existing traffic calming infrastructure on all roads in the area, which reinforces a low-speed environment, the precinct is still complicated by 78 crashes between 2020 – 2025, including seven (7) casualty crashes and 71 PDO crashes (Property Damage Only – including both Major and Minor), as shown in Table 2 and 3. This reflects ineffective mitigations and inappropriate function of the roads within MRWA Framework.

3. Table 2: Casualty crash data in Broome Chinatown area in 2020 – 2025.

Road	Date	Crash type	Characteristics	Outcome
Carnarvon St	23 Aug 2020	Sideswipe Same Direction	Crashed into reversing vehicle	Medical attention
Carnarvon St	30 Apr 2024	-	Crashed into reversing vehicle	Medical attention

Short St	28 Jun 2024	Right Angle	Crashed into vehicle turning into same direction	Medical attention
Napier Tce	12 Sep 2020	Non-Collision	Hit pedestrian	Hospital
Napier Tce	9 Jul 2021	-	Passenger fell from vehicle	Medical attention
Frederick St	31 Jul 2022	Right Angle	Crashed into vehicle turning into same direction	Hospital
Frederick St	26 Jul 2022	Right Angle	Crashed into vehicle turning into same direction	Medical attention

4. Table 3: PDO crash data within Broome Chinatown area in 2020 – 2025.

Road	Outcome	No. of crashes	Main characteristics
Gray St	PDO Major	0	
	PDO Minor	1	Rear-end crashed by another vehicle.
Carnarvon St	PDO Major	27	Crashed into reversing vehicle.
	PDO Minor	23	Rear-end crashed by another vehicle.
Short St	PDO Major	4	Head-on or T-bone crash.
	PDO Minor	1	Rear-end crashed by another vehicle.
Napier Tce	PDO Major	3	Crashed into reversing vehicle.
	PDO Minor	0	
Dampier Tce	PDO Major	4	Rear-end crashed by another vehicle.
	PDO Minor	2	Crashed into reversing vehicle.
Frederick St	PDO Major	5	Head-on or T-bone crash.
	PDO Minor	1	
Total "PDO"		71	
Total "Casualty"		7	
Total (all) crashes		78	

Of all 78 crashes available, rear-end crashes and head-on crashes were dominant forms with 41 crashes (58%). Crashed into reversing vehicle mostly occurred on Carnarvon St, where 45 and 90-degree angle parking is arranged. Two crashes are related to pedestrians. This data suggests some potential factors contributing to these crashes, including speeding – which reduces driver reaction time to stopping, or visibility – which hinders driver sight.

Traffic counter data revealed that the 85th percentile operating speed in the area has been at between 23 – 48 km/h with an average of 28 km/h, below the current posted limit, with minor occasions of speeding (1% of traffic). However, existing 50 km/h posted speed limit does not align with the current MRWA Speed Zoning Policy and Application Guidelines "Movement and Place" Framework, which suggests an indicative target speed of 30km/h for a high-pedestrian, low-movement area.

The request is also consistent with standards such as Austroads AGRS03-24 (Safe Speed) or AGTM08-20 (Local Street Management) and practice in other local government areas.

Officers have reviewed and deemed it is appropriate to introduce the 30km/h speed limit on the roads as noted in Table 1 to enhance road and pedestrian safety in the area to enhance road safety and align with current practice and standards.

CONSULTATION

Main Roads Western Australia.

STATUTORY ENVIRONMENT

Road Traffic Act 1974.
Road Traffic Code 2000.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil. There is no financial implication for the Shire of Broome. Speed signing is the responsibility of MRWA and should the speed zoning change be approved and implemented, MRWA will install the new speed signs and any associated structure to reflect new speed zone.

RISK

There is a low level of risk associated with the community not supporting the proposed speed limit change or perceiving a lack of consultation in the decision-making process. This risk is mitigated by traffic count data indicating that the average operating speed along the affected road sections is already 28 km/h, which is below the proposed limit. Furthermore, the high number of recorded crashes (78 incidents over the past five years), with key contributing factors identified as speeding and reaction time, supports the proposed change. Accordingly, it is considered appropriate for Council to endorse the speed limit adjustment as a proactive road safety measure consistent with the Main Roads WA *Speed Zoning Policy and Application Guidelines* and the *Movement and Place* framework.

STRATEGIC ASPIRATIONS

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

Outcome 7 - Safe, well connected, affordable transport options

Objective 7.1 Provide safe and efficient roads and parking.

Objective 7.2 Provide safe, well connected paths and trails to encourage greater use of active transport.

VOTING REQUIREMENTS*Simple Majority***REPORT RECOMMENDATION:**

That Council endorses the Main Roads Western Australia proposed Regional Speed Zoning Change request from 50km/h to 30km/h for the following roads and sections:

- 1. Gray St, from SLK 0.00 (Carnarvon St) to SLK 0.15 (Dampier Tce).*
- 2. Carnarvon St, from SLK 0.75 (Frederick St) to SLK 1.35 (Gray St).*
- 3. Short St, from SLK 0.30 (Carnarvon St) to SLK 0.45 (Dampier Tce).*
- 4. Napier Tce, from SLK 0.00 (Dampier Tce) to SLK 0.20 (Carnarvon St).*
- 5. Dampier Tce, from SLK 0.00 (Frederick St) to SLK 0.60 (Gray St).*
- 6. Frederick St, from SLK 2.10 (Carnarvon St) to SLK 2.25 (Dampier Tce).*

Attachments

1. MRWA - Memorandum - Request for Formal Approval - Speed Zone Changes in Broome Chinatown

9.2.5 CABLE BEACH ACCESS PATH - DEPARTMENT OF EDUCATION HEADS OF AGREEMENT

LOCATION/ADDRESS:	Reserve 31354 being Lot 500 on Deposited Plan 414824, 7 Millington Road
APPLICANT:	Nil
FILE:	PLA92; PLA98; RES 31354
AUTHOR:	Project Engineer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

Previous community and stakeholder consultation led Shire of Broome officers to explore the potential for creating a pedestrian easement linking Millington Road to the Walmanyjun Cable Beach Foreshore amphitheatre. Following the exploration of several alignments, officers have developed a draft agreement with the Department of Education to create a 3.8m public access way along the southern boundary of the Broome Camp School.

On request of the Department of Education, the terms and conditions have been set out in a Heads of Agreement. This report seeks Council's approval for the Chief Executive Officer to execute the Heads of Agreement and the future lease once prepared.

BACKGROUND

Previous Considerations

Nil

COMMENT

In accordance with the Cable Beach Development Strategy (2016), the Cable Beach Precinct Structure Plan (2025) and the Walmanyjun Cable Beach Foreshore Redevelopment (WCBFR) project, Shire officers have held discussions with relevant landowners to create a Public Access Way (PAW) linking the residential and tourist accommodation along Millington Road with the Cable Beach Foreshore amphitheatre. This PAW will create a new pedestrian link to the Cable Beach Foreshore, reducing travel distances by up to 700m. This will provide more opportunities for people staying locally to rely on active transport and reduce the total number of cars vying for popular parking spaces at the foreshore reserve. The image below shows the location of the path in relation to key sites in the area.

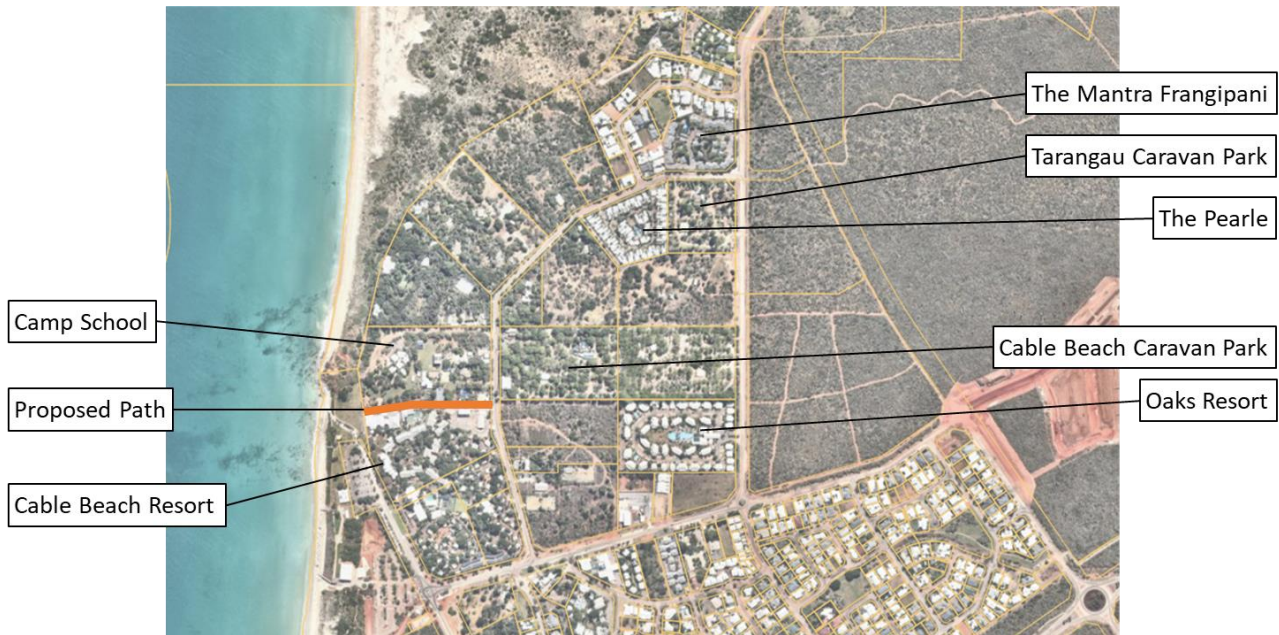


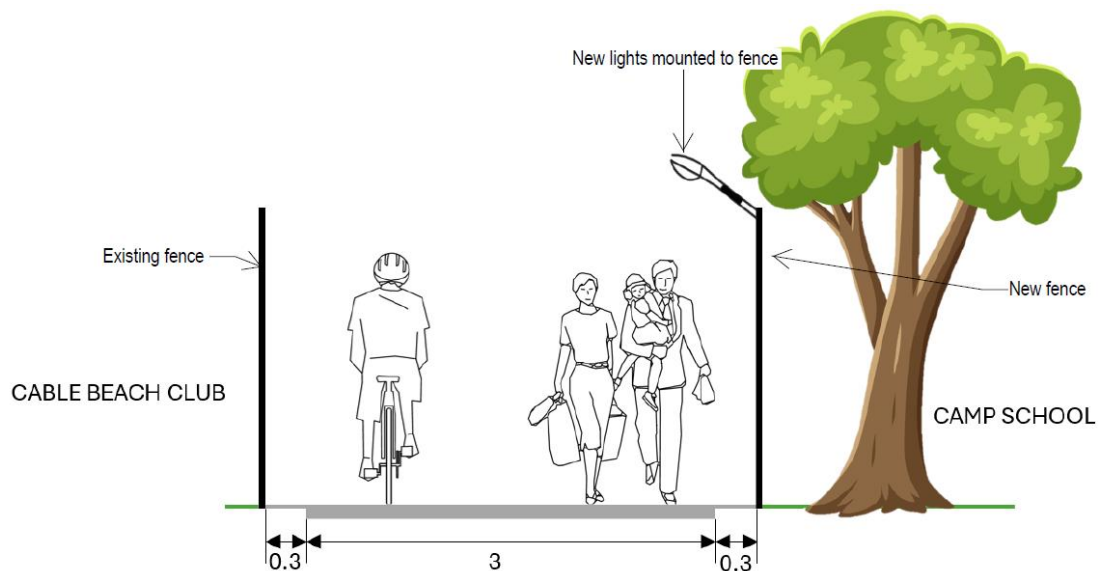
Image 1: Aerial view of the Cable Beach Precinct showing proposed PAW location in relation to nearby tourist accommodation.

Beginning in May 2022, two alignment options through the Broome Camp School were investigated with the Department of Education (DoE). One alignment option followed the drainage reserve on the northern boundary and the option followed the southern boundary. The DoE did not support the northern alignment as it was deemed too close to their student accommodation, therefore negotiations focussed on the southern boundary alignment.

The terms and conditions in the draft Heads of Agreement (**Attachment 1**) represent a compromise between the needs of Broome Camp School and the general public using the PAW. The rationale for key conditions are discussed below.

Shire officers have negotiated an initial 7 year license period based on a collaborative monitoring model with DoE. This monitoring will be against Key Performance Indicators (KPIs) as documented in the Heads of Agreement. If the PAW is compliant to these KPIs at the end of this 7 year period, an easement will be established. Due to the significant upfront cost and obligations in the WABN grant to maintain the asset for 7 years, officers wanted to ensure they were confident the path would be a long term asset. The DoE however needed some guarantee that the PAW would not remain open if it was negatively impacting their guests or operations. An iterative approach to the design allowed for in the initial license period reflects the WA Department of Planning's "Reducing Crime and Anti-Social Behaviour in Pedestrian Access Ways" guidelines. This coupled with the lower than average number of anti-social incidents in the Cable Beach precinct gives officers confidence that the KPIs can be achieved and permanent closure of the PAW is very unlikely.

The PAW is agreed to be a 3.8m wide corridor following the Camp School's southern fence. This section of the Camp School property is currently maintained as a firebreak and the PAW must continue to support this use. A line of established trees sits roughly 5m from the southern boundary fence and it is the DoE's strong preference to preserve these. Shire officers support protecting these trees to provide shade and amenity to the PAW however recommend a minimum clearance of 1m between trees and new infrastructure to prevent damage from tree roots. For a Shared Path, state government guidelines recommend a path width of 3m with 0.3m clear space either side. The fence on either side will fit in the remaining 0.1m either side. This layout can be seen in Image 2 below. A 3.8m easement therefore is a fair compromise for the available space and required uses.



**TYPICAL CROSS SECTION
EASTERN END OF PATH**

Image 2: Typical cross section of PAW (all dimensions in metres).

PAW opening hours are proposed as 6:00am to 9:00pm, seven days per week. These hours may be negotiated throughout the term to reflect actual usage of the PAW. The DoE has a strong preference to minimise noise impacts on Camp School guests as well as reduce the likelihood that itinerants or anti-social behaviour occur within the PAW. Closing the PAW overnight is expected to minimise the likelihood of this risk. Opening and closing the PAW will create an ongoing burden for the Shire however as contracted security already manages the closing of public facilities at the Cable Beach foreshore the additional cost is expected to be minimal. Shire officers have considered that path users will most likely be early morning exercisers, beach goers and sunset watchers. As such these opening hours are deemed to be adequate. Clear signage will be used at either end of the PAW advertising the opening hours to prevent users feeling 'trapped' by the closing time.

All activity centres within the Camp School must be screened either with dense planting or a visually impermeable fence. A 2m corridor has been allowed along the PAW boundary for planting. The Shire will be responsible for any planting until it is established. The DoE's requirement to visually screen key areas to protect the privacy of Camp School users is supported by Shire officers. However, this must be balanced against PAW users perception of safety. A 2.1m solid fence was initially proposed by DoE, however officers did not support this arrangement as it presented a poor outcome by Crime Prevention Through Engineering Design (CPTED) principles. The current outcome presents a much more balanced solution. Officers will need to consider both upfront costs and ongoing maintenance costs as well as path amenity when selecting planting or sections of solid fence during detailed design. Planting is expected to create an improved feeling of safety and reduce surfaces for vandalism but will come at a higher labour requirement in the short term.

Negotiations with the DoE have been lengthy to ensure the safety and amenity of Camp School guests and staff is balanced against those of the PAW users. Overall, Shire officers believe the Heads of Agreement represents a fair agreement for both parties. Shire officers believe the obligations within the agreement will be achievable within normal resourcing allowances.

Proactively, during consultation with the DoE Shire officers applied for funding for the construction of the PAW. In January 2025, the Shire was successful in securing a Department

of Transport and Major Infrastructure's (DTMI) Western Australia Bicycle Network (WABN) grant for the delivery of this PAW. This grant will fund up to 50% of the project cost.

With consideration to the WCBFR project and WABN timelines, the intention is to complete construction of the PAW as a part of the broader redevelopment. The PAW would be opened to coincide with the opening of WCBFR.

Following the execution of the Heads of Agreement, Shire officers will need to:

1. Progress concept design to 100% detailed designs and seek DoE approval.
2. Draft and execute a lease agreement for 7 years for the PAW between the Shire and DoE.
3. Engage Contractors to complete construction works and negotiate access to the site with the WCBFR Head Contractor.

It is recommended that Council authorise the Chief Executive Officer to execute the Heads of Agreement for the PAW and subject to consistency with the Heads of Agreement, execute the Lease with DoE for the PAW.

CONSULTATION

The construction of a pedestrian easement running from Millington Road to the Cable Beach Amphitheatre has been identified in the Cable Beach Development Strategy (2016) and the Cable Beach Precinct Structure Plan (2025) and was incorporated into the WCBFR's detailed design, all of which were developed following extensive community and stakeholder engagement.

Extensive consultation has occurred with the Department of Education to select the alignment and develop a list of terms and conditions for the creation of a public access way. The terms and conditions set by the Department of Education are intended to minimise the impact on safety and amenity of the Broome Camp School Guests.

The adjacent property owner, Cable Beach Club Resort and Spa, have been informed of the PAW and have had the opportunity to comment on the concept design. They have expressed concern that the PAW will increase their security risk by increasing the ease of unauthorised access along their northern boundary. They also noted that this access way will allow the public to view their service area affecting privacy for their operations and staff. Since this discussion, Cable Beach Club have received development approval for a taller fence along this boundary which may alleviate some of their initial concerns.

STATUTORY ENVIRONMENT

Nil.

As the Shire will be the lessee the requirements for disposition of property under the **Local Government (Functions and General) Regulations 1996** do not apply. As the lease is expected to be a peppercorn lease, \$1 per annum, the acquisition of property does not trigger any of the major land acquisition or business case requirements under the Local Government Act.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The cost for design and construction of the Access Way has been budgeted for in capital expenditure account CB28 - Walmanyjun Cable Beach Foreshore Redevelopment Stage 2 – Foreshore Access Path.

The budget for this project is \$376,898 of which \$188,449.00 is funded from the Western Australian Bicycle Network (WABN) Grant and \$188,449.00 from the Shire of Broome.

RISK

Key project risks are captured in the table below along with their associated Control Measures. Whilst these risks cannot be removed, officers believe that they have been controlled to an acceptable level.

Risk	Risk Type	Risk Rating	Control Measures	Residual Risk Rating
Relationship with Broome Camp School, Cable Beach Club Resort and Spa or DoE negatively impacted by minor issues created from PAW.	Reputational	Low (Insignificant, Almost Certain)	CPTED principles applied to design. PAW closure hours.	Low (Insignificant, Likely)
WABN grant funding must be returned if the path is permanently closed prior to grant's 7 year asset obligation period expiring.	Financial	Moderate (Minor, Possible)	Initial lease negotiated to be 7 years to match asset obligation period.	Low (Minor, Unlikely)
WABN grant funding withdrawn as grant construction timelines not met.	Financial	Moderate (Minor, Possible)	Early advice provided to grant team of project delays. Project delays well documented in emails and other records.	Low (Minor, Rare)
Shire's reputation is damaged as a result of a criminal activity in the PAW.	Reputational	Low (Moderate, Rare)	CPTED principles applied to design. WA Department of Planning's "Reducing Crime and Anti-Social Behaviour in Pedestrian Access Ways" guidelines followed.	Low (Moderate, Rare)
Limited take up on PAW use as community perceives it to be unsafe.	Reputational	Low (Insignificant, Possible)	CPTED principles applied to design. WA Department of Planning's "Reducing Crime and Anti-Social Behaviour in Pedestrian Access Ways" guidelines followed.	Low (Insignificant, Possible)

Budget exceeded due to complexity of site requirements.	Financial	Moderate (Minor, Possible)	Scope minimised as possible. Contingency allowed for in Cable Beach Foreshore Redevelopment budget.	Moderate (Minor, Possible)
WCBFR Project Head Contract completion delayed by PAW works.	Reputational	Moderate (Minor, Likely)	Alternate Contractor engaged for PAW construction. Minor changes required to foreshore earthworks designed prior to Head Contractor beginning works in the area.	Low (Minor, Unlikely)

STRATEGIC ASPIRATIONS

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

Outcome 7 - Safe, well connected, affordable transport options

Objective 7.2 Provide safe, well connected paths and trails to encourage greater use of active transport.

VOTING REQUIREMENTS

Simple Majority

<p><u>REPORT RECOMMENDATION:</u></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>Authorises the Chief Executive Officer to sign the Heads of Agreement document and negotiate minor variations during detailed design of the works.</i> <i>Authorises the Chief Executive Officer, subject to consistency with the Heads of Agreement document, to execute a Lease with the Department of Education for the public access way.</i>
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Attachments

- Attachment 1: Heads of Agreement

9.3 PROSPERITY

9.3.1 TOURISM ADMINISTRATION POLICY - FUNDING APPLICATION CRUISE SHIP SERVICES 2026/2027

LOCATION/ADDRESS:	NA
APPLICANT:	NA
FILE:	NA
AUTHOR:	Director Development and Community
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	None

SUMMARY:
 This report provides an overview and recommendation regarding the application dates for the Tourism Administration Policy – Cruise Service 2026 – 2027 funding round.

BACKGROUND

Previous Considerations

OMC 29 April 2021	9.3.2
OMC 16 December 2021	9.2.1
OMC 30 March 2023	9.3.2
OMC 24 April 2024	9.3.3
OMC 30 May 2024	9.3.1
OMC 12 December 2024	9.3.3
OMC 1 May 2025	9.3.1

The Shire of Broome established the Tourism Administration Policy (**TAP**) to maximise the benefits derived from tourism while promoting coordinated efforts, infrastructure-sharing opportunities, and integration with other business sectors. The aim is to optimise economic and social benefits while minimising adverse impacts on the community and other industries.

The TAP provides that Council will encourage liaison between all tourism related organisations to:

- Ensure the best outcomes for the Broome tourism industry
- Strengthen and enhance the Broome tourism product
- Provide aligned messaging and advocacy
- Ensure the benefit for Shire funding is maximised

Differential rating is applied to Commercial and Tourism properties in Broome to raise funds for the financial support of services provided under the TAP.

The key focus areas identified by the TAP are:

Visitor Information Services

Council will work collaboratively with the Broome Visitor Centre for the provision of visitor servicing and determining of high-level tourism priorities for the Shire of Broome.

A three year agreement with the Broome Visitor Centre for 2025-2026, 2026-2027 and 2027-2028 is in place, for up to \$250,000 per year.

Destination Marketing

Council will work collaboratively with Australia's North West (ANW) for the promotion of the Broome local government area as a visitor destination to external markets and determining of associated high-level tourism priorities for the Shire of Broome.

A two year agreement with Australia's North West for 2025-2026 and 2026-2027 is in place, for up to \$50,000 per year.

Cruise Ship Services

Council will work collaboratively with relevant stakeholders to respond to the opportunities offered by cruise shipping, including servicing the visitation of passengers and working to attract more cruise ships annually.

Prior to a policy update at OMC 31 October 2024, the policy required that Council work with Cruise Broome Inc. This policy change was made to enable a broader reach within the sector.

A one year agreement with Cruise Broome Inc for 2025-2026 is in place for \$50,000.

Other Tourism Initiatives

Council will work collaboratively with organisations for the promotion and development of the Broome Shire as a visitor destination on initiatives that meet the high-level tourism priorities for the Shire of Broome. Applications for this stream will be considered on an ad hoc basis where the proposed project is considered to be exceptional, opportunistic or otherwise ineligible for other Shire funding programs.

The TAP provides the following guidance on consideration of applications to fund the delivery of proposed services:

Application and Reporting

An organisation applying for Visitor Information Services, Destination Marketing or Cruise Ship Services funding through this policy may submit the following as per the timeline below:

- a. A formal request for funding in the Shire's nominated format prior to the commencement of the funding period, to allow time for consideration.
- b. A preliminary report outlining activities and achievements if funding has previously been allocated to the applicant.
- c. Their strategic / business plan in its nominated format to allow Council consideration of the strategic direction of the organisation.
- d. A copy of the organisation's year end audited financial statements for the preceding year that provide assurance that the organisation is viable; and
- e. A summary of activities/projects of expenditure proposed to be funded by the Shire including the proposed key performance indicators aligned to the high-level priorities set by the Shire for the funding period.

The following timeline will determine the application and consideration process:

Date	Item
30 September	Acquittals for Preceding Financial Year Due
1 November	Applications due for the next FY
November	Council Workshop
December	OMC – Council Consideration of Requests

COMMENT

This report relates to cruise ship services. Previously the TAP – Cruise Services funding was directed to work with Cruise Broome. In line with past years, the funding opportunity and timeline for consideration of applications was therefore not publicly advertised. At the 31 October 2024 OMC, the policy was changed from to “work collaboratively with Cruise Broome” to “work collaboratively with relevant stakeholders”. Given the changes to the policy, the funding round should have been advertised broadly. Officers advise that this was not undertaken. It is acknowledged that this should have been the process, given the funding opportunity is broadly open to any relevant stakeholder wishing to respond.

The closing date for funding for the 2026 – 2027 funding round, in accordance with Council policy, is the 1 November 2025. No applications were received by the deadline. One late application was received on the 5 November 2025.

As no applications were received, and the application round was not advertised widely, it is recommended that the funding opportunity be reopened for another round, enabling relevant stakeholders to respond. Officers are seeking Council support to amend the timeline identified in the policy for the 2026-2027 funding round as follows:

Date	Item
24 November 2025	Advertise the opportunity broadly through established tourism networks and advertise in the Broome Advertiser and in Council media channels.
19 January 2026	Close of applications
10 February 2026	Council Workshop
26 February 2026	OMC – Council Consideration of Requests

The above timelines would enable consideration of applications and funding of a successful operator for cruise services to commence the June 2026 - 2027 funding period. Cruise Broome are currently funded to provide cruise services until June 2026.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Assessment and comment in accordance with the Shire of Broome Tourism Administration Policy.

FINANCIAL IMPLICATIONS

Funding for services provided by organisations under the TAP ranges from \$50,000 to \$250,000 per year.

RISK

Option	Risk	Type	Rank	Mitigation
Community dissatisfaction	Perception that Council direction and funding is not clear, fair or equitable.	Reputational	Medium	Advertise the TAP - funding round broadly to enable relevant stakeholders to respond.

STRATEGIC ASPIRATIONS

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

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

Objective 8.2 Activate Broome precincts, events and tourism.

VOTING REQUIREMENTS

Simple Majority

<p><u>REPORT RECOMMENDATION:</u></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. <i>Endorses to publicly advertise the Tourism Administration Policy – Cruise Services for the period from 24 November 2025 to 19 January 2026; and</i> 2. <i>Will consider the applications received at the Ordinary Meeting of Council in February 2026.</i>
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Attachments

Nil

9.4 PERFORMANCE

9.4.1 COUNCIL POLICY REVIEW 2025

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	ADM28
AUTHOR:	Manager Governance, Strategy and Risk
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
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

OMC 12 December 2019	Item 9.4.5
OMC 23 September 2020	Item 9.4.1
OMC 18 November 2021	Item 9.4.4
OMC 16 November 2023	Item 9.4.2
OMC 31 October 2024	Item 9.4.1

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
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<p>Elected Member Continuing Professional Development (Attachment 1)</p>	<ul style="list-style-type: none"> • Compliance requirement to publish Elected Members training on the Shire of Broome website.
<p>Elected Members Entitlements (Attachment 2)</p>	<ul style="list-style-type: none"> • Inclusion of Elected Members Superannuation Payments. • Deletion of Attendance at Shire Christmas Party clause 4.6 (b). • Inclusion of Attendance at Christmas meal for Elected Members and partners to be held after December Ordinary Meeting of Council. • Amendments to Shire branded Business Shirts, Polo Shirts and Hats being provided to Elected Member. • Deleting the word “local” in clause 3.4. • Minor formatting and typographical amendments.
<p>Execution of Documents (Attachment 3)</p>	<ul style="list-style-type: none"> • Minor review to include the addition of Landgate document Deed of Agreement for works in adjacent road reserves on page 3 of document.
<p>Formal Communications – Elected Members and Shire Employees (Attachment 4)</p>	<ul style="list-style-type: none"> • Minor formatting and typographical amendments. • Impending Local Government reforms may require this policy to be amended in future.
<p>Forums of Council – Workshop and Agenda Briefings (Attachment 5)</p>	<ul style="list-style-type: none"> • Minor formatting and typographical amendments.
<p>General Complaints (Attachment 6)</p>	<ul style="list-style-type: none"> • Minor administration amendments.
<p>Legal Representation – Cost Indemnification (Attachment 7)</p>	<ul style="list-style-type: none"> • Minor formatting and typographical amendments.
<p>Legislative Compliance (Attachment 8)</p>	<ul style="list-style-type: none"> • Legislative amendment to reflect correct Department name now known as Department of Local Government, Industry Regulation and Safety. • Minor administrative, formatting and typographical amendments.
<p>Rating (Attachment 9)</p>	<ul style="list-style-type: none"> • Added legislative requirements for the rate code of holiday houses. • Minor administration, formatting and typographical amendments.
<p>Records Management (Attachment 10)</p>	<ul style="list-style-type: none"> • Changed Title to ‘Records and Information Management’ • Addition of:

	<ul style="list-style-type: none"> ➤ Policy Scope. ➤ Section on the PRIS Act 2024 - information about handling and accessing personal and sensitive Information to align with the Act. ➤ Performance Measures. <ul style="list-style-type: none"> • Minor amendment to Security and Access section.
Transaction Cards (Attachment 11)	<ul style="list-style-type: none"> • Legislative amendment to reflect correct Department name now known as Department of Local Government, Industry Regulation and Safety. • Minor administrative, formatting and typographical amendments.
Work Health and Safety (Attachment 12)	<ul style="list-style-type: none"> • Changes amended to be compliant with the audit findings, legislative definitions and requirements. • Minor formatting and typographical amendments.

It is noted the Risk Management Framework is due for review; however, it has not been included in the 2025 Council Policy Review due to the imminent progression of related work and the requirement for the framework to be updated in alignment with this work.

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.*

5.39C *Policy for temporary employment or appointment of CEO*

(2) *A local government may amend* the policy.*

** Absolute majority required.*

POLICY IMPLICATIONS

As contained in the body of the report.

Shire of Broome Policy Framework.

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

REPORT RECOMMENDATION:

That Council adopts the following Council Policies inclusive of recommended changes detailed in Attachments 1 – 12:

- *Elected Member Continuing Professional Development;*
- *Elected Members Entitlements;*
- *Execution of Documents;*
- *Formal Communication Elected Members and Shire Employees;*
- *Forums of Council – Workshops and Agenda Briefings;*
- *General Complaints;*
- *Legal Representation – Cost Indemnification;*
- *Legislative Compliance;*
- *Rating;*
- *Records Management;*
- *Transaction Cards; and*
- *Work Health and Safety.*

Attachments

1. Council Policy Elected Member Continuing Professional Development
2. Council Policy Elected Members Entitlements
3. Council Policy Execution of Documents
4. Council Policy Formal Communication Elected Members and Shire Employees
5. Council Policy Forums of Council - Workshops and Agenda Briefings

6. Council Policy General Complaints
7. Council Policy Legal Representation - Costs Indemnification
8. Council Policy Legislative Compliance
9. Council Policy Rating
10. Council Policy Records Management
11. Council Policy Transaction Cards
12. Council Policy Work Health and Safety

9.4.2 COUNCIL MEETING DATES 2026

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	AME01
AUTHOR:	Manager Governance, Strategy and Risk
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

This report seeks Council consideration to determine the dates for the 2026 Ordinary Meetings of Council.

BACKGROUND

Each year Council is required to set the Ordinary Meeting of Council (OMC) dates for the following year which then allows the Chief Executive Officer (CEO) to publish these on the Shire's website as per section 5.25(1)(g) of the *Local Government Act 1995* and regulation 12(2)(a) of the *Local Government (Administration) Regulations 1996*.

COMMENT

Historically, Council has held its OMC on the last Thursday of each month at 5:00 pm in the Council Chambers at the Shire Administration Building from February to November. The December meeting is brought forward by one week due to the End of Year closure period.

Agenda Briefing Sessions are proposed to be held on the Tuesday preceding each OMC commencing at 3.00pm in the Council Chambers.

WALGA have released a notice of the proposed dates for the 2026 WALGA Local Government Convention (LG Week) to occur Wednesday 16 September 2026 to Friday 18 September 2026.

The Council meeting dates are provided in the attached 2026 Councillor Meetings Calendar (**Attachment 1**).

Proposed 2026 Ordinary Meeting of Council Dates:

JANUARY - RECESS
26 February 2026
26 March 2026
30 April 2026
28 May 2026
25 June 2026
30 July 2026
27 August 2026
24 September 2026

29 October 2026
26 November 2026
17 December 2026

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.25

Regulations about council and committee meetings and committees

- (1) (g) the giving of public notice of the date and agenda for council or committee meetings

Regulation 12 (2)(a) Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil – previously meeting dates required public notice in a newspaper generally circulating in the district. Regulation 12 was changed during 2021, to only require publishing on the Shire's official website.

RISK

Minor reputational risk from non-compliance. This item mitigates this risk.

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

REPORT RECOMMENDATION:

That Council:

1. *Adopts the following dates for Ordinary Meetings of Council in 2026, to be held at the Shire of Broome Council Chambers commencing at 5.00pm:*
 - *January 2026 - Recess*
 - *26 February 2026*

- 26 March 2026
- 30 April 2026
- 28 May 2026
- 25 June 2026
- 30 July 2026
- 27 August 2026
- 24 September 2026
- 29 October 2026
- 26 November 2026
- 17 December 2026; and

2. *Request the Chief Executive Officer to publish the above dates on the Shire of Broome website in accordance with regulation 12(2)(a) of the Local Government (Administration) Regulations 1996.*

Attachments

1. 2026 Ordinary Meetings of Council

9.4.3 COUNCIL COMMITTEES AND WORKING GROUPS - APPOINTMENTS

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	CTE01
AUTHOR:	Manager Governance, Strategy and Risk
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

Following the outcome of the Ordinary Local Government Election on 18 October 2025, Council is required to consider its representation on various committees and working groups.

In order to inform Council, a full review of the operations of Committees and Working Groups and their Terms of Reference has been undertaken.

This report is presented to Council to appoint Council Committees and Working Groups for a new term of two years from October 2025 to October 2027.

BACKGROUNDPrevious Considerations

OMC 27 April 2023	Item 94.4
OMC 16 November 2023	Item 9.4.1
OMC 27 June 2024	Item 9.4.5
OMC 22 May 2025	Item 9.4.3

The Shire of Broome held an Ordinary Election on the 18 October 2025 and newly Elected Members are required to be appointed to represent various committees and working groups. As per section 5.11 of the *Local Government Act 1995* (the Act), new representation is required to be established for the next two years until the next Ordinary Election, October 2027.

The recent reforms to the Act have introduced section 5.12 which stipulates the requirement for Council to appoint, by Absolute Majority, the Presiding and Deputy Presiding Member for each Committee of Council. The exceptions to this is the Bush Fire Advisory Committee and Local Emergency Management Committee as these Committees of Council are established and regulated by independent legislation (*Bush Fires Act 1954* and *Emergency Management Act 2005* respectively) and therefore do not fall under the requirements of section 5.12 of the Act.

A review of Council Committees and Working Group Appointments and Terms of Reference has been undertaken to revise the representation of Elected Members in Council Committees and Working Groups.

COMMENT

Formal committees of Council are established and operated in accordance with Subdivision 2 of the Act, sections 5.8 – 5.18. Appointment to committees is covered by section 5.10 of the Act. Councillors are able to nominate themselves under section 5.10(2) and, under section 5.10(4), the Shire President is to be appointed to any committees they inform the local government that they would like to sit on.

Communications have been received from the Director General of the Department of Planning, Lands and Heritage in relation to the Development Assessment Panel (DAP). All existing DAP members are currently appointed for a term ending Monday, 26 January 2026; Shire President Mitchell and Cr D Male will remain Members with Cr J Lewis and Cr P Taylor remaining as Alternate Members until Monday, 26 January 2026. The Council Resolution associated to this report is for the nomination of four DAP members, for a two-year term commencing Tuesday, 27 January 2026 and ending Tuesday, 26 January 2028.

Following legislative reform changes Council, at the Ordinary Meeting of Council held 22 May 2025, appointed the Presiding Member for the Audit and Risk Committee and Behaviour Complaints Committee with the appointments expiring on 18 October 2025.

As part of the review of the Shire of Broome Terms of Reference (TOR), a new section has been included in each TOR to standardise administration and provide clarity around the structure of meeting agendas and minutes.

A Workshop was held with Council on Tuesday 11 November 2025 to review the Council Committees and Working Group Appointments and Terms of Reference. The workshop was attended by Shire President Mitchell, Cr Male, Cr Cooper, Cr Lewis, Cr Mamid, Cr Matsumoto, Cr Smith, Cr Taylor, and Cr Virgo.

COUNCIL COMMITTEES		
<p>Formal committees of Council are established and operated in accordance with Subdivision 2 of the Act, sections 5.8 – 5.18. The Shire of Broome currently operates 4 committees. The membership prior to recent Council changes is outlined below.</p> <p>Appointment to committees is covered by section 5.10 of the Act. Councillors are able to nominate themselves under section 5.10(2) and under section 5.10(4) the Shire President is to be appointed to any committees they inform the local government that they would like to sit on.</p>		
Audit and Risk Committee		Previous Representatives
Council Members	3	Shire President C Mitchell Cr D Male Cr M Virgo
Presiding Member	1	Cr D Male
Deputies	2	Cr E Smith

		Cr P Taylor
Shire Staff (Non-Voting)	3	Chief Executive Officer Director Corporate Services Manager Financial Services

Due to the implementation of recent local government reforms, audit committees are transitioning to **Audit, Risk and Improvement Committees (ARIC)**. As part of these changes, the Department of Local Government, Sport and Cultural Industries are going to require the appointment of an independent Chair.

In response, the format and content of the **Audit and Risk Committee Terms of Reference** have been extensively updated, as shown in **Attachment 1**. These amendments ensure compliance with the new governance requirements and support the increased transparency, accountability, and continuous improvement expected under the reforms. To apply these changes to the terms of reference it is suggested that the name change from Audit and Risk Committee to Audit, Risk and Improvement Committee (ARIC).

At this point the TOR have not been updated to reflect the impending requirement for an independent chair and deputy chair. It is expected that this requirement will be enacted by the State government shortly, with a 6 month timeframe for implementation.

It is noted that a meeting of the ARIC has been scheduled for Thursday November 27 at 1:30pm to undertake the Shire's 2024-25 Audit Exit Meeting.

Behaviour Complaints Committee		Previous Representatives	
Council Members	3	Shire President C Mitchell Cr J Lewis Cr P Taylor	
Presiding Member	1	Shire President C Mitchell	
Council Deputies	6	Cr D Male	Cr E Smith
		Cr J Mamid	Cr M Virgo
		Cr P Matsumoto	Vacant

This Committee has not met since establishment 29 July 2021 as we have not received any complaints to date.

The Terms of Reference have been reviewed and no changes were required – **Attachment 2**.

Bush Fire Advisory Committee		Previous Representatives	
Council Member	1	Shire President C Mitchell	
Council Deputy	1	Cr J Mamid	

Minor amendments recommended to the Terms of Reference – **Attachment 3**.

Local Emergency Management Committee		Previous Representatives	
Council Member	1	Shire President C Mitchell	
Council Deputies	2	Cr M Virgo	Cr J Lewis

The Terms of Reference in **Attachment 4** have been amended for the following:

1. Addition to Terms of Reference to include Department of Primary Industries and Regional Development (DPIRD) as an Agency and Organisation Representative.
2. Minor amendments recommended.

COUNCIL WORKING AND REFERENCE GROUPS

Arts and Culture Community Reference Group		Previous Representatives
Chairperson	1	Cr J Lewis
Deputy Chairperson	1	Cr E Smith
Council Proxy Member	1	Cr M Virgo

The Terms of Reference in **Attachment 5** have been amended with the following changes:

1. To rename the group to delete the word Community and propose the name be 'Arts and Culture Reference Group'.
2. Delete Representative from Regional Arts WA as the position is no longer funded in Broome.
3. Addition of Broome CIRCLE as a member.
4. Minor amendments recommended to the Terms of Reference.

Cable Beach Community and Stakeholder Reference Group		Previous Representatives
Chairperson	1	Cr D Male
Deputy Chairperson	1	Shire President C Mitchell
Council Proxy Members	3	Cr J Lewis Cr E Smith Cr P Matsumoto

The Terms of Reference in **Attachment 6** have been amended with the following changes:

1. Delete the following Members:
 - i. One (1) Representative from Environs Kimberley; and
 - ii. One (1) Representative from Cable Beach Turtle Monitoring Group.
2. Addition of the following Members:
 - i. One (1) Representative of Broome Visitors Centre;
 - ii. One (1) Representative of Regional Development Australia;
 - iii. One (1) Representative of Broome Camp School; and
 - iv. One (1) Representative of Biodiversity Conservations and Attractions.
3. Deletion of Standing Ex-Officio Member of Manager of Community Engagement and Projects replaced with Director Infrastructure.
4. Minor amendments recommended to the Terms of Reference.

Community Safety Working Group		Previous Representatives
Chairperson	1	Cr J Mamid

Deputy Chairperson	1	Cr E Smith
Council Proxy Members	2	Cr P Matsumoto Cr S Cooper

The Terms of Reference in **Attachment 7** have been amended with the following changes:

1. Deletion and Addition of various members as shown on the tracked change document with reasoning.
2. Administration change to the wording in proxies section.
3. Vision / Purpose updated to align with updated plan.
4. Membership updated with deletion of Chief Executive Office and addition of Director of Development and Community, this change has been reflected in the remainder of the document.
5. Minor administrative amendments recommended to the Terms of Reference.

**McMahon Estate – Local Structure Plan –
Community and Stakeholder Reference Group (CSRG)**

This group was formed for the duration of the Local Structure Planning project which has now been completed and submitted to Western Australian Planning Commission in September 2025.

Officer's therefore recommend that the McMahon Estate – Local Structure Plan – Community and Stakeholder Reference Group be disbanded.

Walmanyjun Cable Beach Foreshore Redevelopment – Steering Committee (SC)		
Chairperson	1	Shire President
Council Membership	1	Shire President
Shire Membership	1	Chief Executive Officer

The Terms of Reference states that the Shire President and Chief Executive Office hold a Membership in this committee.

Minor administrative amendments and updates recommended to the Terms of Reference – **Attachment 8**.

Youth Advisory Council		Previous Representatives
Deputy Chairperson	1	Cr J Mamid
Council Proxy Member	1	Cr E Smith

Minor amendments recommended to the Terms of Reference – **Attachment 9**.

EXTERNAL COMMITTEES AND OTHER APPOINTMENTS

Note: Councillors can access additional background information regarding each of the External Committees via the Councillor Hub.

Broome Boating Facility Advisory Group		Previous Representatives
Council Member	1	Shire President C Mitchell
Council Proxy Member	1	Cr E Smith

The group has not met for some time as the project awaits the outcome of environmental applications to state and federal departments, however it is recommended that appointments still be made. When the group reconvenes Shire officers will request the Department of Transport to review the Terms of Reference and membership of the group which will include a recommendation to invite the Dinosaur Coast Management Group.

Broome Visitor Centre Board		Previous Representatives
Council Member	1	Cr D Male
Council Deputy	1	Cr S Cooper

The Manager of the Broome Visitor Centre (BVC) has advised that the BVC Constitution is still current. This provides for one Council Member and one deputy.

A request has been made for the Shire of Broome representative to be amended to a senior staff member. This change would require an amendment to the current BVC Constitution and may not be achievable.

Kimberley Development Commission		Previous Representatives
Current Council Nominee/ KDC Board Member	1	Cr D Male

Cr Male currently serves on the Board of KDC as one of the 2 local government members. Cr Male was successfully re-elected and therefore will continue to serve the existing term. KDC have advised that there is no requirement to nominate additional Councillors at this point.

Regional Development Assessment Panel		Previous Representatives
Council Members	2	Shire President C Mitchell Cr D Male
Council Deputies	2	Cr J Lewis Cr P Taylor

All local governments are required to nominate four members to the Director General for consideration following the local government election.

The external committee has changed its name to Development Assessment Panel (DAP).

Regional Roads Group		Previous Representatives
Council Member	1	Shire President C Mitchell
Council Deputies	2	Cr P Taylor Cr P Matsumoto

The Chairperson of the Regional Road Group shall be a nominated Elected Member. The responsibility of the Chair rotates between the Kimberley Shire's.

Two elected members are required as deputies. Only the member can vote.

North West Defence Alliance		Previous Representatives
Council Member	1	Shire President C Mitchell
Council Proxy Member	1	Cr D Male
Shire Staff	1	Chief Executive Officer

The Alliance Terms of Reference were updated 30 September 2023. The Alliance is to be represented by two members from each local government which shall nominally include

<p>the CEO and generally but not necessarily the Mayor/Shire President or otherwise a councillor. Councils are encouraged to have a second councillor to act as proxy.</p>		
Regional Capital Alliance		Previous Representatives
Council Member	1	Cr C Mitchell
Proxy Member	1	Cr D Male
Shire Staff (Member)	1	Chief Executive Officer
<p>Two voting members being the Shire President and the Chief Executive Officer (CEO). The Deputy President is proxy to the President and any Director appointed by the CEO is proxy to the CEO.</p>		
WALGA - Kimberley Country Zone - Kimberley Regional Group		Previous Representatives
Council Member	1	Shire President C Mitchell
Council Deputy	1	Cr D Male
<p>The WALGA Kimberley Country Zone is comprised of the 4 Kimberley local governments and the Shire's of Cocos Keeling Islands and Christmas Island. The KZ acts as an informing group for WALGA.</p> <p>The KRG is a group defined through an agreement between the four Kimberley local governments with the Minister for Local Government.</p> <p>Two elected members required for member position and deputy – one being Shire President as stated in the terms of reference and one typically being the Deputy Shire President.</p>		
WALGA – Roadwise Committee		Previous Representatives
Council Member	1	Cr J Lewis
Council Deputy	1	Cr S Cooper
<p>RoadWise provides a forum where local issues are discussed, and community-based road safety campaigns can be developed and delivered to address those issues.</p>		
Yawuru Park Council		Previous Representatives
Council Observers	3	Cr J Lewis Cr M Virgo Cr P Taylor
Shire Staff	3	Chief Executive Officer Director Development Services Land Tenure Officer
Shire Staff Proxy	1	Manager Planning and Building Services
<p>Yawuru Park Council have confirmed the Terms of Reference from 2010 are still current.</p>		

CONSULTATION

Council Committees and Working Group Appointments were presented to the November Council Workshop held on Tuesday 11 November 2025.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council.

* Absolute majority required.

5.10 Appointment of committee members

5.11A Deputy committee Members

5.12. Presiding members and deputies

(1) The local government must appoint

* a member of a committee to be the presiding member of the committee.

* *Absolute majority required.*

(2) The local government may appoint

* a member of a committee to be the deputy presiding member of the committee.

* Absolute majority required. The prior provisions under Section 5.12 of the Act (now repealed, enabled the members of a committee established under the Act) to elect their own presiding member and deputy presiding member from the committee membership.

POLICY IMPLICATIONS

Shire of Broome Council Policy Code of Conduct for Council Members, Committee Members and Candidates.

Shire of Broome Council Policy Code of Conduct Behaviour Complaints Management Policy.

FINANCIAL IMPLICATIONS

Costs of administering committees, internal working groups and external working groups form part of the Administration Overhead that is funded annually in the Municipal Budget.

RISK

Minor reputational risk if Councillor representation on committees is not addressed.

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

Absolute Majority

Audit and Risk CommitteeREPORT RECOMMENDATION:

That Council:

1. *Renames the committee to 'Audit, Risk & Improvement Committee';*
2. *Adopts the updated Terms of Reference as detailed in Attachment 1;*
3. *Appoints the following Councillor as the Presiding Member of the Audit and Risk Committee in accordance with section 5.12 of the Local Government Act 1995:*
 - *Cr _____;*
4. *Appoints the following Councillors as members of the Audit and Risk Committee in accordance with section 5.10 of the Local Government Act 1995:*
 - *Cr _____*
 - *Cr _____*
 - *Cr _____; and*
5. *Appoints the following Councillors as Deputy Committee Members of the Audit and Risk Committee in accordance with section 5.11A of the Local Government Act 1995:*
 - *Cr _____*
 - *Cr _____*

(ABSOLUTE MAJORITY REQUIRED)

Behaviour Complaints CommitteeREPORT RECOMMENDATION:

That Council:

1. *Adopts the updated terms of reference with no recommended changes in Attachment 2;*

2. Appoints the following Councillor as the Presiding Member of the Behaviour Complaints Committee in accordance with section 5.12 of the Local Government Act 1995:
 - Cr _____;
3. Appoints the following Councillors as members of the Behaviour Complaints Committee in accordance with section 5.10 of the Local Government Act 1995:
 - Cr _____
 - Cr _____
 - Cr _____
4. Appoints the following Councillors as Deputy Committee Members of the Behaviour Complaints Committee in accordance with section 5.11A of the Local Government Act 1995:
 - Cr _____
 - Cr _____
 - Cr _____
 - Cr _____
 - Cr _____
 - Vacant

(ABSOLUTE MAJORITY REQUIRED)

Bush Fire Advisory Committee

REPORT RECOMMENDATION:

That Council:

1. Adopts the updated Terms of Reference as detailed in Attachment 3;
2. Appoints Cr _____ as the Member of the Bush Fire Advisory Committee pursuant to section 67 of the Bush Fires Act 1954 and section 5.10 of the Local Government Act 1995; and
3. Appoints Cr _____ as the Deputy Committee Member of the Bush Fire Advisory Committee pursuant to section 67 of the Bush Fires Act 1954 and section 5.11A of the Local Government Act 1995.

(ABSOLUTE MAJORITY REQUIRED)

Local Emergency Management Committee

REPORT RECOMMENDATION:

That Council:

1. Adopts the updated Terms of Reference as detailed in Attachment 4;
2. Appoints Cr _____ as the Member of the Local Emergency Management Committee pursuant to section 38(3)(a) of the Emergency Management Act 2005 and section 5.10 of the Local Government Act 1995; and

3. Appoints Cr _____ and Cr _____ as the Deputy Committee Members of the Local Emergency Management Committee pursuant to section 38(3)(a) of the Emergency Management Act 2005 and section 5.11A of the Local Government Act 1995.

(ABSOLUTE MAJORITY REQUIRED)

Arts, Culture and Heritage Community Reference Group

REPORT RECOMMENDATION:

That Council:

1. Renames the reference group to 'Arts and Culture Community Reference Group';
2. Adopts the updated Terms of Reference as detailed in Attachment 5;
3. Appoints Cr _____ as Chairperson of the Arts and Culture Community Reference Group;
4. Appoints Cr _____ as Deputy Chairperson of the Arts and Culture Community Reference Group; and
5. Appoints Cr _____ as Proxy Member of the Arts and Culture Community Reference Group.

(SIMPLE MAJORITY REQUIRED)

Cable Beach Community and Stakeholder Reference Group

REPORT RECOMMENDATION:

That Council:

1. Adopts the updated Terms of Reference as detailed in Attachment 6;
2. Appoints Cr _____ as Chairperson of the Cable Beach Community and Stakeholder Reference Group;
3. Appoints Cr _____ as Deputy Chairperson of the Cable Beach Community and Stakeholder Reference Group; and
4. Appoints Cr _____, Cr _____ and Cr _____ as Proxy Members of the Cable Beach Community and Stakeholder Reference Group.

(SIMPLE MAJORITY REQUIRED)

Community Safety Working Group

REPORT RECOMMENDATION:

That Council:

1. Adopts the updated Terms of Reference as detailed in Attachment 7;
2. Appoints Cr _____ as Chairperson of the Community Safety Working Group;

3. Appoints Cr _____ as Deputy Chairperson of the Community Safety Working Group;
and
4. Appoints Cr _____ and Cr _____ as Proxy Members of the Community Safety Working Group.

(SIMPLE MAJORITY REQUIRED)

McMahon Estate – Local Structure Plan Community and Stakeholder Reference Group

REPORT RECOMMENDATION:

That Council:

1. Disband the McMahon Estate – Local Structure Plan Community and Stakeholder Reference Group; and
2. Thank all previous members for their input and commitment to the group.

(SIMPLE MAJORITY REQUIRED)

Youth Advisory Council

REPORT RECOMMENDATION:

That Council:

1. Adopts the updated Terms of Reference as detailed in Attachment 9;
2. Appoints Cr _____ as Deputy Chairperson of the Youth Advisory Council.
3. Appoints Cr _____ as a Proxy member to the Youth Advisory Council.

(SIMPLE MAJORITY REQUIRED)

Broome Boating Facility Advisory Group

REPORT RECOMMENDATION:

That Council:

1. Appoints Cr _____ as a member to the Broome Boat Harbour Advisory Group; and
2. Appoints Cr _____ as a Proxy member to the Broome Boat Harbour Advisory Group.
3. Notes that the current terms of reference and membership will require a review when the advisory group next reconvenes.

(SIMPLE MAJORITY REQUIRED)

Broome Liquor Accord.

REPORT RECOMMENDATION:

That Council:

1. Appoints Cr _____ as Co-Chair Deputy to the Broome Liquor Accord.
1. Appoints Cr _____ as a Proxy member to the Broome Liquor Accord.

(SIMPLE MAJORITY REQUIRED)

Regional Development Assessment Panel

REPORT RECOMMENDATION:

That Council:

1. Appoints the following Councillors to be nominated to be members of the Regional Development Assessment Panel:
 - Cr _____;
 - Cr _____; and
2. Appoints the following Councillors to be nominated as deputy members of the Regional Development Assessment Panel:
 - Cr _____;
 - Cr _____.

(SIMPLE MAJORITY REQUIRED)

Regional Roads Group

REPORT RECOMMENDATION:

That Council:

1. Appoints Cr _____ to the Regional Road Group; and
2. Appoints the following Councillors to be Deputies to the Regional Road Group:
 - Cr _____
 - Cr _____

(SIMPLE MAJORITY REQUIRED)

North West Defence Alliance

REPORT RECOMMENDATION:

That Council:

1. Appoints Cr _____ to be nominated to the North West Defence Alliance; and

2. Appoints Cr _____ to be nominated as a Proxy member to the North West Defence Alliance.

(SIMPLE MAJORITY REQUIRED)

WALGA - Kimberley Country Zone – Kimberley Regional Group

REPORT RECOMMENDATION:

That Council:

1. Appoints Cr _____ to be nominated to the WALGA – Kimberley Country Zone – Kimberley Regional Group; and
2. Appoints Cr _____ to be nominated as Deputy to the WALGA – Kimberley Country Zone – Kimberley Regional Group.

(SIMPLE MAJORITY REQUIRED)

WALGA – Broome Roadwise Committee.

REPORT RECOMMENDATION:

That Council:

1. Appoints Cr _____ to be nominated to the Broome Roadwise Committee; and
2. Appoints Cr _____ to be nominated as Deputy to the Broome Roadwise Committee.

(SIMPLE MAJORITY REQUIRED)

Yawuru Park Council.

REPORT RECOMMENDATION:

That Council:

1. Appoints the following Councillors to be nominated as observers to the Yawuru Park Council;
 - Cr _____;
 - Cr _____; and
 - Cr _____.

(SIMPLE MAJORITY REQUIRED)

It is recommended the following item be deliberated separately due to potential declaration of financial interest.

Broome Visitor Centre Board.

REPORT RECOMMENDATION:

That Council:

1. *Appoints Cr _____ to be nominated to the Broome Visitor Centre Board; and*
2. *Appoints Cr _____ to be nominated as Deputy to the Broome Visitor Centre Board.*

(SIMPLE MAJORITY REQUIRED)

Attachments

1. Audit and Risk Committee Terms of Reference
2. Behaviour Complaints Committee Terms of Reference
3. Bushfire Advisory Committee Terms of Reference
4. Local Emergency Management Committee Terms of Reference
5. Arts and Culture Community Reference Group Terms of Reference
6. Cable Beach Community and Stakeholder Reference Group Terms of Reference
7. Community Safety Working Group Terms of Reference
8. Walmanyjun Cable Beach Foreshore Redevelopment - Steering Committee Terms of Reference
9. Youth Advisory Council Terms of Reference
10. Terms of Reference - Broome Boating Facility Advisory Group
11. North West Defence Alliance Terms of Reference
12. Kimberley Regional Group Investment Prospectus 2023-24
13. Terms of Reference for Regional Road Group
14. Yawuru Park Council Terms of Reference

9.4.4 MONTHLY PAYMENT LISTING - OCTOBER 2025

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Finance Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	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 October 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 October 2025.

CONSULTATION

Nil.

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

12. *Payments from municipal fund or trust fund, restrictions on making*
 - (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*

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

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

- (3) A list prepared under sub regulation (1) or (2) is to be —
 - (a) presented to the Council at the next ordinary meeting of the Council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

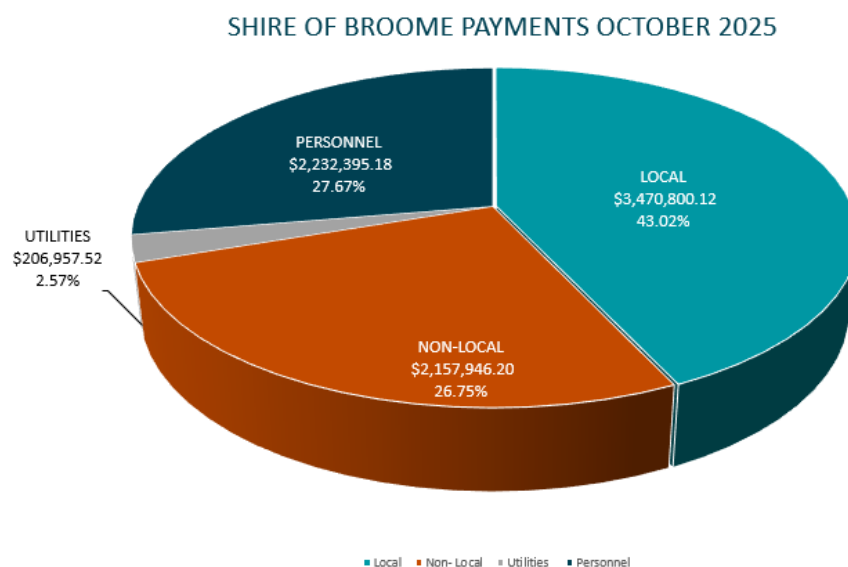
- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of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

POLICY IMPLICATIONS

Nil.

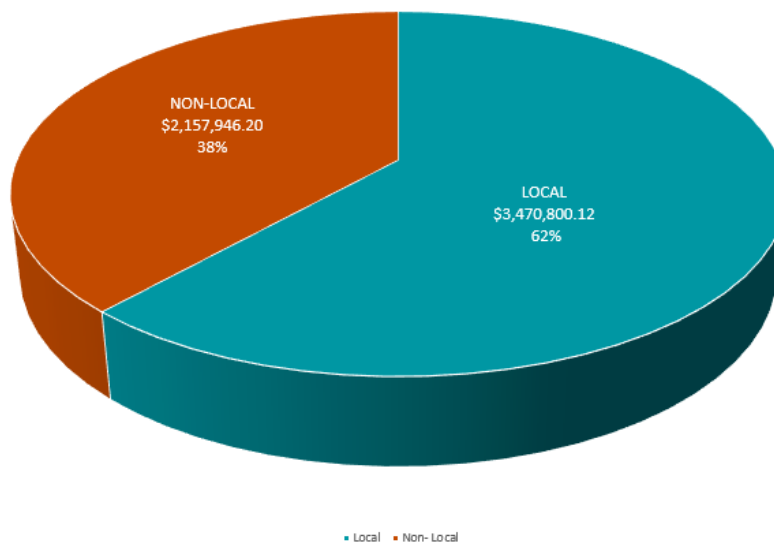
FINANCIAL IMPLICATIONS

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



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

LOCAL Vs NON-LOCAL PAYMENTS OCTOBER 2025



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for October 2025, after \$2,232,395.18 in personnel payments, \$206,957.52 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	\$ 4,634,889.06	\$ 528,035.87	\$ 40,093.25	\$ -	\$ 877,394.96	\$ 6,085,308.49
Aug-25	\$ -	\$ 5,504,680.41	\$ 365,632.93	\$ 45,381.35	\$ -	\$ 853,707.24	\$ 6,769,401.93
Sep-25	\$ 3,500.00	\$ 6,108,370.52	\$ 402,977.55	\$ 44,223.11	\$ -	\$ 834,426.18	\$ 7,393,497.36
Oct-25	\$ -	\$ 6,082,061.10	\$ 557,648.24	\$ 34,571.75	\$ -	\$ 1,393,817.93	\$ 8,068,099.02
Nov-25							
Dec-25							
Jan-26							
Feb-26							
Mar-26							
Apr-26							
May-26							
Jun-26							
TOTAL	\$ 8,395.35	\$ 22,330,001.09	\$ 1,854,294.59	\$ 164,269.46	\$ -	\$ 3,959,346.31	\$ 28,316,306.80

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

REPORT RECOMMENDATION:

That Council:

1. *Receives the list of payments made from the Municipal and Trust Accounts in October 2025, totalling \$8,068,099.02 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:*
 - a) *EFT Vouchers EFT81567 - EFT81902 totalling \$6,082,061.10;*
 - b) *Municipal Cheque Vouchers 00000 - 00000 totalling \$0.00;*
 - c) *Trust Cheque Vouchers 00000 - 00000 totalling \$0.00; and*
 - d) *Municipal Direct Debits, DD34813.1 - DD34914.2 including payroll totalling \$1,951,466.17.*
2. *Receives the list of payments made by credit cards in October 2025, totalling \$34,571.75 (contained within Attachment 1) per the requirements of Regulation 13A of the Local Government (Financial Management) Regulations 1996 covering Municipal Direct Debits DD34897.1 - DD34899.9*
3. *Notes the local spend of \$3,470,800.12 included in the amount above, equating to 62% of total payments excluding personnel, utility, and other external sole supplier costs.*

Attachments

1. Payment Listing October 2025

9.4.5 MONTHLY FINANCIAL REPORT SEPTEMBER - 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 30 September 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)
- 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 September 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	25%
Total Rates levied	100%
Total Operating Revenue (excluding Rates and Profit on asset disposals)	44%
Total Operating Expenditure (excluding Loss on asset disposals)	18%
Total Capital Revenue	31%
Total Capital Expenditure	7%

For activity categories where progress notably differs from the 25% budget year elapsed, high-level explanations for the variances are provided.

Operating Revenue

Grants Subsidies and Contributions

The Shire has received Financial Assistance and Untied Roads Grant funding of \$306,000 in the year to-date, while \$544,000 had been budgeted. A shortfall in Grants Commission funding has been identified an amended through the first quarter Finance and Costing Review. Expected Permanent Variance.

Operating Expenditure

Utilities

Timing of invoices received for utility costs for has resulted in a variance, particularly within parks and grounds maintenance, which will be monitored. Timing variance.

Other Expenditure

Community Development Fund contributions of approximately \$230,000 have been paid so far this year, with the budget having forecast this expenditure for later in the year. Timing variance.

Capital Revenue

Proceeds from capital grants, subsidies and contributions

Revenue relating to the Cable Beach Walmanyjun Stage 2 Foreshore development has been received in advance of budgeted timeframes. Recognition of revenue for this project will be reviewed in line with construction milestones and relevant accounting standards.

Capital Expenditure

Payments for construction of Property, Plant and Infrastructure

Variance relates to timing of purchases and invoices yet to be received. A number of purchase orders have been raised committing funds but goods / services are yet to be received.

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

REPORT RECOMMENDATION:

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

Attachments

1. Monthly Statement of Activity September 2025

10. REPORTS OF COMMITTEES

There are no reports in this section.

11. NOTICES OF MOTION WITH NOTICE

12. NOTICES OF MOTION WITHOUT NOTICE

13. BUSINESS OF AN URGENT NATURE

14. MEETING CLOSED TO PUBLIC

15. MEETING CLOSURE