



UNCONFIRMED MINUTES

OF THE

ORDINARY COUNCIL MEETING

11 DECEMBER 2025

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

Signed:

SHIRE OF BROOME
ORDINARY COUNCIL MEETING
THURSDAY 11 DECEMBER 2025

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**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE SHIRE OF BROOME,
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,
ON THURSDAY 11 DECEMBER 2025, COMMENCING AT 5:00PM.**

1. OFFICIAL OPENING

The Chairperson welcomed Councillors, officers and members of the public and declared the meeting open at 5.00pm.

2. ATTENDANCE AND APOLOGIES

ATTENDANCE

Councillors:	Shire President C Mitchell	Shire President
	Cr D Male	
	Cr S Cooper	
	Cr J Lewis	
	Cr P Matsumoto	
	Cr E Smith	(via electronic attendance in accordance with Administration Regulation 14C, 14CA)
	Cr P Taylor	
	Cr M Virgo	
Apologies:	Cr J Mamid	
Leave of Absence:	Nil	
Officers:	Mr S Mastrolembo	Chief Executive Officer
	Mr J Hall	Director Infrastructure
	Mr J Watt	Director Corporate Services
	Ms S Becker	Director Development and Community
	Ms R Doyle	Manager Governance, Strategy and Risk
	Mr F Mammone	Manager Financial Services
	Ms T Pomery	Marketing and Communications Coordinator
	Ms M Sajwan	Senior Administration and Governance Officer
	Ms E Hallen	Senior Procurement and Risk Officer
	Ms L Taylor	Project Engineer
Media:	Rachel Jackson	ABC Broome
Public Gallery:	Leah Rakabundel	Pesticide-Free Broome
	Sally Wilkinson	Pesticide-Free Broome

Moved: Cr M Virgo

Seconded: Cr S Cooper

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

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

CARRIED UNANIMOUSLY 8/0

8. PRESENTATIONS / PETITIONS / DEPUTATIONS

Leah Rakabundel on behalf of Pesticide-Free Broome presented a petition requesting Council to consider a review and implement changes to its glyphosate and other toxic non selective herbicide usage including:

1. No usage in areas frequented by children including parks, playgrounds and around schools.
2. Trial alternative weed control (steam).
3. Public spraying schedule.
4. Use marker dyes.
5. Leave signage in place for minimum 48 hours.
6. Residents have option to opt-out of spraying on verges.

An agenda item relating to the petition will be prepared for the next Ordinary Meeting of Council in February 2026.

9. REPORTS FROM OFFICERS

9.1 PEOPLE

9.1.1 TAIJI SISTER CITY 2026 COUNCIL DELEGATION

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	ORL14
AUTHOR:	Marketing and Communications Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

This report seeks Councillor nominations for three Councillors to participate in a delegation to Taiji, Japan in April 2026, to coincide with the visit by St Mary's College, Broome (SMC).

BACKGROUND

Previous Considerations

OMC 14 December 2023 Item 9.1.1

Broome and Taiji have shared a formal Sister City relationship since 1981 and have historical links going back more than 150 years from the establishment of Broome's pearling industry.

To strengthen the historical relationship between Broome and Taiji, the Shire resolved to participate in biannual cultural exchanges with St Mary's College to maintain the shared knowledge of each town's history and culture and to create personal connections between Shire representatives and Taiji's local government and community.

The last Shire delegation to Taiji was in 2023 and was attended by Councillors Male, Matsumoto and Virgo. The Shire President and Chief Executive Officer accompanied the delegates however it is noted that they covered all of their own costs for the trip.

COMMENT

The principal aim of a Council delegation visiting Taiji is to strengthen the historical relationship between the two towns by keeping alive the shared knowledge of each town's history and culture, and by creating personal connections between Councillors and Taiji's local government and community.

Delegates will gain insight into Taiji's significant historical influences on Broome and explore how our shared interests in tourism and pearling provide opportunities for mutual exchange of knowledge, council processes, and governance.

The delegation will also demonstrate support for the student exchange program between Taiji and St Mary's College, which is important in passing this historical relationship from generation to generation. Delegates will forge relationships and gain a better understanding of Broome's young people and future leaders by accompanying SMC students in Japan.

To facilitate this, the proposed itinerary for Councillors would include visits to Taiji junior and senior schools, visits to local government facilities, tourism facilities and local landmarks, and meetings with Taiji Town Councillors, staff and community members.

April 2026 Sister City Delegation

SMC have confirmed that a delegation will be travelling to Japan in April 2026. The exact dates and number of days are currently being finalised. This will be during the April School holidays – tentative dates are April 9-19 2026.

The Sister City Policy requires that Council approves the timing and composition of the delegation.

The policy states that a delegation to Taiji should be considered every two years, comprising a maximum of three councillors.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Should an elected member participating in a Sister City delegation receive gifts from a third party greater than the prescribed value of \$50, a gift declaration would be required under section 5.87A of the *Local Government Act 1995*.

POLICY IMPLICATIONS

Policy can be found under *Sister City* at www.broome.wa.gov.au/council-policies

FINANCIAL IMPLICATIONS

The 2025/2026 Annual Budget contains an allocation of \$25,000 ex GST for the Taiji Sister City relationship (GL Account 100222900). This included \$8,000 ex GST for hosting activities such as the Civic Reception held in Broome in August 2025, and other activities for the visiting students and Taiji Town Council delegation.

There is currently \$17,000 ex GST remaining within this budget for flights, accommodation, and travel spend for the delegation.

Travel costs for the 2024 delegation totalled approximately \$13,500 ex GST. Given the potential variability in future travel expenses, the remaining budget is considered sufficient.

RISK

Minor reputational and financial risk from not managing the longstanding relationship with Taiji effectively. Policy assists in mitigating this risk.

There is a low-level reputational risk associated with the international controversy of Taiji's dolphin-related practices. Some controversy remains and pressure continues to be exerted from outside of Broome. However, the Broome community understands the depth and importance of the 150-year connection between the two towns and support for the Sister City relationship remains strong. It is noted there have been no issues after the 2024 delegation visit, or after the Taiji student visits in 2023, 2024, and 2025.

STRATEGIC ASPIRATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/1225/008

Moved: Cr P Taylor

Seconded: Cr M Virgo

That Council:

- 1. In accordance with the Sister City Policy approves a Council delegation to travel to Broome's Sister City of Taiji, Japan in April 2026 for the purposes of cultural, historical, Social and educational exchange.**
- 2. Nominates the following Councillors to undertake the trip on behalf of Council:**
 - a. Councillor Cooper.**
 - b. Councillor Virgo.**
 - c. Councillor Matsumoto.**
- 3. Requests the Chief Executive Officer advise the Town of Taiji that a Broome Shire Council delegation will visit to coincide with the visit by St Mary's College, Broome, in April 2026.**

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

CARRIED UNANIMOUSLY 8/0

Attachments

There are no attachments for this report.

9.1.2 SANCTUARY HOLIDAY PARK AND KEY WORKER ACCOMODATION VILLAGE - UPDATE

LOCATION/ADDRESS:	Lot 501 Sanctuary Road, Cable Beach
APPLICANT:	Nil
FILE:	RES 50128
AUTHOR:	Special Projects Coordinator
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The Shire continues to look for ways to secure the partnerships and funding required to deliver the Sanctuary Holiday Park and Key Worker Accommodation Village. The Shire has already secured \$7.68 million through the Infrastructure Development Fund toward site headworks and forward works associated with the key worker accommodation aspect of the project. However updated cost estimates and the outcomes of the 2024 Expression of Interest process confirm that additional external funding is required to make the project commercially viable.

To strengthen applications and lobbying efforts for additional funding a co-contribution from the Shire is recommended to demonstrate the Shire's commitment towards the project. Officers recommend the disposal of selected Shire-owned key worker housing to raise the capital funds required to purchase six key worker housing dwellings within the Key Worker Accommodation Village. The sale of selected Shire-owned key worker housing would be dependent on the successful sourcing of other funding required to make the project viable.

BACKGROUND

Previous Considerations

17 November 2022	Item 9.2.1
29 February 2024	Item 9.2.3

Land Tenure

The Shire holds a Management Order over Lot 501 on Deposited Plan 427094 (formerly 3130 on DP 32082), with the designated purpose of Caravan Park. The Reserve covers approximately 14.35 hectares following the amalgamation of a portion of the unconstructed Oryx Road reserve. The land is zoned Special Use: Caravan Park and Aged or Dependent Persons Accommodation and Workforce Accommodation. All development must be consistent with the Management Order purpose of "Caravan Park" and for purposes ancillary or beneficial to that purpose.

The site is bounded by Unallocated Crown Land (UCL) to the north, an unconstructed extension of Fairway Drive to the east, Sanctuary Road to the south, and Oryx Road (Lullfitz Drive) to the west.

2022 Business Case

Brighthouse Consulting was engaged to prepare a Business Case for the site. The Business Case assessed financial viability, lease terms, staging options, infrastructure servicing requirements, and the project's potential to respond to Broome's housing crisis, particularly for key workers and over-55s.

At the time, estimated costs included \$32.85 million for site development works and \$31.07 million for the purchase and installation of relocatable homes, with a total project cost of \$63.92 million. The Business Case explored an indicative mix of 91 self-contained residential homes (56 key worker, 35 over-55s), 43 long-stay caravan sites and 286 short-stay caravan, camping and cabin sites. It also emphasised the need for flexible housing types that could transition over time based on social and demographic needs.

The 2022 Business Case identified that grant funding of \$15 million was required to support the viability of the project.

Existing Funding – Infrastructure Development Fund (IDF)

In 2023, the Shire applied for \$16.56 million in funding through the Department of Planning, Lands and Heritage (DPLH) Infrastructure Development Fund (IDF), which was established to support the delivery of regional worker accommodation. The IDF objectives include resolving infrastructure and site constraints for worker accommodation projects, supporting the provision of housing for key workers to build sustainable regional communities, and enabling housing for low- to moderate-income households in non-mining industries.

In September 2023, the WA State Government announced that the Shire was successful in securing \$7,681,080 (excl. GST) through the IDF. This funding allows for the design and construction of headworks to service the whole site and for some works associated with the key worker component, those works being: site preparation, forward works and a new external access road. No funding was provided for construction of the key worker dwellings or works associated with the short stay sites. The IDF funding agreement was authorised for execution at the 29 February 2024 OMC and included a key condition that all residential dwellings be retained as key worker dwellings for a period of 10yrs.

2024 Expression of Interest process

Following the announcement of \$7.68 million in IDF grant funding the Shire continued to lobby the State Government for additional funding in line with the funding gap that was identified in the business case. Based on feedback from the Deputy Premier the Shire undertook an Expression of Interest (EOI) process to ascertain, from potential developers, what the market believed to be the total project value to be and ultimately if any further funding gap existed.

The EOI process concluded in mid-2024 and did not result in any formal submissions.

Feedback from prospective proponents following this EOI consistently indicated that the project was not financially feasible without additional grant funding. The primary cause of this was the recent high inflationary period which has caused cost to elevate significantly when compared to the revenue achievable. Prospective proponents advised that the remaining financial gap was too large and that further government support was required.

Following the EOI process the Shire has continued to lobby for additional funding from the State Government through Hon Rita Saffioti BBus MLA (Deputy Premier; Treasurer; Minister for Transport; Sport and Recreation) and Hon Jon Carey BA MLA (Minister for Planning and Lands; Housing and Works; Health Infrastructure).

Return correspondence from Minister Carey queried what the Shire's capital contribution to the Sanctuary Project was.

COMMENT

The Shire remains committed to progressing the Sanctuary Holiday Park and Key Worker Accommodation Village and continues to advocate at all levels of government to fill the funding gap.

Updated Business Case

The Shire has re-engaged Brighthouse Consulting to update the 2022 Business Case to quantify the remaining funding gap and to investigate potential funding models. The update will incorporate revised development costings, updated demand analysis and assess current market conditions and staging considerations. This updated Business Case is scheduled for completion by 15 December 2025.

The Project has previously been identified as a key strategic initiative to address Broome's acute shortage of worker accommodation and support broader regional housing needs.

Regional Housing Support Fund

The Regional Housing Support Fund (RHSF) is a State Government initiative designed to help close existing funding gaps being experienced by key worker and community housing projects, and residential subdivision projects in regional Western Australia.

Eligible funding costs include:

- Site preparation, including earthworks, drainage infrastructure and decontamination
- Contribution and connection costs relating to the supply of water, wastewater, electricity or telecommunications connections to lots or dwellings, including site preparation and earthworks required as part of the delivery of these connections.
- Construction of roads and/or upgrades.
- Construction of dwellings for key workers or community housing.

Under the RHSF guidelines this fund could contribute a significant proportion of the construction and transportation costs of the key worker dwellings which were ineligible costs under the IDF funding and are therefore currently not funded.

Applications close on 19 December 2025 and at this time it's unknown if there will be future funding rounds. Officers propose to submit an application to the RHSF for the Sanctuary Holiday Park and Key Worker Accommodation Village. Note, business cases are a mandatory requirement for an application to the RHSF and it is intended to submit the updated 2025 business case.

Third Party Ownership model – Key Worker Dwellings

The 2022 Business Case identified an opportunity for third-party ownership of key worker dwellings as a source of additional capital for the Project. Under this model eligible businesses could apply to purchase 1 or more of the residential dwellings reserved for key workers.

Off the plan sales (pre-construction) would be encouraged as a means of raising capital funding and reducing borrowings. Post-construction sales would act as a means of reducing project debt and subsequent interest paid, contributing to the financial viability of the project and reducing the overall funding gap. The value of which would be a result of the number of sales and the value of each dwelling sold and will be investigated further in the updated business case.

Under this arrangement there would be an ongoing land lease fee payable to the village operator to cover the management of the village and the maintenance and operating costs for the shared facilities. The value of this lease fee would be calculated in the updated Business Case.

Recent discussions suggest there is support for this approach. As an example, the purchase of 20 homes for Government Regional Officer Housing (GROH) would equate to an estimated capital investment of approximately \$7.5 to \$9 million depending on dwelling sale price.

Officers have considered an approach that enables the Shire to make a co-contribution to the project as a means of strengthening project viability and underpinning future private-sector interest. In this approach the Shire would sell a portion of the existing Shire-owned residential dwellings and reinvest the proceeds to purchase approximately six key worker housing dwellings within the Sanctuary Project at an estimated capital investment of up to \$2.7 million.

Proposed Sale of Shire Housing to Support Key Worker Dwellings at the Sanctuary Project

To support the co-contribution model and enable the Shire to purchase approximately six key worker dwellings within the Sanctuary Project, it is proposed to sell a portion of the Shire's staff key worker housing stock. The Shire currently owns 12 residential properties in Broome for staff key worker housing and holds head leases for an additional 15+ dwellings, which are subleased to staff to support attraction and retention.

At the Ordinary Meeting of Council held 31 August 2023 Council endorsed the strategic intent of increasing the Shire key worker housing stock to 18 properties. Therefore the opportunity to sell existing and purchase new properties as a part of this Project creates an opportunity to increase the total number of key worker houses.

A summary of the 12 key worker houses is provided below.

Type	Bed / Bath	Year	Indicative Upper Sale Value (\$, 2025)
Unit	2 / 2	2013	591,000
Unit	2 / 1	1995	534,000
Unit	2 / 2	2006	711,000
Unit	1 / 1	2006	421,000

Unit	2 / 2	2014	588,000
Unit	2 / 2	2014	582,000
House	4 / 2	2016	1,031,000
House	4 / 2	1970	940,000
House	3 / 2	2025	850,000
House	3 / 2	2025	850,000
House	3 / 2	2025	850,000
House	3 / 2	2025	850,000
Total			\$8,798,000

When determining which key worker houses should be retained and which should be disposed of officers have considered the age of the properties, future renewal costs and importantly the rental demand for houses vs. units to support the attraction and retention of key workers.

For example, an internal Expression of Interest process undertaken in early 2025 for a vacant 4x2 house confirmed that both current and incoming staff weren't seeking to rent this type of property, primarily due to the high market rent for this size of dwelling.

Therefore officers are recommending that the 2016 built 4x2 house is one of the selected properties for disposal.

Thereafter, officers recommend that the Shire consider the disposal of three units to raise the remaining capital funds required to meet the upper target of \$2.7 million. Based on their age and other factors the three properties recommended are the two 2014 built 2x2 units and the 1995 built 2x1 unit.

The sale of these four properties is estimate to raise \$2.73 million.

Should this occur the Shire would be required to undertake the disposal process in accordance with section 3.58 of the Local Government Act 1995, including obtaining an up-to-date market valuation, issuing public notice, and using a licensed real estate agent to progress the sale. As the acquisition of new residential properties constitutes a major land transaction, a Business Plan would also need to be prepared and advertised in accordance with legislative requirements prior to any purchase being finalised.

It is recommended that Council endorse the approach to sell the four Shire key worker houses and to use the funds to purchase six key worker houses within the Sanctuary Holiday Park and Key Worker Accommodation Village, subject to confirmation of the project proceeding.

Short Stay Accommodation

The 2022 Business Case identified a shortfall of approximately 450 - 500 caravan sites in the Broome region. The concept design developed for this business case proposed the construction of 285 new caravan sites, 29 cabins and 15 campsites. As there has been no new caravan park developments since this work was completed it is expected that the caravan site shortfall remains or has even grown with increased demand over time.

Caravan, cabins and campsites are classified as 'short stay' accommodation and continuous occupation is allowed for up to 3 months at a time. Whilst short stay accommodation is primarily aimed at the tourism market, it also serves as a useful accommodation source for key workers staying for shorter periods of time.

The delivery of Key Worker Accommodation at the Sanctuary Project is dependent on the joint delivery of short stay accommodation to ensure compliance with Local Planning Scheme 7 and the Caravan Parks and Camping Grounds policy which sets the maximum number of 'long stay' sites at 40 percent of the available sites.

The updated business case will re-assess the demand and pricing for the short stay 'caravan park' component of the project.

Summary

In summarising, the Sanctuary Project requires greater funding than originally identified in the 2022 business case and the funding sources are likely to include State Government support (IDF and potentially RHSF), Third Party Ownership (Shire and others), and private developer/operator contributions.

Based on the above considerations it is recommend to proceed with an application to the Regional Housing Support Fund for funding to address a portion of the remaining funding gap for the Sanctuary Project and continue advocacy efforts more broadly..

CONSULTATION

Following the completion of the business case in 2022 the Shire has actively consulted with the Federal Government, State Government and potential developers for the project.

Brighthouse Consulting has been engaged by the Shire to update the 2022 Business Case for the Sanctuary Holiday Park and Key Worker Accommodation Village. This update will incorporate revised cost estimates, updated market analysis and feasibility modelling to support the Regional Housing Support Fund application.

As part of preparing a potential property disposal strategy, the Shire has also commenced engagement with licensed valuers to obtain updated market valuations for the identified residential properties, in accordance with the requirements of the *Local Government Act 1995*.

A Council Workshop was held on 2 December 2025 to brief Elected Members on the project status, funding options and proposed approach to the grant application.

STATUTORY ENVIRONMENT

The are no statutory requirements involved with this agenda item.

Should the Shire receive the RHSF grant funding and proceed with a third party ownership model for the project, the Shire would present a further agenda item to Council for further approvals in accordance with the *Local Government Act 1995*.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The funds required to review the business case and make the grant application to the RHSF are budgeted in the 2025/26 Annual Budget.

Financial implications associated with sale and purchase of Shire key worker housing will be presented back to Council at a future council meeting.

RISK

Risk	Type (Health, Financial Impact, Service Interruption, Compliance, Reputational, Property Environment)	Rank (based on measures of consequence and likelihood)	Mitigation
Inability to secure developer or operator	<ul style="list-style-type: none"> - Financial - Reputational 	Medium	Use updated Business Case findings and State Government co-investment to strengthen commercial viability, undertake targeted engagement with prospective proponents
Funding application not supported	<ul style="list-style-type: none"> - Financial - Reputational 	Medium	Prepare a comprehensive and evidence-based application supported by the updated Business Case, maintain active engagement with State Government agencies, and continue to pursue complementary funding sources to strengthen the project's financial position.
Additional funding not sufficient and new funding gap identified	<ul style="list-style-type: none"> - Financial, - Reputational 	Medium	Review OPC costings and cross check Gather market feedback on updated costings and financial viability

STRATEGIC ASPIRATIONS

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

Outcome 2 - Everyone has a place to call home

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

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

- Actions**
- 2.1.4 **Facilitate** development and operation of Sanctuary Village Caravan Park and Key Worker Accommodation.
- 2.1.1 **Progress** the Broome Housing Affordability Strategy and Master Planning project to work with landowners of undeveloped and underdeveloped land within urban areas, particularly in Old Broome and Chinatown, to realise opportunities for new dwelling construction.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/1225/009

Moved: Cr P Taylor

Seconded: Cr M Virgo

That Council:

1. **Notes the project update for the Sanctuary Holiday Park and Key Worker Accommodation Village and acknowledges the funding advocacy efforts to date;**
2. **Notes the submission of an application to the Regional Housing Support Fund to assist in addressing the funding gap associated with the Sanctuary Holiday Park and Key Worker Accommodation Village; and**
3. **Endorses a financial contribution from the Shire of Broome towards the Sanctuary Holiday Park and Key Worker Accommodation Village, funded by the sale of up to four Shire of Broome existing key worker dwellings and for the purpose of third party ownership of up to six key worker dwellings within the Sanctuary Holiday Park and Key Worker Accommodation Village.**

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

CARRIED UNANIMOUSLY 8/0

Attachments

Nil

9.2 PLACE

The Director Development and Community has advised that an amendment to the attachments has been made. This was circulated to elected members prior to the meeting and has been reflected in the minutes.

9.2.1 REQUEST TO ENDORSE BROOME PLAYGROUND STRATEGY FOR PUBLIC COMMENT

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	COM21
AUTHOR:	Manager of Community Engagement and Projects
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The draft Broome Playground Strategy (the Strategy) has been developed in consultation with the community to provide a strategic framework for the renewal, development, and equitable distribution of playgrounds across Broome. This report outlines the audit, analysis, and engagement processes that informed the development of the Strategy and seeks Council's endorsement to release the draft Strategy for a four-week public comment period.

BACKGROUND

The Shire of Broome's Council Plan 2025–2035 highlights the importance of creating attractive, sustainable streetscapes, parks, and open spaces that contribute to the community's well-being. A core function of Council is the ongoing maintenance and improvement of local parks, playgrounds, and green spaces to ensure they remain safe, accessible, and enjoyable for residents and visitors. The development of the Broome Playground Strategy aligns with these objectives by providing a framework to guide the planning, renewal, and future development of playgrounds across the Shire.

COMMENT

The draft Strategy provides a comprehensive framework to guide the provision, renewal, and future development of playgrounds across Broome. In mid-2023, the Shire engaged Ecoscape to develop the Strategy. The Strategy has been informed by a detailed audit of existing assets, community consultation, and a gap analysis to identify areas of need.

The Shire currently manages 23 playgrounds within 48 public open spaces, which vary in quality and amenity. Historically, renewals have occurred independently for each park, without a holistic framework. The Strategy seeks to address this by setting clear objectives around improving inclusivity, safety, and accessibility, while also ensuring playground distribution meets current and future community demand.

The vision underpinning the Strategy is the delivery of high-quality, creative, and inclusive play spaces that support children of all ages and abilities. These spaces are intended to foster imagination, learning, and physical activity, while contributing to Broome's reputation

as a vibrant, family-friendly community. Through thoughtful planning and ongoing engagement, the Strategy will guide investment and decision-making to ensure sustainable, well-distributed, and valued play spaces into the future.

To support this, the Strategy introduces a playground classification framework that defines play spaces as either district, neighbourhood, or local playgrounds. This hierarchy provides clear guidance on the expected function, design, and level of service for each type of playground, ensuring that play opportunities are well distributed and complementary across the Shire.

- District playgrounds are large, high-profile sites designed to attract both local residents and visitors. They typically include diverse play opportunities for all ages, higher-order amenities, and the ability to host community events.
- Neighbourhood playgrounds serve local catchments and provide a variety of play opportunities for multiple age groups, along with supporting amenities such as shade, seating, and picnic facilities.
- Local playgrounds are smaller spaces within a short walking distance of homes, generally catering to one or two age groups with basic play equipment and seating.

This hierarchy draws on best-practice planning documents, including the Shire of Broome Local Planning Policy 5.22, the Shire's Sport and Recreation Plan 2021–2031, and the Department of Planning's Liveable Neighbourhoods (2015).

It is noted that the finalisation of the Strategy has been delayed due to a range of factors, including project variations, staffing changes, and competing organisational priorities. Despite these challenges, officers believe the draft Strategy provides a clear and comprehensive framework to guide future planning and investment.

A full copy of the draft Broome Playground Strategy Report, prepared by Ecoscape, can be found in **Attachment 1**.

Key Findings

- Many playgrounds lack essential amenities such as shade, seating and accessible pathways, impacting usability and visitor comfort.
- A significant portion of playground equipment caters only to narrow age groups, with limited inclusive or accessible play features.
- Safety concerns, including insufficient lighting and poor surveillance, are prevalent across existing sites.
- Gap analysis revealed areas outside the 400-metre walkable radius of existing playgrounds, highlighting the need for equitable distribution of facilities.

Recommendations

1. Renewal of high-priority playgrounds: Upgrade playgrounds identified as lacking amenities and with poor condition scores to improve safety, accessibility, and usability.
2. Enhance play opportunities: Introduce play equipment suitable for a broader range of ages and abilities, with inclusive features to promote access for all abilities.
3. Enhance amenities: Provide shaded seating, drink fountains, and picnic areas to improve visitor comfort, and support destination playgrounds like Cable Beach Foreshore to accommodate community events and seasonal demands.

4. Prioritise safety measures: Implement improvements to lighting, visibility, and maintenance while applying Crime Prevention Through Environmental Design (CPTED) principles to enhance the sense of security.
5. Develop playgrounds in underserved areas: Plan for new playgrounds in neighbourhoods with provision gaps to ensure equitable distribution.
6. Promote sustainability and resilience: Incorporate natural materials, increase tree planting, and consider climatic challenges to create climate-resilient and environmentally responsible play spaces.

Through the implementation of this Strategy, the Shire aims to provide vibrant, safe, and inclusive playgrounds that meet the community's needs, foster physical and social activity, and reflect the unique character of Broome. This approach ensures Broome remains a family-friendly and welcoming place to live and visit, now and into the future.

Summary

The Broome Playground Strategy has been prepared by Ecoscape, incorporating input from community consultations, detailed audits, and analysis. It is considered to provide a comprehensive framework for the provision and development of playgrounds across the Broome townsite. It is recommended that the Council endorse the draft Broome Playground Strategy for public comment. At the end of the public comment period, submissions will be presented back to Council for consideration before adopting a final Broome Playground Strategy.

CONSULTATION

A comprehensive community and stakeholder consultation process was undertaken to ensure the Broome Playground Strategy reflects the needs, values, and priorities of the Broome community. The consultation process and outcomes are summarised below, with a full Community Consultation Report provided in **Attachment 1, Appendix A**.

Consultation Process

The consultation process used a range of methods to reach a wide cross-section of the community:

- **Online Survey:** Conducted between 24 July and 20 August 2023, the survey was promoted via the Shire's website and social media platforms. It included 26 questions covering demographics, visitation and transport, preferences, satisfaction, and comfort.
- **Public Drop-in Sessions:** Two sessions were held at local playgrounds to provide opportunities for community members who may not engage online. Participants were given project background information and invited to share feedback and ideas.
- **Library Consultation Sessions:** Three in-person sessions were held at the Broome Public Library. Children aged 2–14 years were engaged through drawing activities (annotated by parents/carers), while older children were encouraged to complete the survey.
- **Targeted Stakeholder Meeting:** A dedicated session was arranged with the Disabled Access and Inclusion Plan (DAIP) group and members of the local disability community. This meeting focused on the importance of inclusivity and access considerations in the provision of playgrounds.

In total, 236 responses were received from the online and in-person consultation activities.

Key Findings and Themes

Feedback received through consultation directly informed the development of the draft Strategy. Key themes included:

- **Community Values:** The top three values identified were shade and comfort, inclusive play opportunities, and variety of equipment for different age groups.
- **Satisfaction and Comfort:** Between 30–40% of respondents reported being 'not at all satisfied' with existing playgrounds, primarily due to limited shade, lack of amenities, and insufficient equipment for all ages and abilities. Perceived safety concerns also contributed to dissatisfaction.
- **Inclusive Playgrounds:** While only a small proportion of participants identified as living with disability, there was strong support for prioritising inclusive play opportunities. Community feedback emphasised that inclusive design benefits all users and noted a lack of inclusive facilities across Broome's playgrounds.
- **Site Condition:** Respondents identified the importance of general upkeep, landscape maintenance, cleanliness, and the condition of facilities.
- **Play Activities:** Calls were made for a broader variety of play opportunities catering to multiple age groups, as well as spaces that support social activities, community events, and informal recreation.
- **Safety:** Key safety considerations included visibility and passive surveillance, lighting, and general sense of security in parks and playgrounds.

What Would Improve Playgrounds

Survey responses highlighted several improvements that would enhance playground usability:

- 67% identified inclusive play equipment.
- 58% identified accessible infrastructure.
- 41% identified access ramps.
- 36% identified wider footpaths.
- 32% identified ACROD parking.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Asset Management Policy

Local Planning Policy 5.22

FINANCIAL IMPLICATIONS

Several recommendations within the draft Strategy have financial implications, primarily relating to the renewal and upgrade of playgrounds and associated park infrastructure. Once adopted, the Strategy will guide the prioritisation and implementation of park renewals identified in the Shire's Asset Management Plan.

The Strategy will also strengthen the Shire's capacity to apply for external grant funding to support major playground and park upgrades. Adoption of the Strategy itself does not have any immediate financial impact. All projects and initiatives arising from the Strategy will be subject to consideration through future budget processes.

RISK

Risk	Type (Health, Financial Impact, Service Interruption, Compliance, Reputational, Property Environment)	Rank (based on measures of consequence and likelihood)	Mitigation
Draft Broome Playground Strategy not endorsed	Reputational	Medium	The Strategy has been developed through detailed audit, gap analysis, and community consultation. Non-endorsement may impact delivery of playground upgrades.
Recommendations in the draft Broome Playground Strategy not supported by the community	Reputational	Medium	Engagement and consultation have been undertaken to inform the Strategy. Feedback from the public comment period will be incorporated where appropriate to strengthen community support.
Funding and resourcing required to implement recommendations	Financial Reputational	Medium	The Strategy is designed to guide prioritisation within existing Asset Management and budget processes. External grant opportunities will also be pursued to support delivery of major upgrades.

STRATEGIC ASPIRATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/1225/010

Moved: Cr M Virgo

Seconded: Cr S Cooper

That Council:

- 1. Endorses the release of the Draft Broome Playground Strategy for public comment for a four (4) week period from 2 – 28 February 2026; and**
- 2. Requests the Chief Executive Officer present the final Broome Playground Strategy for Council consideration of adoption at the March 2026 Ordinary Meeting of Council.**

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

CARRIED UNANIMOUSLY 8/0

Attachments

1. Attachment 1 - Draft Playground Strategy



Ecoscape offices are located in Walyalup on the northern banks of the Derbal Yerrigan Bilya, on the traditional lands of the Whadjuk people of the Noongar nation.

We work on many lands throughout Australia and acknowledge the Traditional Owners of Country throughout Australia and their continuing connection to land, sea and community and pay our respects to their cultures, ancestors and Elders.



COPYRIGHT STATEMENT FOR:
Broome Playground Strategy

Our reference: Broome Playground Strategy
Reviewed by: PJ (25/11/2025)

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Cover page artwork by Broome youth community members as part of the Broome Playground Strategy Community Consultation 2023

REVISION	DESCRIPTION	AUTHOR	QA REVIEWER	APPROVED	DATE
0	ISSUE FOR REVIEW	NS	PJ	PJ	29.09.2023
1	ISSUE FOR REVIEW	NS	PJ	PJ	20.10.2023
2	ISSUE FOR REVIEW	NS	PJ	PJ	20.11.2024
3	FINAL ISSUE	NS	PJ	PJ	25.11.2025

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EXECUTIVE SUMMARY

1 EXECUTIVE SUMMARY

The **Broome Playground Strategy** (the Strategy) outlines a comprehensive plan to guide the provision, renewal and future development of playgrounds across the Shire of Broome (the Shire). The Strategy aims to address the diverse needs of the Broome community by enhancing the quality, inclusivity and accessibility of playgrounds to support current and future demand.

The Shire of Broome manages 23 playgrounds within 48 public open spaces (POS), varying significantly in quality and amenity and with limited guidance in the prioritisation for upgrade and renewal. The Strategy is informed by a detailed audit and assessment of existing playgrounds, community consultation, and a gap analysis to identify underserved areas. Key objectives include prioritising upgrades, improving inclusivity and safety, and addressing gaps in playground distribution.

The Shire of Broome envisions high-quality, creative, and inclusive play spaces that cater to the diverse needs of Broome's community. Playgrounds should foster imagination, learning, and physical activity for children of all ages and abilities. Through thoughtful planning and community engagement, the Shire aims to develop and maintain play spaces that support current and future demand, ensuring that Broome remains a vibrant and family-friendly place to live and visit.

Key Findings:

- + Many playgrounds lack essential amenities such as shade, seating and accessible pathways, impacting usability and visitor comfort.
- + A significant portion of playground equipment caters only to narrow age groups, with limited inclusive or accessible play features.
- + Safety concerns, including insufficient lighting and poor surveillance, are prevalent across existing sites.
- + Gap analysis revealed areas outside the 400-meter walkable radius of existing playgrounds, highlighting the need for equitable distribution of facilities.

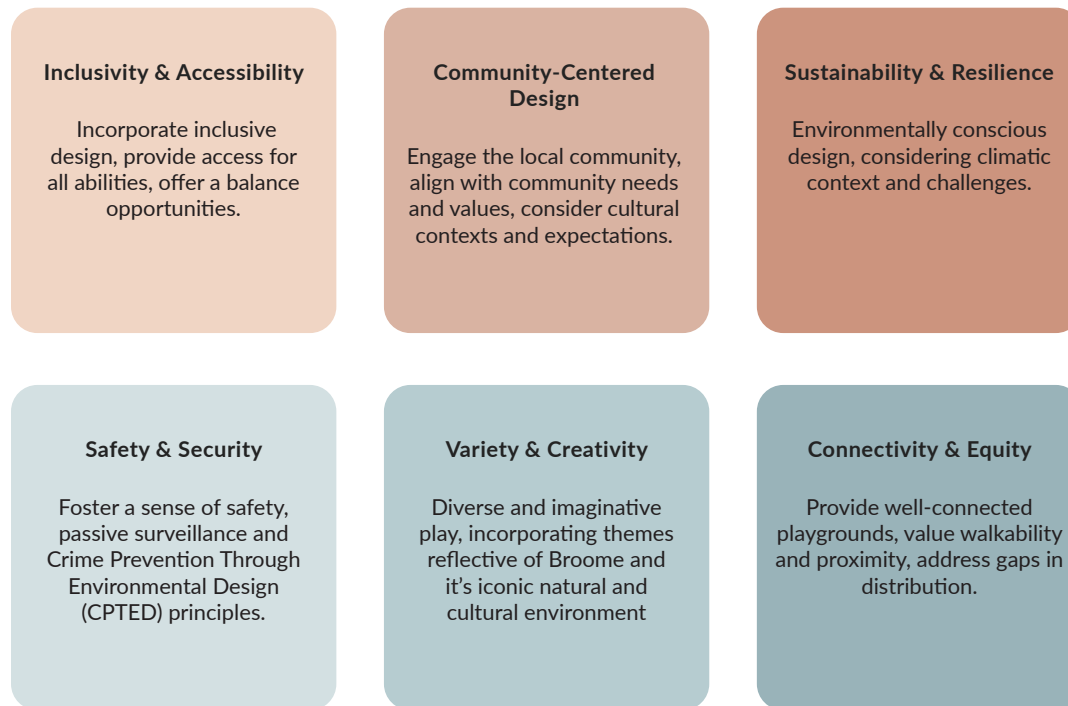
Recommendations

1. **Renewal of high priority playgrounds:** Upgrade of playgrounds identified as lacking amenity and with poor condition scores, such as Lawrence Park and Dakas Reserve, to improve safety, accessibility and usability.
2. **Enhance play opportunities:** Introduce play equipment suitable for a broader range of ages and abilities, with inclusive features to promote all abilities access.
3. **Enhance amenities:** Provide shaded seating, drink fountains, and picnic areas to improve visitor comfort, and support destination playgrounds like Cable Beach Reserve to accommodate community events and seasonal demands.
4. **Prioritise safety measures:** Improvements to lighting, visibility, and maintenance while applying Crime Prevention Through Environmental Design (CPTED) principles to enhance the sense of security.
5. **Develop playgrounds in underserved areas:** Plan for new playgrounds in neighbourhoods with provision gaps to ensure equitable distribution.
6. **Promote sustainability and resilience:** Incorporate natural materials, increase tree planting, and consider climatic challenges to create climate-resilient and environmentally responsible play spaces.

Through the implementation of this Strategy, the Shire of Broome aims to provide vibrant, safe, and inclusive playgrounds that meet the needs of the community, foster physical and social activity, and reflect the unique character of Broome. This approach ensures Broome remains a family-friendly and welcoming place to live and visit, now and into the future.

EXECUTIVE SUMMARY

1.1 GUIDING PRINCIPLES



INTRODUCTION

2 INTRODUCTION

Located in the Kimberley region of Western Australia, the Shire of Broome covers an area of approximately 56,000 square kilometres, and 900 kilometres of beautiful coastline. The town is situated on the point of a peninsula, boasting contrasting white sandy beaches and red pindan soils, all framed by the blue waters of the Indian Ocean.

Broome holds a unique history formed and preserved by its isolated location. Named after the Swan River Colony's Governor Frederick Napier Broome, the settlement was founded as a pearling town in the 1880s. The industry attracted a multicultural community of workers from Indonesia, Malaysia, China, Japan and Europe, whose influences blended with the strong Aboriginal cultures to form Broome's iconic character.

Today Broome is an idyllic holiday destination with an expanse of recreational, cultural and tourist experiences, and a valued home to a growing population. The town's population can fluctuate between 15,000 residential population in the off season, and as high as 30,000 in the seasonal peaks. This places significant seasonal pressure on the town's public spaces and assets.

Popular destinations within the Shire include Chinatown, Cable Beach, and Gantheaume Point, and attractions such as the iconic dinosaur footprints and the 22-kilometre-long Cable Beach offering sunset camel rides. In addition, the Shire owns and manages 23 playgrounds within 48 public open spaces (POS) assets that are highly valued by the community.

Playgrounds and public open spaces are vital community assets that support physical activity, social interaction, and imaginative play for people of all ages and abilities. In recognition of their importance, the Shire of Broome Playground Strategy (the Strategy) has been developed to provide a clear and actionable framework for the management, renewal, and future development of playgrounds across the Broome township.

Despite their value, Broome's playgrounds vary significantly in quality, condition, and accessibility. Many facilities are aging, lack inclusive design, and do not meet the growing needs and expectations of the community.

The Strategy is informed by an extensive audit of existing playgrounds, public open space reviews, and community engagement to address these challenges. The assessment was informed by a number of factors including strategic context, community values, and an on-site audit examining the provision of services and infrastructure, quality and condition of each existing playground, to identify opportunities and priorities. This was conducted using the following process:

1. Desktop review
2. Community consultation
3. Site Evaluation
4. Analysis
5. Hierarchy and Recommendations
6. Gap Analysis
7. Public Open Space Review

The Strategy provides a road map for the prioritisation of playground renewal, guiding future development, and fostering partnerships with community. Implementation of the Strategy supports playgrounds to remain safe, inclusive, and engaging spaces that contribute to a thriving and connected community.

INTRODUCTION

2.1 STUDY AREA

The study area covers the Broome township, illustrated in *Map 1*, including the suburbs of Bilingurr, Broome, Djugun, Minyirr and Cable Beach. The town centre is located on the eastern side of the peninsula.

Within the Shire extents are key destinations, such as Chinatown (town centre), Gantheaume Point (location of the iconic Dinosaur Footprints) and Cable Beach. Major roads axes connecting the town include Old Broome Road, Gubinge Road, Frederick Street and Port Drive.

Overview:

Reserves, parks and open space: 48

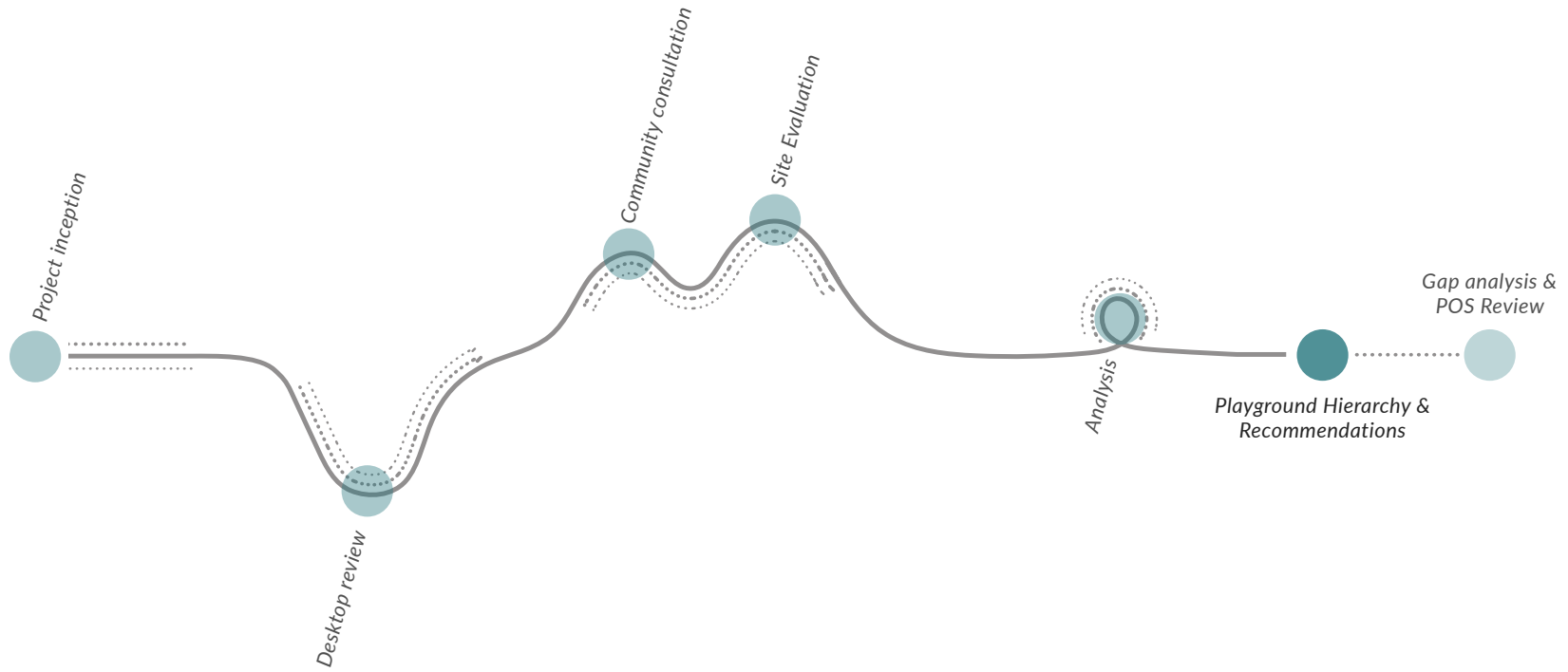
Playgrounds: 23

Schools and Institutions: 14

Private Dwellings: 7,399



INTRODUCTION



INTRODUCTION

2.2 VALUE OF PLAY

Playgrounds and play spaces are essential to the wellbeing of a community. The provision of high quality and varied play spaces has been identified as of importance in the physical, social, cognitive, creative and emotional development of children. Play and recreation spaces provide supportive environments for physical activity, socialisation, imaginative and creative play [1]. Future planning of play spaces will ensure these developmental needs are met.

Physical Movement

Encouraging physical activity and movement supports long-term health habits in children. Play has also been shown to promote mental well-being, improve bone density and muscle formation. Additionally, physical movement acts as a preventative measure against a number of chronic illnesses including obesity, diabetes and cardiovascular disease.

Social Interaction

Skills of negotiation and sharing, leadership and empathy are encouraged through play. Such social skills are critical in early childhood development, and support confidence and self esteem.

Imagination, creativity and cognitive development

Play allows children to explore their imagination, create adventures and take risks, all of which support positive emotional and mental development. High quality and varied play opportunities have been recognised as contributing to children's cognitive development, and evidence indicates diminished cognitive abilities may be seen in children who do not engage in play. Play requires problem solving, initiative and concentration skills, which are important later in life; creative play in adolescents has been correlated with improved coping skills.

Variety in Play

It is recognised that the quality of playground design significantly impacts the success and enjoyment of a play space. Hence, the variety in playground provision in a local area should be considered. Some trends and themes of playgrounds include:

- + Nature play - unstructured play design utilising elements of nature and existing site opportunities
- + Themed play - responsive design around interpretation of a given theme, local context or narrative, encouraging adventure and story play
- + Sensory play - utilising sounds, smells, textures and visual aspects to support cognitive function
- + Inclusive play - focus on spaces that are safe, accessible, coherent and provide opportunities appropriate for people of all ages, backgrounds and abilities
- + Youth play - opportunities for slightly older age groups through to young adults, ensuring accessibility and inclusiveness for those using the space

Children are highly dependent on the availability of local opportunities. The Shire of Broome is committed to providing the community with a variety of play opportunities and experiences.

INTRODUCTION

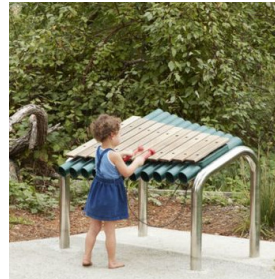
Nature



Themed



Sensory



Inclusive



Youth



INTRODUCTION

2.3 INCLUSIVE DESIGN

Social inclusion is the understanding that all individuals are different and should be valued regardless of race, gender, religion, economic background, or ability and encourages acceptance and friendship. It breaks down barriers, allows people to share different life experiences and helps them learn from each other. Inclusive playspaces can change people's attitudes and promote diversity and inclusion.

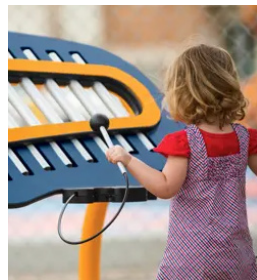
Inclusive Play

As children grow and mature into teenagers, the importance of peer friendships and inclusion in playground activities becomes crucial to the healthy development of their social and emotional wellbeing. Play is a fundamental part of a child's physical, social and emotional wellbeing. It helps them to build social skills, independence and emotional resilience. Sensory play is crucial to their brain development, creative play helps them unleash their imagination, and physical play aids in the development of their motor skills, balance and spatial awareness.

Playspaces provide opportunities for community members to come together – to talk, to share and to connect. They are a place where friendships are formed, and memories are made.

Critical to inclusive play space design is equipment that children with a disability can use by themselves. Inclusive play environments should include a balance of play experiences that offer cognitive and physical engagement, with elements of engagement across the seven senses:

- + Tactile - How the world feels.
- + Visual - How the world looks.
- + Auditory - How the world sounds.
- + Vestibular - How you balance within the world.
- + Proprioception - Awareness of how your body is positioned within the world.
- + Motor Planning - How you move through the world.
- + Social / Imaginative - How you engage with the world.



INTRODUCTION

Design Considerations

Alongside inclusive play, inclusive design is fundamental to ensure equity of use for all individuals and abilities. Creating inclusive public spaces involves addressing a variety of factors to ensure that they are safe, inclusive, functional, and accessible and welcoming for all users. The Strategy emphasises this through considered and sustainable design principles that align with community needs and values. Key considerations for inclusive design of public spaces include:

Accessibility: Accommodate individuals with various levels of ability, including consideration for physical, sensory, and cognitive impairments.

- + Wheelchair accessibility, ensuring pathways, entrances, and seating areas are wheelchair-friendly, with ramps of appropriate slope and smooth surfaces.
- + Sensory considerations, providing clear signage with tactile or braille elements for visually impaired individuals and incorporating auditory cues for those with hearing impairments.
- + Assistive technology integration, features such as hearing loops, captioning, or interactive digital information systems can provide assistance to those with hearing or visual challenges.

Universal Principles: Focus on creating environments that are suitable for the widest range of people.

- + Adaptable use, flexible spaces that can meet diverse needs and activities.
- + Clear navigation, ensuring intuitive pathways and access to amenities and allow ease of access for all users, including those with mobility or cognitive impairments.

Age-friendly: To be accessible and welcoming for ages, from children to seniors.

- + Safe play areas, playgrounds and recreational spaces that cater to different ages groups and vary abilities.
- + Resting spaces, providing ample seating with back support, shade and spaces that encourage social interactions for seniors.

Cultural sensitivity: Reflect the cultural diversity of the community they serve.

- + Cultural engagement and representation, incorporating elements that reflect the community's cultural heritage and values, creating spaces that feel welcoming to people from various backgrounds.

Safety and comfort: Ensuring safety and comfort for all users.

- + Lighting and visibility, reducing the risk of accidents and increase sense of safety and security, particularly relevant at night.
- + Noise control, creating quiet areas for relaxation or reflection, important for individuals with sensory sensitivities or those seeking calm environments.

Social inclusion: Spaces that encourage social interaction and participation fosters a sense of belonging.

- + Inclusive planning, offering events, activities, and programs that cater to a wide range of interests and abilities, promoting community engagement and interaction.
- + Accessible amenities, ensuring that public facilities such as rest rooms, drinking fountains, and seating are inclusively accessible.

Incorporating these considerations allow public spaces to promote equity, inclusion, and engagement for all members of the community, fostering a sense of belonging and improving overall quality of life.

The Director Infrastructure has advised that an amendment to the item has been made. This was circulated to elected members prior to the meeting and has been reflected in the minutes.

9.2.2 ANNUAL ELECTORS MOTION - CYCLING ON CHINATOWN FOOTPATHS AND CABLE BEACH ROAD FOOTPATH DATA

LOCATION/ADDRESS:	N/A
APPLICANT:	N/A
FILE:	AME02
AUTHOR:	Director Infrastructure
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

At the Annual Electors Meeting held on 15 February 2024, two motions were carried relating to footpaths and path users.

The first motion related to prohibiting cycling on the footpaths in Chinatown and the second motion related to improving user safety, particularly at night, on Cable Beach Road East and Cable Beach Road West.

This report provides background information relating to both considerations and recommends that Council do not prohibit cycling in Chinatown and that for motion relating to Cable Beach Road that Council request the Chief Executive Officer present an updated 10year footpath Capital Works program as a part of the 2026/27 budget development.

BACKGROUND

Previous Considerations

AEM 14 February 2024

OMC 28 March 2024

Item 9.4.3

Pursuant to section 5.27 of the Local Government Act 1995, the Shire held its Annual Electors Meeting (AEM) on 14 February 2024. Thirty-eight Electors were in attendance, and the 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, two motions were submitted and carried unanimously as per below.

ELECTOR MOTION 4:

Moved: A Chambers

Minute No. /0224/012

Seconded: G Smith

That the Shire utilises a clause in the 2016 cyclist legislation which allows Local Government to prohibit bicycles from being ridden on certain sections of a footpath, such as past an alfresco dining area. As there are places in town where it is too crowded for cyclists to ride whilst keeping pedestrians safe, for example the footpaths on both sides of Carnarvon Street from the Roebuck Hotel to the Post Office, a list of possible locations where cyclist prohibitions should be implemented is developed for Council consideration.

CARRIED UNANIMOUSLY

ELECTOR MOTION 5:

Minute No. /0224/013

Moved: A Chambers

Seconded: K Brockenshire

That the Shire, to improve user safety, particularly at night, data is gathered on traffic on the footpath from Cable Beach into town along Cable Beach Roads West and East so that an informed decision can be made about when the path must be widened to 3 metres and formally designated as a shared path and consideration be given to improving the lighting on this important arterial path.

CARRIED UNANIMOUSLY

The motions were subsequently considered by Council at the Ordinary Meeting of Council held 28 March 2024.

For Elector Motion 4 the Officer Recommendation was;

OFFICER RECOMMENDATION:

That Council:

Notes the Elector Motion;

Continues to allow bicycles to use the entire path network in Broome, including Chinatown.

As per the minutes of the meeting of the OMC held 28 March 2024 an alternate resolution motion proposed, seconded, debated and ultimately carried.

Cr J Lewis proposed the following Alternate Motion.

Cr Mamid seconded the motion.

Debate ensued.

ALTERNATE Resolution

Minute No. C/0324/020

Moved: Cr J Lewis

Seconded: Cr J Mamid

That Council

- 1. Notes a clause in the 2016 cyclist legislation which allows Local Government to prohibit bicycles from being ridden on certain sections of a footpath, such as past an alfresco dining area.***
- 2. Notes concerns about the safety of pedestrians on the busy footpath on both sides of Carnarvon Street from the Roebuck Hotel to the Post Office where dangers include pedestrian/cyclist crash injuries, bag snatching and negative tourist perceptions about safety when walking in town.***
- 3. Requests the CEO to consult with local business owners and the community to identify if these concerns are widespread and report back to Council at the July 2024 Council meeting, with a recommendation on whether there is a need to***

prohibit cycling on Carnarvon Street footpaths and a list of other possible locations where cyclist prohibitions could be implemented.

Voting

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

Against the Motion: Councillor D Male.

CARRIED 8/1

Reason: It is not clear in the Officers Recommendation that affected members of the community have been consulted about the need for the action it contains – prohibiting cyclists from riding in certain sections of footpaths.

For Elector Motion 5 the Officer Recommendation was;

OFFICER RECOMMENDATION:

That Council:

1. *Notes the Elector Motion;*
2. *Requests the Chief Executive Officer collect usage data from Cable Beach Road West and Cable Beach Road East and other high volume footpaths to confirm the priorities for path capital work projects*

The Officer Recommendation was carried unanimously.

COMMENT

Elector Motion 4 – Cycling in Chinatown

Prior to and during the redevelopment of the Chinatown Precinct the Shire undertook a number of due diligence assessments on vehicle and pedestrian movements.

The Shire adopted the Chinatown Traffic Study at the Ordinary Meeting of Council held 7 March 2006. Within the report it noted that at that time there were no dedicated bicycle facilities and that were not a large number of cyclists accessing the precinct.

The Chinatown Development Strategy clearly contemplates and encourages cycling. It includes a section on bicycles, and the following strategy is incorporated:

- Include Chinatown as a key destination in a well-connected walking and cycling network for Broome that links residential areas with key employment and recreation destinations

The Strategy also makes the following statements in relation to cycling:

- Alternatives to private vehicle travel should be available, with greater consideration being given to pedestrians, cyclists and public transport. Not only will increased use of these alternatives lead to reduced consumption of fossil fuels and levels of congestion, but increased use of 'active' transport such as walking and cycling will result in a fitter, healthier population. It is also more equitable, providing travel options for those without access to a vehicle, including children and those who for any other reason do not have access to a car.
- The vehicle movement strategy includes the following objective:
Create an environment that encourages safe driver behaviour including low speeds and priority for vulnerable road users such as pedestrians and cyclists.

Footpath widths in Chinatown are generally 3.0m in width however are narrower in some sections, particularly Dampier Terrace. Operationally paths in Chinatown are monitored by the Shire's Community Safety and Rangers team to ensure the paths remain obstruction free i.e. no A-frames signs.

Advice from the Local Government Insurance Services (LGIS) pertaining to E-scooters indicates that "path design considerations to accommodate these devices are unlikely to be a reasonable obligation of local government at this time". It is also stated by LGIS that 3m width is the preferable minimum width for shared paths.

During the Chinatown redevelopment's detailed design, October 2017, a Road Safety Audit was performed which did not raise issues with regard to cyclists.

Following the AEM motion officers also consulted with local business owners and the community to identify if concerns raised regarding cyclist behaviour in Chinatown were widespread. The consultation was undertaken through various avenues including advertisements in the Broome Chamber of Commerce newsletter and during the development of the 2050 Kimberley Cycling Strategy.

Insufficient feedback was received to warrant the prohibition of cycling in Chinatown or any other footpaths in Broome.

Officers recommend Council continues to allow bicycles to use the entire path network in Broome, including Chinatown.

Elector Motion 5 – Cable Beach Road footpaths

The Shire's Broome Recreation Trails Masterplan prepared in 2016 identifies Cable Beach Road East, between Gubinge Road and the Broome Recreation and Aquatic Centre, for future upgrade to a dual use path with asphalt surfacing and pathway lighting. The priority was medium, 5-10 years and the estimated cost at that time was \$637,000. Cable Beach West was not listed in Broome Recreation Trails Masterplan.

Following the AEM motion officers sought to collect data through the Bicycle Network 'Super Sunday' count in early November 2024. Counts were requested for 14 locations in Broome however only 4 locations were surveyed due to the availability of personnel.

The four locations surveyed were;

- Cable Beach Road East
- Sanctuary Road / Cable Beach Road west intersection
- Cable Beach Road West / Murray Road intersection
- Fairway Drive (where the path ties into the path leading to Ibasco Crescent in Broome North)

The count was performed on 17 November 2024 for Cable Beach Road East and on 10 November 2024 for the other locations.

The results per location and breakdown per user type are shown below.

Site ID	Street names	Total Count							Hourly Volume					
		Bike Rider	E-Bike Rider	Walkers	Runners	Dog Walkers	E-scooter	Others	2024	2023	% Growth	7:00-8:00	8:00-9:00	9:00-10:00
8392	Cable Beach Rd E [SE], Cable Beach Rd E [NW]	2	1	1	0	0	5	0	9			3	6	0
8394	Sanctuary Rd [E], Cable Beach Rd W [SE], Road to Car Park [W], Cable Beach Rd W [NW]	29	2	90	8	6	6	7	148			72	44	32
8395	Cable Beach Rd W [N], Murray Rd [E], Cable Beach Rd W [S], Path to Beach [W]	14	1	22	15	6	9	0	67			20	28	19
8396	Path to Ibasco Cres [NE], Fairway Dr [SE], Path to Kapang Dr [W], Fairway Dr [NW]	18	2	2	4	1	4	5	36			21	9	6

The highest user group was walking at Sanctuary Road and Cable Beach Road West; bicycles at Fairway Drive and E-Scooters on Cable Beach Road East (5/9users)

Although this is a small sample size, officers can utilise this data in conjunction with the 2050 Kimberley Cycling Strategy outcomes to inform priorities of future path capital projects.

Officers shall also continue to explore opportunities to collect informing data.

Officers recommend Council notes the data collected during the November 2024 Bicycle Network Super Sunday counts and the consultation completed for the 2050 Kimberley Cycling Strategy and that they requests the Chief Executive Officer present to Council an updated 10year footpath Capital Works program as a part of the 2026/27 budget development.

CONSULTATION

The Shire sought advice from the business in Chinatown via the Broome Chamber of Commerce newsletter.

More broadly discussion and feedback on paths in Broome occurred through the development of the 2050 Kimberley Cycling Strategy.

Officers utilised a volunteer program to gather data on Cable Beach Road West and Cable Beach Road East footpaths. The program was Bicycle Network ‘Super Sunday’ count.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial implications associated with the officer recommendations.

RISKElectoral Motion 4 – Cycling in Chinatown

There is moderate reputational risk as the electors motion is not recommended to be carried out. The risk is mitigated by the clarification of the work performed through the development and detailed design of the roads and paths in the Chinatown Redevelopment.

Electoral Motion 5 – Cable Beach Road footpaths

There is an understanding that members of the community would like the Shire of Broome to take action to address the impacts of E-scooters on Broome footpaths, in particular the high use footpaths on Cable Beach Road East and Cable Beach Road West. Cable Beach Road East is already listed in the Broome Recreation Trials Masterplan and the 2050 Kimberley Cycling Strategy for upgrade to a dual use path.

Officers will continue to prioritise footpath development and renewal based on a technical multi criteria approach that considers factors like school routes, tourism, residential and commercial precincts and importantly the number and type of path users.

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

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/1225/011

Moved: Cr D Male

Seconded: Cr M Virgo

That Council:

- 1. Continues to allow bicycles to use the entire path network in Broome, including Chinatown.**
- 2. Notes the data collected during the November 2024 Bicycle Network Super Sunday counts and the consultation completed for the 2050 Kimberley Cycling Strategy.**
- 3. Requests the Chief Executive Officer present to Council an updated 10year footpath Capital Works program as a part of the 2026/27 budget development.**

Voting

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

Against the Motion: Cr J Lewis and Cr P Matsumoto.

CARRIED 6/2

COUNCIL RESOLUTION:**(RECOMMENDATION)****Minute No. C/1225/012****Moved: Cr J Lewis****Seconded: Cr E Smith****ELECTED MEMBER MOTION:****That Council**

- 1. Defers a decision on anti-social activity by cyclists and e-rideable users on Chinatown pavements pending collection of data on the extent of the problem and investigation of possible mitigation strategies.**
- 2. Requests the CEO present a report to Council on the findings of the investigation and a recommended course of action by July 2026.**
- 3. Notes the data collected during the November 2024 Super Sunday counts and the consultation completed for the 2050 Cycling Strategy.**
- 4. Requests the CEO present to Council an updated 10 year footpath Capital Works programme as part of the 2026/27 budget development.**

Voting**For the Motion: Cr J Lewis, Cr P Matsumoto and Cr E Smith.****Against the Motion: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr P Taylor and Cr M Virgo.****LOST 3/5****Attachments**

1. BICYCLE NETWORK - SUPER SUNDAY COUNT - NOVEMBER 2024

9.3 PROSPERITY

There are no reports in this section.

9.4 PERFORMANCE

The Director Corporate Services has advised that an amendment to the attachments has been made. This was circulated to elected members prior to the meeting and has been reflected in the minutes.

9.4.1 MINUTES AND RECOMMENDATIONS FROM THE AUDIT RISK IMPROVEMENT COMMITTEE MEETING HELD ON 4 DECEMBER 2025

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	COA01
AUTHOR:	Manager Financial Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

Council is requested to adopt the recommendations of the Audit Risk Improvement Committee for the meeting held on Thursday, 4 December 2025 that Council adopts the 2024/2025 Annual Financial Report, Audit Management Letter and applicable budget amendments.

BACKGROUND

Item 5.2 Annual Financial Report And Audit Report 2024/2025

In accordance with section 7.9 of the *Local Government Act 1995* (the Act), an auditor is required to examine the accounts and annual financial report of a local government. Upon completion of the audit, the auditor must prepare a report and submit it by 31 December following the end of the financial year to:

- (a) The Mayor or President,
- (b) The Chief Executive Officer (CEO), and
- (c) The Minister.

Under Regulation 10(4) of the *Local Government (Audit) Regulations 1996*, the auditor may also prepare a Management Letter, which provides additional commentary on the audit process, internal control issues, or any other matters deemed relevant. While generally not material in relation to the overall audit of the financial report, are nonetheless considered relevant to the day-to-day operations of the Shire. This Management Letter accompanies the auditor's report and is similarly forwarded to the individuals specified under section 7.9 of the Act.

The Office of the Auditor General (OAG), with RSM Australia as its contracted auditor for the third consecutive year, conducted the Shire's 2024/2025 financial year audit. An Audit Entrance Meeting which outlined the audit process and timeline was held on 25 March 2025, attended by the Audit and Risk Committee, CEO, Shire Executive and officers.

The final audit occurred between 6 October 2025 and 1 November 2025, with follow-up discussions continuing through November.

The Final Audit Exit Meeting was held on 27 November 2025, attended by the Chair of the Audit Risk Improvement Committee (ARIC), CEO, Executive and Shire officers. During the meeting, the auditors presented an overview of the audit, including:

1. Areas of focus
2. Management letter points

On 2 December 2025, the OAG issued the signed audit report, including their Opinion and Management Letter, which are attached to this report.

The ARIC, under its terms of reference, is required to:

1. Review the auditor's reports after considering a report from the CEO on the matters raised.
2. Assess whether any matters raised require action by the local government.
3. Ensure appropriate responses and remedial actions are implemented.

In the instance that the auditor raises findings considered significant in the audit report, the ARIC must consider a report prepared by the CEO addressing those significant findings, and state what action the local government has taken or intends to take with respect to each of those findings. As per section 7.12A(4) of the Act:

- within three months of receiving the auditor's report it must be provided to the Minister, and
- a copy of the report published on the local government's official website within 14 days after a local government gives a report to the Minister.

This agenda item ensures compliance with the legislative requirements of the *Local Government Act 1995*, the *Local Government (Audit) Regulations 1996*, and the *Local Government (Financial Management) Regulations 1996*, while facilitating the necessary review and recommendation process for the adoption of the Annual Financial Report.

COMMENT

Item 5.2 Annual Financial Report And Audit Report 2024/2025

The 2024/2025 financial statements were submitted to the RSM on 30 September 2025. The statutory requirement is to submit by 30 September 2025.

The Shire of Broome has received a clear (unmodified) audit opinion from the OAG.

It is noted however, that comments within the Management Letter addressed to the Shire President identified two issues for Council's attention.

1. Unresolved matters from previous audits - the Auditor has requested that these outstanding matters be attended to before next years audit.
2. Audit Readiness – the Auditor has indicated that the Shire financial statements were considered to be audit ready on 9 November 2025, the requirement is 30 September 2025. This is the date to be reported on the local government sector audit results report to be tabled in Parliament.

No significant issues were raised requiring a separate report to the Minister.

Audit Findings

The 2025 final audit raised ten internal control improvement recommendations, identified in the table below. The Management Letter (Confidential Attachment 2) provides further detail on each finding, including an audit recommendation and Management comment.

No findings identified were determined to be significant.

The contents of the report are deemed confidential due to the potential risk of increased vulnerability to fraudulent or illegal activities if released publicly.

Findings	Prior year finding	Rating	Target completion date
1. Expert Report Review: Landfill Provision		Moderate	June 2026
2. Property, Plant and Equipment, and Infrastructure Reconciliation		Moderate	June 2026
3. Risk Registers Maintenance	Yes	Moderate	June 2026
4. Related party declaration		Minor	June 2026
5. Non-timely reconciliation of key account balances	Yes	Minor	June 2026
6. Non-confirmation of goods received, or services transferred	Yes	Minor	June 2026
7. No testing of business continuity and disaster recovery plan	Yes	Minor	June 2026
8. Portable and attractive assets register not maintained	Yes	Minor	June 2026
9. Bonds and deposits register not maintained	Yes	Minor	April 2026
10.No policies and procedures for inventory management	Yes	Minor	June 2026

Audit findings are rated as either significant, moderate or minor. Three of the findings are new (two moderate and one minor), and seven have been identified in a prior audit, which are being progressed by officers (one moderate, six minor). Officers have proposed completion dates for each item.

Outstanding items will be addressed and presented at each subsequent ARIC meeting until appropriately resolved.

Identified Accounting Misstatements

The auditors identified four misstatements in the financial report, three of which have been adjusted and one that remains unadjusted. These items, detailed below, are included in the Management Representation Letter (Attachment 1) as required under Auditing Standard ASA 320, *Materiality and Audit Adjustments*:

The adjusted amounts are detailed as follows:

1. **(\$1,196,000)** – Error in Journal causing a double up of prior year provision relating to BRAC Site Remediation.
2. **(\$2,603,682)** – Being Adjustment of Building Better Regions Fund (BBRF) project in relation to Cable Beach Stage 1 – contract liability transferred to revenue as expenditure occurred in current year.

3. **(\$43,622)** – Being Adjustment to provision for rehabilitation for Buckleys Road landfill.

The above items were thoroughly reviewed and discussed between the Shire and RSM with agreement reached that adjustment would be made.

The unadjusted amount is detailed as follows:

1. **\$125,394** – Being additional provision for rehabilitation of the BRAC Site.

Other Matters

No instances of fraud were identified for reporting, and there were no disagreements with management regarding significant accounting matters.

2024/2025 Operating Result

The Audited Financial Report for the year ended 30 June 2025 received audit signoff on 2 December 2025, and resulted in a \$5,385,631 carried forward operating surplus, which is summarised below:

	Budgeted Opening Position 2024/2025	Actual Opening Position as per 2025 AFR
Expenditure budget carried over	51,143,691	51,376,023
Income budget carried over (inc plant sales)	(45,324,439)	(42,801,131)
Borrowings budget carried over	0	0
Reserve transfers budget carried over	(3,403,746)	(4,603,542)
FA grant received in advance	0	656,752
BRAC Design Reserve	35,722	35,722
Estimated 2024/25 Surplus (Restricted Cash Reserve)	421,122	421,122
Additional Surplus to be allocated	0	300,685
Net surplus	2,872,350	5,385,631
<i>less advance of 2024/25 Budget for FA Grant</i>		<i>(656,752)</i>
		4,663,824

Budget Overview: The 2025/2026 Annual Budget, adopted at the Special Council Meeting on 26 June 2025, included an estimated carried-forward operating surplus of **\$2,872,350** from the 2024/2025 financial year.

These figures were preliminary and calculated before the finalisation of the 2024/2025 financial year.

Final Financial Position: After completing year-end processes, the confirmed carried-forward surplus is **\$5,385,631**, broken down as follows:

- \$656,752 from advance Financial Assistance Grant funding.
- \$3,026,168 net surplus from capital projects.
- \$945,182 net surplus from operating projects.
- \$721,807 untied surplus.

The actual surplus amount of \$721,807 excludes non-cash transactions such as depreciation, gains or losses from asset revaluations, profit or loss from plant disposal, and provisions for credit losses. It is noted that during the 2025/26 budget process 2024/25 carryovers were reviewed in detail and a 2024/25 surplus of \$421,122 was estimated. These funds were quarantined in Restricted Cash Reserve.

Advance Financial Assistance Grant Impact: The Federal Government provides an annual Financial Assistance Grant (covering general purpose and road funding) through the WA Local Government Grants Commission. The 2025/2026 allocation was partially paid in advance on 24 June 2025, inflating the 2024/2025 closing position. This requires an amendment to the 2025/2026 budget to account for the advance payment (\$656,752 decrease in income). Additional grant funds are expected later in 2025/2026 to complete the annual allocation. The Adopted Budget contained revenue expectation for Grants Commission funding of \$2,175,796, this amount has subsequently been reduced with the Grants Commission final calculations providing \$1,882,025. This is a shortfall of \$293,771 which has been previously reported to Council through the Minutes of the 7 October Audit and Risk Committee (First Quarter Finance and Costing Review).

Budget Compliance and Monitoring: The Shire of Broome is required to budget for an end-of-year closing position of \$0, or within 10% of the rates raised, as per statutory principles. The Shire adopts a \$0 closing balance position.

To ensure compliance, internal controls including quarterly budget reviews are in place. Responsible officers review expenditures and forecast potential variances. All budget amendments must be approved by an Absolute Majority of Council.'

During the 3rd quarter budget review for 2024/2025, a closing deficit of **\$193,282** was forecast for 30 June 2025, assuming all budgets were met. This forecast considered the cash needed to maintain services and projects and was detailed in quarterly reviews and monthly financial statements.

Carry-Over Projects: The Executive Management Group has reviewed the carry-over project list to ensure all retained projects are essential. These include:

- Grant or reserve-funded projects,
- Committed projects,
- Asset Management Plan (AMP) renewals, where funds are allocated to appropriate reserves for future use.

Following end-of-year reconciliations and audit, the final untied surplus is confirmed at **\$721,807**.

Council has several significant projects within its Council Plan and Long Term Financial Plan in the coming years. A number of those projects are contained within the Buildings Asset Class, including a \$7M development of Kimberely Regional Offices 3, a \$4.7M Shire Depot and a \$6.7M Shire Library. It is noted that there are borrowings associated with these projects which will increase Council's longer term finance costs and constrain Council's financial position. Council also has a significant 2 year project to transition from the Shire's current Enterprise Resource Planning software to a more suitable and effective platform estimated at \$3M+.

Officers recommend that the surplus funds are split between the Buildings Reserve, reducing borrowings and therefore ongoing finance repayments, and the IT & Equipment Reserve to offset costs involved in progressing these critical strategic projects. It is noted that allocating the surplus to interest bearing reserve accounts will result in increased interest revenue.

CONSULTATION

Item 5.2 Annual Financial Report And Audit Report 2024/2025

The preparation of the Annual Financial Report involved collaboration with key stakeholders to ensure compliance with statutory requirements and alignment with financial management best practices. This included:

- The **Office of the Auditor General (OAG)** and its contracted auditing firm, **RSM Australia (RSM)**, to oversee the audit process and address audit requirements.
- The **Department of Local Government, Industry Regulation and Safety**, for guidance on regulatory compliance.

These partnerships ensured a thorough and transparent process in the preparation and review of the Annual Financial Report.

STATUTORY ENVIRONMENT

Item 5.2 Annual Financial Report And Audit Report 2024/2025

Local Government Act 1995

6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
 - (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

s7.9 Audit to be conducted

- (1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —
 - (a) the mayor or president; and
 - (b) the CEO of the local government; and
 - (c) the Minister.
- (2) Without limiting the generality of subsection (1), where the auditor considers that —
 - (a) there is any error or deficiency in an account or financial report submitted for audit; or
 - (b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or
 - (c) there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government, details

of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.

- (3) *The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —*
- (a) prepare a report thereon; and*
 - (b) forward a copy of that report to the Minister, and that direction has effect according to its terms.*
- (4) *If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government*

7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*
- (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
 - (b) ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
- (aa) examine an audit report received by the local government; and*
 - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) ensure that appropriate action is taken in respect of those matters*
- (4) *A local government must —*
- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Local governments are required to present to Council an audited annual financial report for the preceding financial year, within specified timeframes as prescribed.

POLICY IMPLICATIONS

Item 5.2 Annual Financial Report And Audit Report 2024/2025

Nil.

FINANCIAL IMPLICATIONS

Item 5.2 Annual Financial Report And Audit Report 2024/2025

Adopting the Annual Financial Report ensures compliance with statutory financial reporting obligations and promotes transparency for both Council and the community.

The committed expenditure and corresponding income sources detailed in Attachment 6 will require an absolute majority vote to approve any budget amendments for the 2024/2025 financial year. Furthermore, reconciling the final financial position with proposed carryover projects will also necessitate an absolute majority decision to allocate the untied portion of the net surplus being \$721,807.

RISK

Item 5.2 Annual Financial Report And Audit Report 2024/2025

The audited Annual Financial Report is a critical control tool, ensuring transparency and accountability in the Shire's financial management. It communicates to Council and stakeholders that the financial position, operational outcomes, cash flows, equity changes, and financial activities are free from material misstatements due to fraud or error.

The audit findings highlight areas where improvements are necessary, prompting management to either implement corrective measures or recommend reviews of existing processes. These actions support the Shire's ongoing efforts to maintain robust internal controls and sound financial governance.

The report also evaluates Council's financial capacity to meet its strategic and operational objectives. Identified variances or findings may highlight the need to reassess budget assumptions, workforce allocation, or overall resource capacity to achieve strategic goals effectively.

A recommendation from the Committee for Council to adopt the Annual Financial Report, Audit and Management Reports, and the CEO's Report is crucial to ensure compliance with statutory requirements. Failure to adopt these documents could delay the approval of the 2024/2025 Annual Report, which would, in turn, impact the timely scheduling of the Annual Electors' Meeting (AEM). This represents a significant risk, as it could disrupt compliance with statutory obligations related to the AEM. Furthermore, such delays could have a substantial reputational impact, as the AEM attracts considerable attention from ratepayers and the community.

Should the Committee recommend alternative allocations for the 2024/2025 surplus, aligned with Council's risk appetite, the associated risk is considered moderate. This risk can be effectively mitigated through adherence to the report recommendations, ensuring clarity and alignment with strategic priorities.

STRATEGIC ASPIRATIONS

Item 5.2 Annual Financial Report And Audit Report 2024/2025

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

COUNCIL RESOLUTION:**(RECOMMENDATION)****Minute No. C/1225/013****Moved: Cr M Virgo****Seconded: Cr D Male****That Council:**

- 1. Receive the Chief Executive Officer's report relating to the audit.**
- 2. Receive the:**
 - (a) Management Representation Letter as per Attachment 1;**
 - (b) Audited Annual Financial Report including the Independent Auditor's Report as per Attachment 1; and**
 - (c) Audit Management Letter as per Attachment 1 and Confidential Attachment 2.**
- 3. Adopt the Audited Annual Financial Report dated 2 December 2025 and the Audit Management Letter for the year ended 30 June 2025 as per Attachment 1.**
- 4. Approves the Budget Amendments detailed as per Attachment 1 to finalise the correct amounts for Carry Forwards from 2024/2025.**
- 5. Acknowledging the advance payment of the Financial Assistance Grant in June 2025, approves budget amendments to decrease GL 100303010 General Purpose Grant by \$256,871 and GL 101203050 Untied Roads Grant by \$399,881.**
- 6. Approves a budget amendment to allocate \$360,903.50 of net 2024/2025 surplus to GL 101474570 Transfer to Building Reserve to offset costs of new capital building projects contained within the Council Plan; and**
- 7. Approves a budget amendment to allocate \$360,903.50 of net 2024/2025 surplus to GL 101419950 Transfer to IT & Equipment Reserve for Replacement of ERP Software and systems.**

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

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 8/0

Attachments

- 1. UNCONFIRMED MINUTES FROM AUDIT RISK IMPROVEMENT COMMITTEE MEETING 4 DECEMBER 2025**
- 2. UNCONFIRMED CONFIDENTIAL MINUTES FROM THE AUDIT RISK IMPROVEMENT COMMITTEE MEETING 4 DECEMBER 2025 (Confidential to Councillors and Directors Only)**

This attachment is confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((f)(ii)) as it contains "a matter that if disclosed, could be reasonably expected to endanger the security of the local governments property".

The Director Corporate Services has advised that an amendment to the attachments has been made. This was circulated to elected members prior to the meeting and has been reflected in the minutes.

9.4.2 SHIRE OF BROOME ANNUAL REPORT 2024/2025

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	ADM42
AUTHOR:	Manager Governance, Strategy and Risk
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The Shire of Broome Annual Report 2024/2025 (**Attachment 1**) is presented to the Council in accordance with the *Local Government Act 1995*. The Annual Report includes the Shire of Broome's (Shire) Annual Financial Report for the same period which has been audited and includes the Office of the Auditor General's Audit Report.

Council is also requested to consider the date of Thursday, 5 February 2026 as the date of the Annual General Meeting of Electors.

BACKGROUND

Sections 5.53 and 5.54 of the *Local Government Act 1995* (the Act) and Regulation 19B of the *Local Government (Administration) Regulations 1996* (the Admin Regs) require the Shire to prepare an Annual Report for each financial year and present it to Council for acceptance by 31 December after that financial year.

Section 6.4 of the Act requires local governments to prepare and submit an annual financial report to its auditors by 30 September each year. Once audited, the Annual Financial Report and Audit Report are incorporated in the Annual Report for acceptance by Council.

The Auditor's Report for 2024/2025, provided by contract auditor RSM Australia, was received from the Office of the Auditor General (OAG) on 2 December 2025.

Section 5.27 of the Act prescribes that within 56 days of accepting the Annual Report, Annual Financial Statements and Auditors Report, a general meeting of electors must be held.

COMMENT

The Annual Report is one of the key reporting mechanisms outlined in the Integrated Planning and Reporting Framework and Guidelines published by the then Department of Local Government, Sport and Cultural Industries in 2016. The Annual Report for 2024/2025 has been prepared in accordance with the requirements of the Act and the Admin Regs and provides a review of how the Shire has performed against its goals and objectives.

The Annual Report for 2024/2025 has been prepared in accordance with section 5.53 of the Act which lists the minimum content requirements. This year's Annual Report highlights the continuation of the delivery of quality local government services to the community, completion of significant capital works projects and feedback from the community about

the Shire's performance across all service areas following the Community Scorecards completed in 2020, 2022 and 2024.

Key Highlights from the Shire of Broome for 2024/2025 include:

Major Community and Infrastructure Achievements

Walmanyjun Cable Beach Foreshore Redevelopment

- Stage 1 Complete.
- Opening Ceremony held in June with opening speeches from the Hon. Roger Cook, Premier of Western Australia, Hon. Stephen Dawson, Minister for Regional Development, Member for Kimberley Divina D'Anna and Federal Government representative Scott Kneebone, joined by representatives from Lotterywest, and Surf Life Saving WA.
- \$9 million Royalties for Regions Funding received to progress Stage 2 of the project.
- Stage 2 construction commenced June 2025.

Housing Crisis

- \$7.8 million State funding secured for headworks for the Sanctuary Village Holiday Park and Key Worker Housing which will deliver more than 90 key worker homes and over 300 additional tourist sites.
- McMahon Estate Local Structure Plan finalised and submitted to the Western Australian Planning Commission following significant community consultation.

Frederick Street Roundabout Project

- Opened in June 2025.
- The new roundabout provides a much needed additional, safe access point to the Broome Recreation and Aquatic Centre (BRAC).

Community Services and Engagement

- Strong community participation and engagement in the development of several informing strategies including:
 - Council's strategic Council Plan
 - Community Safety Plan
 - Animal Management Plan, and
 - Youth Plan.
- Youth Skate Week, Town Beach Christmas Party, Chinatown Easter Trail and Reconciliation Market events delivered successfully to the community.
- Youth Week, Youth Forum and All Abilities Day delivered to the community.
- Arts and Culture Strategy supported through Arts Industry Nights, art events
- Broome Civic Centre delivered 81 events and 16 shows.
- Broome Public Library recorded:
 - 78,929 visitors
 - 49,507 loans
 - 8,614 computer hires.

Sport and Recreation Growth

- 62,206 Broome Recreation and Aquatic Centre patron entries and 10,245 group fitness users.
- \$40,428 funding provided through the KidSport program to 175 recipients
- 2,622 bookings for sports courts and 1,588 school holiday program participants
- 1,588 school holiday program participants
- 168,358 visitors to Cable Beach serviced by the Shire's Lifeguard Service.

Building and Planning

- Cable Beach and Chinatown Old Broome Precinct Structure Plans adopted following extensive community consultation and detailed planning.
- \$24.44 million value in development applications lodged; \$91.1 million in approved building applications.
- 97 planning applications and 361 building applications assessed.

Following acceptance by Council, the report will be made available to the public in preparation for the Annual Electors Meeting. The 2024/2025 Audited Annual Financial Report makes up a significant portion of the Annual Report. The Audit and Risk Committee (ARC) met on 4 December 2025 to consider the Audited Financial Report and Management Letter and resolved to recommend Council receipt and adoption.

With the preparation of the Annual Report and Annual Financial Statements completed, and receipt of the independent Auditor's Audited Financial Report, Council can propose a date to hold a general meeting of electors. It is recommended that Council support this meeting to be held on Thursday, 5 February 2026, 56 days after the Annual Report is tabled with Council for consideration. Given the timing of receipt of the Audited Financial Report officers believe that holding the Annual Electors Meeting any earlier may impact attendance due to the Christmas and New Years break and school holiday period, which is typically a quiet time in Broome.

CONSULTATION

RSM Australia
Office of the Auditor General

Consultation on the Annual Report will be undertaken through the presentation of the Report to the Annual General Meeting of Electors.

STATUTORY ENVIRONMENT

The statutory environment applicable to the Annual Report are sections 5.53, 5.54, 5.55 and 5.55A of the *Local Government Act 1995*. Section 5.54(1) requires Council to accept the annual report by Absolute Majority.

The convening of the Annual Electors meeting is governed by sections 5.27, 5.29 of the *Local Government Act 1995*. Section 5.29 requires that a minimum of 14 days local public notice is provided.

Local Government Act 1995**Division 5 – Annual reports and planning****5.53. Annual reports**

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]
 - (e) an overview of the plan for the future of the district made in accordance with Section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and (ii) how the recorded complaints were dealt with; and (iii) any other details that the regulations may require; and (i) such other information as may be prescribed.

[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6; No. 5 of 2017 s. 7(1).]

5.54 Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

*Absolute majority require.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55 Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government. [Section 5.55A inserted by No. 5 of 2017 s. 8.]

5.56 Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Division 2 – Council meetings, committees and their meetings and elector's meetings
Subdivision 4 – Electors' meetings

5.27 Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but 2. not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving –
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

Disability Services Act 1993

29. Report about disability access and inclusion plan

- (2) A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the Local Government Act 1995 a report about the implementation of the plan.

State Records Commission Standard 2 – Record keeping Plans
Principle 6 – Compliance

Government organisations ensure their employees comply with the recordkeeping plan.

Rationale

An organisation and its employees must comply with the organisations recordkeeping plan.

Organisations should develop and implement strategies for ensuring that each employee is aware of the compliance responsibilities.

Minimum Compliance Requirements

The recordkeeping plan is to provide evidence to adduce that:

1. The efficiency and effectiveness of the organisation's recordkeeping systems is evaluated not less than once every 5 years.
2. The organisation conducts a recordkeeping training program.
3. The efficiency and effectiveness of the recordkeeping training program is reviewed from time to time.

4. *The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's recordkeeping plan.*
5. *The organisation includes within its annual report an appropriate section that Addresses points 1-4.*

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Printing and advertising costs have been provided for in the 2025/2026 budget.

RISK

This is an annual recurring compliance obligation. Reputational damage may result should statutory timeframes not be met although consequence is minimal.

The Shire of Broome has an established history of being able to meet this compliance obligation.

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.

Actions 9.1.1 **Complete** an annual minor review and 4-yearly major review of the Council Plan (integrated Strategic Community Plan and Corporate Business Plan).

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/1225/014

Moved: Cr P Taylor

Seconded: Cr M Virgo

That Council:

1. ***Pursuant to section 5.54(1) of the Local Government Act 1995 endorses the Shire of Broome Annual Report for the 2024/25 period as presented in Attachment 1.***
2. ***Authorises the Chief Executive Officer to include the 2024/25 Annual Financial Statement in the Shire of Broome Annual Report 2024/25 as presented in Attachment 1 prior to publishing.***
3. ***Pursuant to section 5.27 of the Local Government Act 1995 endorses the date of the Annual Electors Meeting to be held on Thursday 5 February 2026 commencing at 4:00pm in Council Chambers at 27 Weld Street, Broome.***

4. Pursuant to section 5.29 of the Local Government Act 1995 requests that the Chief Executive Officer provide local public notice of the details of the Annual Electors Meeting.

5. Pursuant to sections 5.55 and 5.55A of the Local Government Act 1995 requests that the Chief Executive Officer provide local public notice of the availability of the Shire of Broome Annual Report 2024/25 and that it be published on the Shire's official website.

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

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 8/0

Attachments

1. Draft Shire of Broome Annual Report 2024/2025

9.4.3 COUNCIL PLAN MINOR DESKTOP REVIEW - ANNUAL UPDATE

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	ADM20
AUTHOR:	Manager Governance, Strategy and Risk
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The Shire of Broome Council Plan (CBP) 2026 - 2036 is presented to Council for endorsement following an annual review in accordance with the Department of Local Government, Industry Regulation and Safety (LGIRS) best practice recommendations.

BACKGROUNDPrevious Considerations

OMC 12 December 2024

Item 9.4.2

Integrated Planning and Reporting (IPR) Framework

Section 5.56 of the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996* (Admin Regs) require local governments to plan for the future through the Integrated Planning and Reporting Framework. This framework ensures local governments prepare a Strategic Community Plan that reflects the community's vision and aspirations and a Corporate Business Plan that outlines priorities to achieve those goals.

Recent reforms under the *Local Government Amendment Act 2023* have replaced the requirement for separate Strategic Community Plan and Corporate Business Plan documents with a streamlined Council Plan. This new format removes duplication by providing a single, integrated plan that clearly outlines the local government's commitments to addressing community objectives.

While the final regulations for the Plan are still pending, the Department of Local Government, Industry Regulation and Safety supports transitioning to this format, provided it complies with current regulatory requirements. This approach allows the Shire of Broome to align its strategic planning with legislative changes while ensuring the Council Plan effectively captures the Shire's priorities and community aspirations.

In December 2024 Council adopted the Shire of Broome Council Plan 2025 – 2035 integrating the Strategic Community Plan and Corporate Business Plan.

The Council Plan is reviewed annually as part of the Integrated Planning and Reporting process to ensure priorities are achievable, effectively timed and appropriately resourced. As part of this review, consideration is given to the Long Term Financial Plan (LTFP) and Council's Informing Strategies.

2024 Community Scorecard

A Community Scorecard (Scorecard) was conducted in June 2024 to kick off the community engagement for the development of the Council Plan 2025-2035. The 2024 Scorecard was sent to all of Broome's ratepayers by email, with hard copy Scorecards delivered to all PO boxes via unaddressed mail. Additional hard copies were sent to the major Aboriginal communities and placed at key locations around town.

Respondents also rated the Shire of Broome positively for its vision, with this metric improving by eight index points from the 2020 results and 11 per cent higher than the industry average.

The highest performing Shire areas according to the Broome community are:

- Library and information services
- Festivals, events, art and cultural activities
- Sport and recreation facilities.

The most improved Shire areas in comparison to the 2020 data according to the Broome community are:

- Local history and heritage
- Volunteer support and recognition
- Mosquito control
- Sport and recreation facilities.

In terms of priorities and areas of improvement for the Shire, the following themes emerged from the Scorecard results:

- Community safety and crime prevention
- Housing
- Marine facilities, including boat ramps
- Youth services and facilities
- Conservation and environmental management
- Lighting of streets and public places.

It should be noted that of the areas that the community feels can be improved in Broome, the main priorities are not directly within the Shire's control – especially community safety and housing.

As such, continued advocacy work will need to occur to improve results in these metrics for the next Community Scorecard.

Informing Strategies

A number of key informing strategies have been updated since the Council Plan 2025-2035 including:

- Broome Housing Affordability Strategy
- Cable Beach Precinct Structure Plan
- Chinatown Old Broome Precinct Structure Plan
- Community Safety Plan 2025-2029
- Landfill Closure Management Plan
- McMahon Estate Local Structure Plan
- Place Management Plan 2025 - 2029
- Weed Management Strategy and Action Plan 2026 - 2029

- Youth Plan 2025-2029.

The updated strategies have informed the review of the actions contained within the Council Plan 2026 - 2036.

COMMENT

In preparation for the 25 November 2025 Council Plan workshop, staff undertook a desktop review of the Council Plan Actions, additional operating expenditure, capital projects and resourcing for the 2026-2030 financial years. Following these reviews the executive group met several times to finalise proposed changes prior to workshopping with Council.

A workshop to review the Council Plan and Long Term Financial Plan was held with Councillors and Executive Management on Tuesday 25 November 2025. Shire President Chris Mitchell and Councillors Desiree Male, Sean Cooper, Jan Lewis and Peter Taylor were in attendance.

At the workshop Councillors were provided with presentations of the Council Plan Action Register for review. The workshop also incorporated a detailed review of the LTFP, focusing on revised assumptions, changes to the operating baseline, Additional Operating Expenditure and Capital Projects.

Assessing the information presented and considering the feedback received from Council, the following adjustments have been made to the content of the Council Plan.

Completed Actions 2025-2026

The following Actions were identified as being complete, or due to be complete by the end of the 2025-2026 financial year:

Action #	Action
1.1.2	Develop a CCTV Strategy and Action Plan.
1.2.3	Roll out a 12-month trial of dog exercise areas in 13 locals parks, supported with new signage, supporting communications, ranger surveillance and community engagement.
4.2.2	Construct a children's Water Park as part of the Walmanyjun Cable Beach Foreshore Redevelopment (see action 8.2.3).
6.3.2	Provide a coastal asset inspection and condition report.
6.3.4	Formalise an agreement with the Society for Kimberley Indigenous Plants & Animals (SKIPA) and Environs Kimberley to maintain Magabala Botanical Garden.
7.1.4	Deliver the road and carpark reseal program 2025-2026.
7.1.5	Upgrade Cable Beach Road East and BRAC intersection.
8.2.5	Provide a pedestrian link through Broome Camp School site.
11.1.1	Provide biennial employee surveys and annual pulse surveys to assess and strengthen employee engagement and culture 2025-2026.

New Actions

The following New Actions have been proposed for inclusion in the Plan:

Action #	Action	Year	Rational
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3.2.14	Complete a feasibility study for the relocation of the Broome Speedway to the new Motorplex site on Broome Cape Leveque Road.	2026-2027	To complete the planning including Business case by July 2027.
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Deleted Actions

The following Actions are proposed to be removed from the Council Plan 2026-2036:

DELETED ACTIONS		
Action #	Action	Rationale
6.2.5	Develop the Haynes Oval Master Plan.	Duplication of Item 3.2.11. This is to be changed to Special Projects.

Amended Actions

The following Actions have been adjusted (note that in some cases it has been proposed to move actions beyond the 4 year timeframe of the Council Plan):

Action #	Action	Rationale	Original Year	Proposed Year
1.1.1	Finalise and implement the new Community Safety Plan	Changed Dates of the Community Safety Plan to 2025-2029.	2025-2026	Ongoing
1.1.3	Provide street lighting upgrades focusing on priority areas identified through the lighting audit, community feedback and WA Police crime statistics.	Changed Dates of the Community Safety Plan to 2025-2029.	2025-2026	Ongoing
1.1.4	Advocate for funding additional lighting on streets, footpaths, trails and public places to address priority areas identified through the street light audit, community feedback and WA Police crime statistics.	Changed Dates of the Community Safety Plan to 2025-2029.	2025-2026	Ongoing
1.1.5	Advocate for WA Police to deliver more police patrols inclusive of foot and bike patrols to increase on-the-ground presence.	Changed Dates of the Community Safety Plan to 2025-2029.	2025-2026	Ongoing
2.1.1	Progress the Broome Housing Affordability Strategy and Master Planning project to work with landowners of undeveloped and underdeveloped land within urban areas, particularly in Old Broome and Chinatown, to realise opportunities for new dwelling construction.	Broome Housing Affordability Strategy was adopted by Council August 2025. Implementation of actions ongoing.	2025-2026	Ongoing

2.1.5	Advocate for funding towards headworks for McMahon Estate infill development.	Additional Year Added.	2025-2026	2026-2027
2.1.7	Advocate for State Government to fund Ngurra Buru Night Space to continue beyond the trail for at risk children and youth.	Changed dates of the Community Safety Plan to 2025-2029. Shire Officers have met with Night Space and they are currently in discussions with State Government to extend the program funding.	Ongoing	Ongoing
3.2.2	Review the Sport and Recreation Plan 2021-2031 and BRAC Masterplan.	Quotes are yet to be sourced. It would be expected to exceed \$40,000. Additional amount of \$40,000 included for a total of \$80K.	2026-2027	2026-2027
3.2.4	Provide BRAC fields storage (equipment, goals, nets).	Additional amount of \$10,000 included.	2026-2027	2026-2027
3.2.6	Complete a feasibility study to expand BRAC aquatic centre with a 50m pool.	Deferred due to resourcing constraints.	2026-2027	2029-2030
4.1.4	Fund a business case and detailed design to upgrade and develop the Broome Museum and adjacent lands.	Detailed design and tender package moved back due to financial constraints and Special Project team resources.	2026-2027	2027-2028
4.1.5	Complete a feasibility study to upgrade or relocate Broome Library and, dependent on outcomes, complete detailed design and construction.	Feasibility Study moved forward through 2025/2026 budget process. Detailed design and tender package moved back due to financial constraints and special project team resources.	2026-2027	2029-2030
4.1.6	Complete a feasibility study for a Performing Arts Centre, with performance, exhibition, rehearsal, studio and meeting spaces.	Deferred awaiting outcome of State government Kimberley Events Centre Feasibility Study.	2026-2027	2027-2028
4.2.4	Provide a playground within the BRAC aquatic area.	Deferred to follow the aquatic feasibility study.	2027-28	2029-2030
4.2.6	Implement the new Youth Plan	Changed to include dates of the Youth Plan 2025-2029.		Ongoing
4.2.7	Construct BRAC Youth Bike Precinct with children's bike track and play elements, street sport court, event	Deferred due to financial constraints. \$625,000 added to future.	2028-2029	Future

	space, shade shelter and picnic /BBQ/facilities.			
5.1.1	Review and implement the District Stormwater Management Strategy including analysis of opportunities to retro-fit water-sensitive urban design.	Deferred during 2025-2026 budget deliberations.	2025-2026	2026-2027
5.2.4	Review the Waste Strategy 2021-2031 and Waste Action Plan 2021-2025 to determine if the objectives have been met and prepare a new plan to meet outstanding community needs (if required).	Will be presented to Council July/Aug 2026, Actions to be implemented in subsequent years.	2025-2026	2026-2027
6.1.3	Provide a Community Profiles report.	Deferred to 2032-2033 due to change in legislated LPS review timeframes.	2026-2027	Future
6.2.1	Facilitate implementation of the Cemetery Master Plan.	2025/2026 deferred to 2026/2027 due to workload in the Engineering team. Port Drive carpark deferred to 2030-2031.	2025-2026 2026-2027	2026-2027 Future
6.2.2	Develop the Male Oval Precinct Master Plan	Deferred by Council during 2025/2026 budget process. Defer to 2028/2029 due to financial constraints and resourcing in Special projects team. Estimate costs closer to \$100,000.	2025-2026	2028-2029
6.2.3	Support Broome Bowling Club to develop a Broome Bowling Club Master Plan to upgrade the heritage listed building and toilet facilities, provide shade over the green and investigate the feasibility of a second bowling green.	Defer to follow review of Sport and Recreation Plan in 2026/2027.	2026-2027	2027-2028
6.2.4	Complete a BRAC Fields Pavilion Feasibility study aiming for construction in 2031-32.	Defer feasibility to 2028/2029 due to financial and resourcing constraints. Defer construction to 2031/2032 (detailed design and tender package 2030/2031)	2027-2028	2029-2030
7.1.16	Review Broome Senior High School parking and pick-up area on Frederick Street	Streetlight to be relocated 2025-2026 to allow slip lane to be installed. Slip lane to be deferred to 2026-2027.	2025-2026	2026-2027

7.1.17	Provide BRAC sealed parking, south of courts	2 stage project planned to occur 2025-2026 and 2026-2027. Some work planned for second half of 2025/2026 however will not be complete. Carry over a portion to 2026-2027 to combine project with sealed parking, south of pavilion.	2025-2026	2026-2027
7.3.1	Advocate for permanent connection flights with Singapore and other international destinations, and more frequent and affordable domestic flights.	Remove funding of \$50,000 for each year. Action is to remain ongoing.	Ongoing	Ongoing
8.1.1	Review the Economic Development Strategy	Deferred due to vacancy in Economic Development.	2026-2027	2027-2028
8.2.8	Complete a feasibility study for a safe ocean swimming facility	Defer due to financial and resourcing constraints.	2028-2029	2029-2030
9.2.2	Provide detailed design/tender package and construction of a new depot facility	Detailed Design and Tender Package construction deferred 1 year due to financial / resourcing constraints and competing priorities. Depot construction also deferred 1 year.	2026-2027 2027-2028	2027-2028 2028-2029
9.2.7	Develop a business case and, dependent on outcomes, construct Kimberley Regional Offices Building 3	Funding not provided through 2025-2026 budget process with staff review requested. Requires high level commercial review. \$50K requested for 2026/2027.	2025-2026	2026-2027

The Actions contained within the Council Plan 2026-2036 guide the organisation towards achieving the strategic Outcomes and Objectives listed within the plan. Most changes to the Council Plan were minor in nature and involved minor changes to Action wording or the acknowledgment of Actions that had been completed in the prior year of the plan. The timing of some Actions has also been proposed to change with a number of ongoing or advocacy actions extended into the 2029-2030 financial year.

Minor changes relating to Directorate and Department responsibilities have also been proposed to improve the readability of the document.

It is noted that changes to supporting information within the document have been proposed prior to the final document being published towards the end of the 2025-2026 financial year (subject to information being available).

The Draft Council Plan Action Register 2026-2036 (including proposed amendments) is provided in Attachment 1. It is noted that these amendments will be provided to the

graphic designer prior to publishing with layout, branding and aesthetics consistent with the Council Plan 2025-2035.

Long Term Financial Plan Update

In line with the principles of the Integrated Planning Framework, the Shire of Broome's informing strategies are continually under review with full regard for Council's LTFP.

The LTFP has been reviewed with consideration for the revised Council Plan. The LTFP has been balanced with the intent to reduce the reliance on Reserve Funding and borrowings, to fund in the first instance, the Shire's Capital Renewal program. Funding of renewal expenditure through Municipal Funds provides for long term financial viability. In order to balance the LTFP, and ensure financial sustainability into the future, an inflation rate of 3.5% has been applied to 2026-2027 with all subsequent years applied at 3% per annum.

Extracts from the LTFP will be used to update the Forecast Statement of Funding, Additional Operating Expenditure and the Capital Program contained within the Draft Council Plan 2026-2036. The balanced 4 year Statement of Funding is attached (Attachment 2). It is noted that the Long Term Financial Plan will again be reviewed in detail during the bi-annual update of the Council Plan in December 2026.

The Draft Council Plan 2026-2036 is proposed to be effective 1 July 2026 and is proposed to inform the 2025/2026 annual budget process. It must be noted that budget allocations are only formally endorsed through the adoption of the annual budget.

CONSULTATION

A Elected Member session of the Council Plan and Long Term Financial Plan workshop was held on 25 November 2025 for three hours and was attended by Shire President Mitchell, Cr Male, Cr Cooper, Cr Lewis and Cr Taylor.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.56. Planning for the future

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for (Act s. 5.56)

19DA. Corporate business plans, requirements for (Act s. 5.56)

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of the district.

The Council Plan is integral to this process, with the Department of Local Government, Industry Regulation and Safety (LGIRS) guidelines recommending that a broad community survey be a component of reviewing these plans and setting future community priorities and actions.

Adoption of Council Plan is to be by Absolute Majority.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The Council Plan is designed to deliver on the Outcomes and Objectives contained in the Plan. The LTFP has been reviewed as part of the development of the Council Plan Review and will continue to be monitored through the life of these plans and during the annual budget process.

RISK

The Council Plan is a legislative requirement under the *Local Government Act (1995)* and as such Council is mitigating the risk of non-compliance by developing and adopting the plan.

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.

Actions 9.1.1 **Complete** an annual minor review and 4-yearly major review of the Council Plan (integrated Strategic Community Plan and Corporate Business Plan).

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/1225/015

Moved: Cr M Virgo

Seconded: Cr S Cooper

That Council:

- 1. Endorse the annual desktop review of the Shire of Broome Council Plan 2026 - 2036 as contained within Attachment 1, noting that no substantive changes have been made to Council's strategic outcomes or objectives;**
- 2. Notes the amendments to the Shire of Broome Council Plan 2026 – 2036, as contained in Attachment 1, will be required to be graphically enhanced prior to publishing; and**
- 3. Notes the revised Long Term Financial Plan schedule as contained within Attachment 2 and supports the implementation of the adjusted document.**

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

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 8/0

COUNCIL RESOLUTION:

Minute No. C/1225/016

Moved: Cr E Smith

Seconded: Cr J Lewis

COUNCILLOR MOTION:**That Council:**

1. **Endorse the annual desktop review of the Shire of Broome Council Plan 2026-2036 as contained within Attachment 1, with the following change to Action 8.1.2, noting that no further substantive changes have been made to Council's strategic outcomes or objectives;**

8.1.2 Advocate for Broome to be the logistics supply hub for mining, ~~oil, gas and~~ renewables, agriculture, cruise ship services, and emerging industries.

2. **Notes the amendments to the Shire of Broome Council Plan 2026 – 2036, as contained in Attachment 1, will be required to be graphically enhanced prior to publishing; and**
3. **Notes the revised Long Term Financial Plan schedule as contained within Attachment 2 and supports the implementation of the adjusted document.**

Voting

For the Motion: Cr J Lewis 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 2/6

Attachments

1. Shire of Broome Council Plan Action Register 2026-2036
2. 2026 - 2030 Long Term Financial Plan Schedule

The Director Corporate Services has advised that an amendment to the item has been made. This was circulated to elected members prior to the meeting and has been reflected in the minutes.

9.4.4 MONTHLY FINANCIAL REPORT OCTOBER - 2025

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

SUMMARY:

Council is required under Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* (FMR) to consider and receive the Monthly Financial Report for the period ended 31 October 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 October 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	33%
Total Rates levied	100%
Total Operating Revenue (excluding Rates and Profit on asset disposals)	50%
Total Operating Expenditure (excluding Loss on asset disposals)	25%
Total Capital Revenue	29%
Total Capital Expenditure	13%

For activity categories where progress notably differs from the 33% budget year elapsed, high-level explanations for the variances are provided.

Operating Revenue

Grants Subsidies and Contributions

Further to the budget amendment completed at OMC 16 October 2025, the Shire has two issues in regards to the Grants Commission funding that require action to be taken.

These actions can be summarised as follows;

- A reduction in funding. Council approved a budget amendment as part of OMC 16 October 2025 at which a report detailing Finance and Costing Review quarter 1 (FACR1) was presented. This report acknowledges the reduction in funding of \$293k and reduced expected revenue. This has contributed to the current forecast deficit.
- The advance payment of grant funds totalling \$656k, received late June 2025. The grant funds received are required to be shown as revenue in 2024-2025 although they relate to budgeted revenue for the 2025-2026 financial year. This is proposed to be rectified on confirmation of the audited financial statements and the final surplus. A budget amendment to reduce revenue and increase opening surplus is proposed in a separate report in this agenda.

Timing of receipts relating to the Needle Disposal grant has also resulted in a \$90,000 variance.

Interest Revenue

Interest revenue on reserve and municipal funds is tracking under budget due to term deposit interest income not accounted for until maturity. Timing variance.

Other Revenue

A contribution of \$42,000 from the Department of Education towards Haynes Oval costs was budgeted to have been received but has not as yet, creating a timing difference.

Operating Expenditure

Materials & Contracts

Timing of invoices received for kerbside rubbish and recycling collections has resulted in a variance of approximately \$440,000. There are minor variances across several business units which will be monitored for the second quarter Finance and Costings Review.

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 now contain opening balances that have been confirmed by the Auditors and detail the actual closing position as of 30 June 2025. The final closing position and statements for 2024/2025 are subject to a separate report in this agenda

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

RISK

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

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

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

STRATEGIC ASPIRATIONS

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

Outcome 10 - A well-informed and engaged community.

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(RECOMMENDATION)

Minute No. C/1225/017

Moved: Cr P Taylor

Seconded: Cr S Cooper

REPORT RECOMMENDATION:

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

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

CARRIED UNANIMOUSLY 8/0

Attachments

1. Monthly Statement of Activity October 2025

- 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 November 2025 Monthly Financial Report provides an overview of operating and capital project progress.

It should be noted that the Attachments have been updated to reflect the final numbers confirmed by the Auditors. The Audit is subject to a separate report in this agenda.

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

Budget Year Elapsed	42%
Total Rates levied	100%
Total Operating Revenue (excluding Rates and Profit on asset disposals)	56%
Total Operating Expenditure (excluding Loss on asset disposals)	30%
Total Capital Revenue	36%
Total Capital Expenditure	17%

For activity categories where progress notably differs from the 42% budget year elapsed, high-level explanations for the variances are provided.

Operating Revenue

Grants Subsidies and Contributions

Further to the budget amendment completed at the Ordinary Meeting of Council (OMC) held 16 October 2025, two issues regarding Grants Commission funding require action to be taken.

These actions can be summarised as follows;

- A reduction in funding. Council approved a budget amendment as part of OMC 16 October 2025 at which a report detailing Finance and Costing Review quarter 1 (FACR1) was presented. This report acknowledges the reduction in overall General Purpose Financial Assistance Grant funding of \$293,000. This has contributed to the current forecast deficit.

- The advance payment of 2025/2026 General Purpose Financial Assistance Grant funds totalling \$656,000, received late June 2025. The grant funds received are required to be shown as revenue in 2024/25 although they relate to budgeted revenue for the 2025/2026 financial year. This is proposed to be rectified on confirmation of the audited financial statements and the final surplus. A budget amendment to reduce revenue and increase opening surplus is proposed in a separate report in this agenda.

Timing of receipts relating to the Needle Disposal grant has also resulted in a \$90,000 variance.

Interest Revenue

Interest revenue on reserve and municipal funds is tracking under budget due to term deposit interest income not accounted for until maturity. Timing variance.

Operating Expenditure

Materials & Contracts

Timing of invoices received for kerbside rubbish and recycling collections has resulted in a variance of approximately \$525,000. Timing of invoices received for site remediation has resulted in a variance of approximately \$180,000. There are minor variances across several business units which will be monitored for the Mid Year Budget Review.

Utilities

Timing of invoices received for utility costs for has resulted in a variance, particularly within Parks and Grounds maintenance, which is currently running around \$100,000 below budget. This will continue to be monitored.

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 Redevelopment 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 have been confirmed by the Auditors and detail the actual closing position as of 30 June 2025. The final closing position and statements for 2024/2025 are subject to a separate report in this agenda

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

RISK

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

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

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

STRATEGIC ASPIRATIONS

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

Outcome 10 - A well-informed and engaged community.

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(RECOMMENDATION)

Minute No. C/1225/018

Moved: Cr M Virgo

Seconded: Cr S Cooper

REPORT RECOMMENDATION:

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

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

CARRIED UNANIMOUSLY 8/0

Attachments

1. Monthly Statement of Activity November 2025

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.*

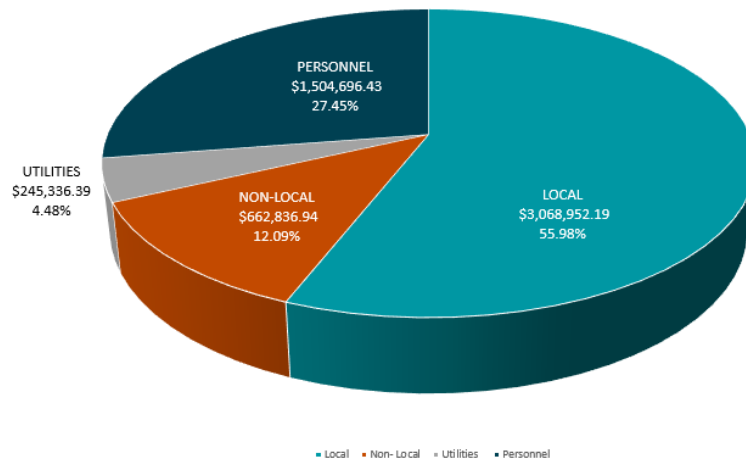
POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

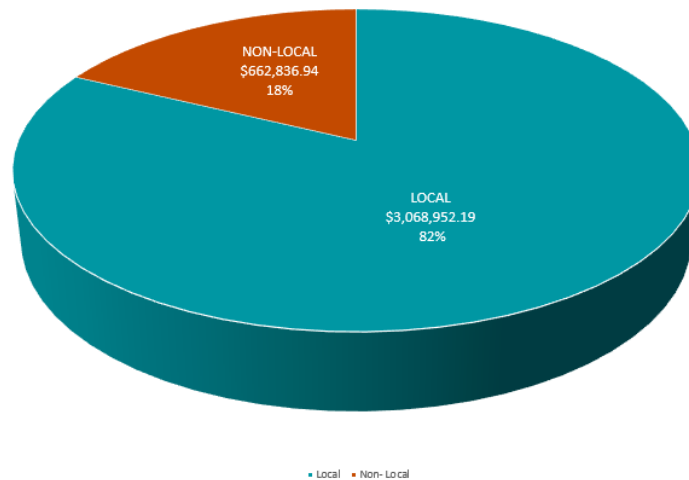
List of payments made in accordance with budget and delegated authority. Payments can also be analysed as follows:

SHIRE OF BROOME PAYMENTS NOVEMBER 2025



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

LOCAL Vs NON-LOCAL PAYMENTS NOVEMBER 2025



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for November 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	\$ -	\$ 4,053,227.00	\$ 444,421.59	\$ 34,486.06	\$ -	\$ 949,687.30	\$ 5,481,821.95
Dec-25							
Jan-26							
Feb-26							
Mar-26							
Apr-26							
May-26							
Jun-26							
TOTAL	\$ 8,395.35	\$ 26,383,228.09	\$ 2,298,716.18	\$ 198,755.52	\$ -	\$ 4,909,033.61	\$ 33,798,128.75

RISK

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

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

STRATEGIC ASPIRATIONS

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

Outcome 9 - Effective leadership, advocacy and governance

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(RECOMMENDATION) **Minute No. C/1225/019**

Moved: Cr M Virgo **Seconded: Cr P Taylor**

REPORT RECOMMENDATION:

That Council:

1. **Receives the list of payments made from the Municipal and Trust Accounts in November 2025, totalling \$5,481,821.95 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:**
 - a) **EFT Vouchers EFT81903 - EFT82258 totalling \$4,053,227.00;**
 - b) **Municipal Cheque Vouchers 00000 - 00000 totalling \$0.00;**
 - c) **Trust Cheque Vouchers 00000 - 00000 totalling \$0.00; and**

d) Municipal Direct Debits, DD34918.1- DD34997.9 including payroll totalling \$1,394,108.89.

- 2. Receives the list of payments made by credit cards in November 2025, totalling \$34,486.06 (contained within Attachment 1) per the requirements of Regulation 13A of the Local Government (Financial Management) Regulations 1996 covering Municipal Direct Debits DD34986.1- DD34986.26.**
- 3. Notes the local spend of \$3,068,952.19 included in the amount above, equating to 82% of total payments excluding personnel, utility, and other external sole supplier costs.**

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

CARRIED UNANIMOUSLY 8/0

Attachments

1. Payment Listing- November 2025

9.4.7 MINUTES AND RECOMMENDATIONS FROM THE KIMBERLEY ZONE MEETING HELD ON 21 NOVEMBER 2025 AND THE KIMBERLEY REGIONAL GROUP (KRG) MEETING HELD ON 14 NOVEMBER 2025

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

SUMMARY:

This report presents for Council endorsement the Minutes from the meeting of the Kimberley Zone of the Western Australian Local Government Association (WALGA) held on 21 November 2025 and the Kimberley Regional Group meeting held on 14 November 2025.

BACKGROUND

A copy of the minutes from the Kimberley Zone of WALGA (Kimberley Zone) meeting held 21 November 2025 and the Kimberley Regional Group (KRG) meeting held on 14 November are attached for Council consideration (**Attachments 1 and 2**).

It should be noted that the Kimberley Zone is a group established to represent regional issues to the State Council of WALGA. This group includes the four Kimberley Shires in addition to the Shires of Christmas Island and Cocos Keeling Islands.

The KRG is a group defined through a deed of agreement between the four Kimberley local governments with the Minister for Local Government.

The Shire of Wyndham East Kimberley accepted the Secretariat role for the Kimberley Zone/KRG late in 2021.

COMMENT

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

Matters for Decision	WALGA Recommendation
<p>8.1 2025 Annual General Meeting Resolutions</p>	<p>RECOMMENDATION</p> <p>That the Zone support the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided below.</p> <p>WALGA RECOMMENDATION</p>

Matters for Decision	WALGA Recommendation
	<p>1. The following resolutions from the 2025 WALGA Annual General Meeting be referred to the People and Place Policy Team for further work to be undertaken:</p> <p>7.1 Provision of Medical Services in Remote and Very Remote Local Governments</p> <p>7.2 Homelessness – Short-term Accommodation Solutions</p> <p>2. The following resolution from the 2025 WALGA Annual General Meeting be referred to the Governance Policy Team for further work to be undertaken:</p> <p>7.3 Rating Exemption Advocacy Position</p> <p>3. The following resolution from the 2025 WALGA Annual General Meeting be endorsed:</p> <p>7.5 Rateability of Miscellaneous Licences</p> <p>EXECUTIVE SUMMARY</p> <ul style="list-style-type: none"> • 2025 Annual General Meeting (AGM) was held on 23 September. • The meeting resolved for WALGA to act in relation to four Member Motions: <ul style="list-style-type: none"> o Provision of Medical Services in Remote and Very Remote Local Governments o Homelessness – Short-term Accommodation Solutions o Rating Exemption Advocacy Motion o Rateability of Miscellaneous Licences <p>ATTACHMENT</p> <ul style="list-style-type: none"> • WALGA 2025 Annual General Meeting Minutes
<p>8.2 2026 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members</p>	<p>RECOMMENDATION</p> <p>That the Zone support the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided below.</p> <p>WALGA RECOMMENDATION</p> <p>That State Council endorse the submission to the 2026 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members.</p> <p>EXECUTIVE SUMMARY</p> <ul style="list-style-type: none"> • The Salaries and Allowances Tribunal (SAT) conduct an inquiry into Local Government Chief Executive Officer and Elected Member remuneration annually. • In preparation for the Inquiry to be undertaken early next year, WALGA has prepared a draft submission to SAT that makes recommendations in relation to Elected Member fees and allowances, Chief Executive Officer remuneration, the Regional/

Matters for Decision	WALGA Recommendation
	<p>Isolation Allowance and independent Audit, Risk and Improvement Committee (ARIC) member fees.</p> <ul style="list-style-type: none"> • The 2026 submission recommends: <ul style="list-style-type: none"> ○ an increase to Elected Member fees and allowances (including maximum reimbursable expenses) of 3%; ○ an increase to Chief Executive Officer remuneration bands of 3%; ○ an increase to the Regional/Isolation Allowance payable for Local Governments that are particularly isolated, long distances from population centres, and lacking in amenities; ○ the publication of clear guidance to the Local Government sector outlining how the Regional/Isolation Allowance is applied in terms of methodology, criteria and weightings; and ○ an increase to the current fee range for independent committee members, including ARIC members and chairs; and ○ a higher fee range for independent ARIC chairs, in recognition of the additional skill, knowledge and time commitment of the role. • SAT will publish its determination for 2026-2027 in April 2026. • The Governance Policy Team considered the submission at its meeting on 29 October and recommended that it be included in the December Agenda for State Council endorsement. <p>POLICY IMPLICATIONS</p> <p>The <i>current</i> Advocacy Positions relating to this submission are Position 2.10 Elected Member Remuneration, Position 2.2.3 Audit, Risk and Improvement Committees, Position 2.10A Chief Executive Officer Remuneration, and Position 2.10A.1 Regional/Isolation Allowance.</p> <p>ATTACHMENT</p> <ul style="list-style-type: none"> • Draft WALGA submission to the 2026 Salaries and Allowances Tribunal Remuneration Inquiry – Local Government Chief Executive Officers and Elected Members.
<p>8.3 Tourism Advocacy Position Update</p>	<p>RECOMMENDATION</p> <p>That the Zone support the WALGA recommendation for State Council Agenda item 8.3 as contained in the State Council Agenda and as provided below.</p> <p>WALGA RECOMMENDATION</p> <p>That State Council replace Advocacy Position 3.9 Tourism with an updated position as follows:</p> <p>WALGA calls on the State Government to:</p> <ol style="list-style-type: none"> 1. Fund the implementation of the WA Visitor Economy Strategy and the supporting Tourism Destination Management Plans and Regional Tourism Development Strategies, including for:

Matters for Decision	WALGA Recommendation
	<p>a. maintenance and renewal of Local Government assets and services that underpin a positive visitor experience</p> <p>b. new and existing tourism infrastructure</p> <p>c. improving telecommunications infrastructure</p> <p>d. measures to reduce the cost and improve the scheduling and routes of regional air services</p> <p>e. accredited Visitor Centres.</p> <p>2. Ensure that tourism destinations with a significant seasonal visitor influx have adequate medical and emergency services and reliable telecommunications.</p> <p>3. Articulate a clear tourism governance framework with defined roles and responsibilities to facilitate coordination and collaboration of tourism activities across the State.</p> <p>4. Adequately consult and consider Local Government when undertaking strategic tourism planning across Western Australia.</p> <p>5. Provide improved access to affordable, timely and granular data that delivers LGA-level insights on visitation, spend and event impacts.</p> <p>ATTACHMENT</p> <ul style="list-style-type: none"> • The Role of Local Government in Tourism - 2025 Research Paper <p>POLICY IMPLICATIONS</p> <p>WALGA's current position:</p> <p>That WALGA:</p> <p>1. Continues to advocate for a Local Government tourism strategy to deliver local tourism outcomes;</p> <p>2. In the short-medium term, advocates that the State Government:</p> <ul style="list-style-type: none"> a. Produces targeted communication and education for Local Government using existing Tourism WA data to demonstrate the value of tourism to local communities, Elected Members and Local Government officers; b. Provides guidance for Local Government on marketing small projects including events and attractions; c. Directs Regional Development Commissions to facilitate the coordination of tourism stakeholders to provide strategic support where required for Local Government; and d. Provides funding to Local Government for tourist infrastructure. <p>3. In the long term, advocates that the State Government:</p> <ul style="list-style-type: none"> a. <i>Articulates the lead agency and defines the roles of other agencies in tourism, to facilitate coordination and collaboration of tourism activities across the State and to enhance Local Government's understanding of tourism in WA;</i> b. <i>Defines and communicates how it provides destination marketing support to Local Governments and communicates how Local Governments can most effectively direct their resources;</i>

Matters for Decision	WALGA Recommendation
	<p>c. Develops a sustainable State Government tourism funding mechanism for both regional and metropolitan Local Governments which is clearly communicated to Local Governments;</p> <p>d. Implements and invests in Regional Investment Blueprints and delivers through appropriate funding models such as Royalties for Regions and federal funding opportunities which are clearly communicated to Local Government;</p> <p>e. Continues funding to support sustainability of visitor centres;</p> <p>f. Undertakes improvements to tourism-related infrastructure and technology including mobile signals and WIFI in regional areas; and</p> <p>g. Undertakes measures to reduce the cost and improve the scheduling and routes of regional air services.</p> <p>It is proposed that the position be replaced with:</p> <p>WALGA calls on the State Government to:</p> <ol style="list-style-type: none"> 1. Fund the implementation of the WA Visitor Economy Strategy and the supporting Tourism Destination Management Plans and Regional Tourism Development Strategies, including for: <ol style="list-style-type: none"> a. maintenance and renewal of Local Government assets and services that underpin a positive visitor experience b. new and existing tourism infrastructure c. improving telecommunications infrastructure d. measures to reduce the cost and improve the scheduling and routes of regional air services e. accredited Visitor Centres. 2. Ensure that tourism destinations with significant seasonal influxes of visitors have adequate medical and emergency services and reliable telecommunications. 3. Articulate a clear tourism governance framework with defined roles and responsibilities to facilitate coordination and collaboration of tourism activities across the State. 4. Adequately consult and consider Local Government when undertaking strategic tourism planning across Western Australia. 5. Provide improved access to affordable, timely and granular data that delivers LGA-level insights on visitation, spend and event impacts.
<p>8.4 Waste Management Advocacy Positions</p>	<p>RECOMMENDATION</p> <p>That the Zone support the WALGA recommendation for State Council Agenda item 8.4 as contained in the State Council Agenda and as provided below.</p> <p>WALGA RECOMMENDATION</p> <p>That State Council retire Advocacy Positions:</p> <ol style="list-style-type: none"> 1. 7.2 State Waste Strategy; 2. 7.3 Waste Authority; and

Matters for Decision	WALGA Recommendation
	<p>3. 7.11 Waste Management and Resource Recovery Partnership Agreement.</p> <p>EXECUTIVE SUMMARY</p> <ul style="list-style-type: none"> • WALGA has been undertaking a process of reviewing and updating Advocacy Positions and Policy Statements. • There are three Waste Management Advocacy Positions (7.2 State Waste Strategy, 7.3 Waste Authority and 7.11 Waste Management and Resource Recovery Partnership Agreement) which have been recently reviewed. • It was determined that these positions are either no longer relevant or have been incorporated into other positions and it is therefore recommended they be retired. • To ensure a clear Local Government position on all relevant waste management matters, WALGA is also undertaking a policy position gap analysis to inform the development of future Advocacy Positions. • The Municipal Waste Advisory Council endorsed retiring the three Advocacy Positions at its meeting on 15 October 2025. <p>POLICY IMPLICATIONS</p> <p>The item retires the existing Advocacy Positions:</p> <p>7.2 State Waste Strategy</p> <p>Local Government requires leadership and clear direction from the State Government in relation to waste management. As such, Local Government supports the development and implementation of a comprehensive State Waste Strategy which:</p> <ol style="list-style-type: none"> 1. Is consistent with the content, purpose and objective of existing legislation and policy at both a state and national level; 2. Clearly identifies the roles and responsibilities of the Waste Authority in regard to the development and implementation of the Strategy, as outlined in the Waste Avoidance and Resource Recovery Act 2007; 3. Is reviewed, with Stakeholder input, within 2 years of implementation; and 4. Includes achievable targets for all waste streams and focuses on waste reduction, resource recovery and the diversion of waste from landfill. Targets should be based on accurate baseline data and clearly identify roles, responsibilities and funding for each target area. <p>7.3 Waste Authority</p> <p>Local Government considers that an independent and effective Waste Authority is required. The role of the Waste Authority should be of a collaborative, facilitative and strategic nature. Specific activities should include:</p> <ol style="list-style-type: none"> 1. Developing, administering, monitoring and reviewing the State Waste Strategy;

Matters for Decision	WALGA Recommendation
	<p>2. Developing a Priority Waste List (for Extended Producer Responsibility) as required in the Waste Avoidance and Resource Recovery Act 2007; and</p> <p>3. Developing and implementing an annual Business Plan that delivers the objectives of the Waste Strategy.</p> <p>7.11 Waste Management and Resource Recovery Partnership Agreement</p> <p>The Local Government sector supports the initiation of a State Local Government Partnership Agreement on Waste Management and Resource Recovery.</p>
<p>8.5 Electoral Material – Authorisation Statement Address Requirements</p>	<p>RECOMMENDATION</p> <p>That the Zone support the WALGA recommendation for State Council Agenda item 8.5 as contained in the State Council Agenda and as provided below.</p> <p>WALGA RECOMMENDATION</p> <p>That WALGA advocate to the State Government to amend section 4.87 of the Local Government Act 1995 to:</p> <ol style="list-style-type: none"> 1. Replace the requirement to include the name and address of the person authorising the electoral material, with a requirement to include the name and locality of the person authorising the material. 2. Remove the requirement for the name and business address of the electoral material printer to appear at the end of the electoral material. <p>EXECUTIVE SUMMARY</p> <ul style="list-style-type: none"> • Authorisation requirements for electoral material are intended to protect the transparency and accountability of the electoral process. • The mandatory publication of a street address, often the candidate's home, raises privacy and safety concerns, potentially deterring participation in Local Government elections. • Other Australian jurisdictions offer more flexible approaches, such as allowing post office boxes or partial addresses, which maintain transparency without compromising safety. • It is proposed that WALGA advocate that only the locality is included in the authorisation statement. • The Governance Policy Team revised and endorsed the new advocacy position at its meeting on 20 October. <p>ATTACHMENT</p> <ul style="list-style-type: none"> • <u>Jurisdictional comparison - Electoral material authorisation requirements</u>

Matters for Decision	WALGA Recommendation
	<p>POLICY IMPLICATIONS</p> <p>The purpose of this report is to provide a new advocacy position for endorsement. WALGA has several existing advocacy positions regarding election matters, but none dealing with electoral material.</p>

Conclusion

The Kimberley Zone noted the report from the WALGA President and the circulated State Council Agenda Items and supported the recommendations in the Matters for Decision contained with the State Council Agenda and acknowledged the items for noting above and the Status Report on State Council Resolutions.

KIMBERLEY REGIONAL GROUP MEETING MINUTES – 14 NOVEMBER 2025

It is noted that Kimberley Regional Group (KRG) meeting of 14 November 2025 did not have a quorum as the Shires of Broome and Halls Creek had not formally appointed their respective Council delegates post the October local government elections. Presentations and items for noting were tabled on the 14 November 2025 with items requiring decision deferred and rescheduled to 21 November 2025.

Formal Presentations

1. Janine Hatch, Director RDA Kimberley
2. Kate Vivian, Assistant Commissioner Strategy and Emergency Management, Department of Fire and Emergency Services
3. John Hutchison APM, Superintendent, Kimberley District Office, WA Police Force.

The following items from the KRG meeting held 21 November 2025 should be noted by Council:

Financial Report

To update the KRG members on the financial position of the Group.

This report presents the Interim Financial Activity Statement for the period ended 30 September 2025. The report recommends that the KRG receives the Financial Activity Statement.

Comment

The Financial Activity Statement presents a current surplus position of \$217,190 represented by a cash balance held in reserve.

Invoices in the amount of \$180,000 for the 2025/26 financial year have not been sent out to the members of the KRG at the time of writing this report. They will be sent out before the Christmas close. Contributions will be maintained at \$45,000 as agreed to in the Annual Budget. The receipt of members contribution will increase the cash balance held to \$397,190.

The expenditure to date is in line with the year to date budget at \$44,184. The two items exceeding the year to date budget relate to the trip to Canberra in September. Reimbursable travelling and accommodation costs of \$2,330 and executive hours spent in setting up meetings, preparation of documents and attendance at meetings of \$6,798.

The cash position of the KRG remains healthy and there are sufficient funds to fund future operations and programs. It is noted that there will be a strategic planning session held on 14 November 2025 from which adjustments to the budget may arise that will impact on the funds held in reserve.

Resolution

The KRG noted:

1. the Interim Financial Report to 30 September 2025;
2. the \$44,184 year to date operating budget deficit;
3. that the 2025/26 members contributions will be invoiced and sent to members before the end of Quarter 2;
4. the \$217,190 cash surplus position representing the total members interests at 30 September 2025. Financial Activity Statement for the period ending 30 June 2025;

Housing Pipeline Update

To seek funding for housing demand data to enable the Proposal for investment in the Kimberley Housing Pipeline to be completed.

The missing piece of work for the Kimberley Housing Pipeline is housing demand data, needed as the broader context in which to prosecute the case for new investment in housing supply. This information has been requested by Housing Australia and the WA Housing Supply Unit. The Kimberley Development Commission were going to provide this information as part of a review of the Residential Housing and Land Snapshot 2023. This review has been delayed.

Resolution

The KRG noted the below recommendation/s

1. Approve \$1500 (plus GST) for housing demand data for the Kimberley and for each Shire: and
2. Discuss whether they would like to undertake a detailed piece of work on housing demand data.

Executive Assistant Networking Update

To provide members with an update on the Executive Assistant networking group – post June workshop.

An Executive Assistant workshop was held in Perth in July 2025 with the purpose of providing learning opportunities and establishing a network group. Following the workshop a Teams chat group was set up in order to provide an ongoing forum for information sharing and networking. The Executive Assistant Group appears to provide a beneficial network opportunity for those that participate. The KRG executive team have also noticed a marked increase in connectivity and responses to requests since the workshop.

The KRG noted the information.

Around the Grounds

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

In summary

- Since the inception of this agenda item in February 2023, two events were deemed major enough to steer discussion: the Kimberley floods and the Canberra visit.
- Local Government elections 2025 – overview from each Shire
- Shires to introduce a topic/s of their choice that they deem relevant for the group. It is the intention that each Shire can hold the floor for up to 5 minutes, after which the item can either be followed up out of session or raised as an agenda item for the next meeting.

For information only.

Kimberley Regional Group Priority Action List

To provide a status update on action items.

In summary

- The Priority Action List 2023/2024, developed November 2022, is a standing agenda item.
- Priority Actions do not preclude other activities or seizing opportunities as they arise.
- This list will be updated after the November 2025 planning workshop

The KRG noted priority action list progress.

Executive Officer Report

To update the KRG on the Executive Officer services provided for the period June 2025 inclusive.

The report provides information about the services provided, activities undertaken and time allocation over the past two months. The Executive Officers Report was noted.

General Business

- 2026 Meeting Dates
- Benchmarking
- Developing Northern Australia Conference 2026
- Strategic Workshop Outcome
- Eclipse Update

Executive Officer Contract

To advise the members of the contract end date for NAJA Business Consulting Services and to offer an extension of contract for the role of Executive Services for the KRG.

- To note that a month-by-month extension of the current contract was implemented from 8 September 2025 to allow the 2024–2025 performance review to be completed in November 2025.
- To update the KRG on the Service Level Agreement performance outcomes between the KRG (Principal) and NAJA Business Consulting Services (Consultant)
- To endorse a CPI increase of 3.6% (Per Annum) for services provided backdated to the 8 September 2025 as recommended by the Secretariat. This will be reviewed on the 7 September 2026.

The KRG noted the below recommendation/s

1. KRG members endorsed NAJA Business Consulting Services's extension of Contract to provide Executive Services for the KRG from 8 December 2025 until 7 December 2027 with an option for a further one year extension.

2. The Service Level Agreement performance review between the KRG (Principal) and NAJA Business Consulting Services (Consultant) was noted.
3. A 3.6% CPI increase for Executive services provided by NAJA was endorsed for services provided for the period 8 September 2025 to 7 September 2026 as recommended by the Secretariat.

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.

Outcome 11 - An engaged and effective workforce that strives for excellence

Objective 11.1 Support employee wellness and foster a positive workplace culture.

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.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/1225/020

Moved: Cr S Cooper

Seconded: Cr M Virgo

That Council receives and endorses the resolutions of the Kimberley Zone of Western Australia Local Government Association (WALGA) Meeting Minutes of 21 November 2025 and the Kimberley Regional Group Meeting Minutes of 21 November (deferred from 14 November) 2025 en bloc.

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

CARRIED UNANIMOUSLY 8/0

Attachments

1. Kimberley Regional Group Meeting Minutes of 14 November 2025
2. Kimberley Zone Meeting Minutes of 21 November 2025

10. REPORTS OF COMMITTEES

There are no reports in this section.

11. NOTICES OF MOTION WITH NOTICE

Nil.

12. NOTICE OF MOTION WITHOUT NOTICE

COUNCIL RESOLUTION:

Minute No. C/1225/021

Moved: Cr E Smith

Seconded: Cr D Male

ELECTED MEMBER MOTION:

That Council request the Chief Executive Officer to investigate the opportunity of implementing a NEW fee and charge relating to waste generated outside of the Shire of Broome Local Government boundaries, through a Council Workshop no later than March 2026.

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

CARRIED UNANIMOUSLY 8/0

13. BUSINESS OF AN URGENT NATURE

Nil.

14. MEETING CLOSED TO PUBLIC

COUNCIL RESOLUTION:

Minute No. C/1225/022

Moved: Shire President C Mitchell

Seconded: Cr S Cooper

That the meeting be closed to the public at 6.13pm.

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

CARRIED UNANIMOUSLY 8/0

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

The Director Infrastructure Services has advised that an amendment to the Report Recommendation has been made. This was circulated to elected members prior to the meeting and has been reflected in the minutes.

14.1 RFT25/11 OLD BROOME ROAD UPGRADE

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	RFT25/11
AUTHOR:	Project Engineer
CONTRIBUTOR/S:	Manager Engineering
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

Old Broome Road is one of two roads in Broome connecting the northern residential areas to the schools, services, and shops in the south of Broome making it a critical arterial road. This project will alter the cross section of the road to allow for a new shared path to be built on the western side of the road as well as renewing the existing road pavement and adding a second southbound lane to the Sandpiper Avenue Roundabout.

This report considers the submissions received for Request for Tender 25/11 Old Broome Road Upgrade and seeks Council's adoption of the recommendation contained within the attached confidential Evaluation Report.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/1225/023

Moved: Cr P Taylor

Seconded: Cr S Cooper

That Council:

- 1. Note the recommendation in the Evaluation Report for RFT25/11 Old Broome Road Upgrade as presented in Attachment 2;**
- 2. Accepts the Tender provided by Roadline Contracting Pty Ltd as the most advantageous Respondent from which to form a Contract, after final contract negotiations including considered collaboration on the most efficient programme to minimise traffic interruption to a maximum value of \$3,458,072 Ex GST.**
- 3. Requests the Chief Executive Officer seek an amendment from the Australian Government's Department of Infrastructure, Transport, Regional Development, Communications and the Arts to allocate the unallocated funds from the 2025/26**

and 2026/27 Roads to Recovery years to the 2025/26 Roads to Recovery year for the Old Broome Road project

- 4. Authorises the Chief Executive Officer to negotiate and sign the contract documentation following final contract negotiations and the appropriate financial due diligence, and negotiate contract variations during the works/project if necessary;**
- 5. Approve a budget amendment of \$53,159 Ex GST to increase Income Account 121719B RPG Old Broome Road for the delivery of RFT25/11 Old Broome Road Upgrade**
- 6. Approve a budget amendment of \$693,518.50 Ex GST to increase Income Account 121719A RTR Old Broome Road for the delivery of RFT25/11 Old Broome Road Upgrade.**
- 7. Approve a budget amendment of \$166,658.50 Ex GST to undertake a transfer from the Shire's Footpath Reserve, Account 121719D, for expenditure on 121719 Old Broome Road for the delivery of RFT25/11 Old Broome Road Upgrade.**
- 8. Approve a budget amendment of \$860,177 Ex GST to increase Expense Account 121719 Old Broome Road for the delivery of RFT25/11 Old Broome Road Upgrade.**
- 9. Requests the Chief Executive Officer seek an increase to the grant agreement from the Department of Transport's West Australian Bicycle Network grant program for 50% of the project increase.**

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

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 8/0

1. Attachment 1: RFT25/11 Detailed Designs
2. Attachment 2: Evaluation Report (*Confidential to Councillors and Directors Only*)
This attachment is confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting".

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

14.2 RFT25/10 SUPPLY AND DELIVERY OF 9 LIGHT VEHICLES

LOCATION/ADDRESS:	N/A
APPLICANT:	N/A
FILE:	RFT25/10
AUTHOR:	Senior Technical Officer Operations
CONTRIBUTOR/S:	Manager Operations
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

This report considers the submissions received for Supply and Delivery of 9 Light Vehicles and seeks Council's adoption of the recommendation contained within the attached confidential Evaluation Report.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION:

(RECOMMENDATION)

Minute No. C/1225/024

Moved: Cr M Virgo

Seconded: Cr P Taylor

REPORT RECOMMENDATION:

That Council:

- 1. Note the recommendation in the Evaluation Report for RFT25/10 for Supply and Delivery of Nine (9) Light Vehicles as presented in Attachment 1.***
- 2. Notes the removal of one Dual Cab Tipper Utility (P18118) from the Contract in order to review usage and refine vehicle specifications prior to replacement.***
- 3. Accepts the Tender provided by North West Motor Group Pty Ltd as the most advantageous Respondent from which to form a Contract for RFT 25/10 Supply and Delivery of 9 Light Vehicles, after final contract negotiations to a maximum value of \$497,553 Ex GST, subject to minor variations.***
- 4. Authorises the Chief Executive Officer to negotiate and sign the contract documentation following final contract negotiations and the appropriate financial due diligence, and negotiate contract variations during the works/project if necessary.***
- 5. Approves the budget amendments contained in Attachment 2, totalling \$33,553 Ex GST for the RFT25/10 Supply and Delivery of 9 Light Vehicles.***

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

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 8/0

1. RFT25/10 - Evaluation Report (*Confidential to Councillors and Directors Only*)
This attachment is confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.
2. BUDGET AMENDMENTS (*Confidential to Councillors and Directors Only*)
This attachment is confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.

COUNCIL RESOLUTION:

Minute No. C/1225/025

Moved: Shire President C Mitchell

Seconded: Cr M Virgo

That the Meeting again be open to the public at 6.15pm.

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

CARRIED UNANIMOUSLY 8/0

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

15. MEETING CLOSURE

There being no further business the Chairperson declared the meeting closed at 6.20pm.