



# AGENDA

FOR THE

ORDINARY MEETING OF COUNCIL

**22 MAY 2025**

# NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of Council will be held on Thursday, 22 May 2025 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5:00PM.

Regards,



S MASTROLEMBO  
**Chief Executive Officer**

15/05/2025

## Our Mission

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

### DISCLAIMER

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

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



Councillor Attendance Register										
Councillor		Cr C Mitchell	Cr D Male	Cr S Cooper	Cr J Lewis	Cr J Mamid	Cr P Matsumoto	Cr E Smith	Cr P Taylor	Cr M Virgo
2024	24 April	E								
2024	30 May					A		LOA		
2024	27 June		LOA							
2024	25 July			LOA						
2024	29 August									
2024	19 September									
2024	31 October					LOA				
2024	21 November (Meeting Cancelled)									
2024	12 December				LOA				A	
2025	27 February							LOA	LOA	
2025	27 March					E				
2025	1 May					LOA				

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

## 2.25. Disqualification for failure to attend meetings

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

**SHIRE OF BROOME**  
**ORDINARY MEETING OF COUNCIL**  
**THURSDAY 22 MAY 2025**  
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**1. OFFICIAL OPENING****2. ATTENDANCE AND APOLOGIES****3. ANNOUNCEMENTS BY PRESIDENT****4. DECLARATIONS OF INTEREST****5. PUBLIC QUESTION TIME****6. APPLICATION FOR LEAVE OF ABSENCE****7. CONFIRMATION OF MINUTES**RECOMMENDATION:

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 1 MAY 2025, AS PUBLISHED AND CIRCULATED, BE CONFIRMED AS A TRUE AND ACCURATE RECORD OF THAT MEETING.

**8. PRESENTATIONS / PETITIONS / DEPUTATIONS**

## 9. REPORTS FROM OFFICERS

### 9.1 PEOPLE

#### 9.1.1 ARTS AND CULTURE STRATEGY (2023 - 2028) YEAR TWO PROGRESS UPDATE

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	CEN04
<b>AUTHOR:</b>	Place Activation & Engagement Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

Council adopted the Shire of Broome's Arts and Culture Strategy and Action Plan at the Ordinary Meeting of Council held on 27 July 2023. This report provides a progress update on the Year 1-2 deliverables.

## BACKGROUND

### Previous Considerations

OMC 28 October 2021	Item 5.4.1
OMC 23 July 2023	Item 9.1.1
OMC 16 November 2023	Item 9.4.1
OMC 29 February 2022	Item 9.4.6

The Shire's Arts and Culture Strategy and Action Plan (2023 – 2028) was adopted by Council at the meeting held on 27 July 2023. The Strategy recognises the importance of arts, culture, and heritage to the region while determining the sector's needs and long-term ambitions.

Working in partnership with the local sector and the community, the Strategy develops a strategic pathway for how the Shire's arts and cultural resources can most effectively strengthen and support local arts and culture and reflect the sector's significant value.

The following vision statement was developed to reflect the shared goal for arts and culture in the Shire of Broome. The vision is aspirational and looks five years into the future, where the arts and culture sector's current strengths are maintained and enhanced, development areas are improved, and potential is nurtured.

In five years, the Shire of Broome is:

*A place where diverse arts, culture, and heritage create a vibrant future for everyone.*

The following priorities of the Strategy were developed through stakeholder consultation and responded to the needs of the arts and culture sector and the Shire's overarching strategic goals:

- Celebrate cultural diversity
- Strengthen collaboration and advocacy
- Increase engagement and advocacy

- Increase engagement and accessibility
- Build sector sustainability
- Develop creative spaces

## COMMENT

Shire officers will provide updates on the Arts and Culture Strategy (2023 -2028) deliverables to the Council twice a year by preparing a progress report in May or June and a presentation to Council in November.

This report tables the key deliverables against the Year 1- 2 deliverables from July 2024 – May 2025.

Action	Comment
1.1 - Provide for the implementation of the Cable Beach Foreshore Redevelopment Public Art and Interpretation Plan.	<p>Local artist Leah Rakabundel was appointed on 2 July 2024 to lead the Cable Beach Youth Mural project, a key initiative under Stage 1 of the Cable Beach Redevelopment. Leah engaged with young people and key stakeholders to co-design the artwork, which included:</p> <ul style="list-style-type: none"> <li>• A hand-painted mural on the rear of the Broome Surf Club building</li> <li>• A custom design for the basketball court surface</li> </ul> <p>Participants in the engagement process included members of the Broome Surf Club Nippers program, Broome Senior High School, PCYC, and the Shire's Youth Advisory Council. Additional public workshops were held at the Broome Public Library and the Skate Park.</p> <p>Stage 1 of the redevelopment is nearing completion. The mural is to be painted in late April 2025, with sandblasting and painting of the basketball court to follow in May.</p> <p>An additional \$9 million in State Government funding has been secured for Stage 2 of the project, which will begin in 2025.</p> <p>Stage 2 will feature a range of integrated artworks, including:</p> <ul style="list-style-type: none"> <li>• Sandblasting at the amphitheatre</li> <li>• A major entrance sculpture at the western side of the Sanctuary Road and Cable Beach West Road roundabout</li> <li>• Minor entrance sculptures near the carpark/youth hub and carpark/plaza interfaces</li> <li>• A digital light and sound show in the plaza</li> <li>• Dinosaur footprint replicas and a cable sculpture on the grassed area north of Cable Beach House</li> <li>• A painted artwork featuring Monsoon Vine Thicket animals (to be confirmed)</li> </ul>
1.2 - Provide for the continued implementation of	<ul style="list-style-type: none"> <li>• In June 2024, maintenance work was carried out on public art pieces in Chinatown, including the removal and</li> </ul>

the Chinatown Public Art Plan.	<p>cleaning of the Pearling Timeline artwork along Dampier Terrace.</p> <ul style="list-style-type: none"> <li>• Additionally, in July 2024, new graphics were installed for the Interpretive Jetty to Jetty signage in Chinatown and Town Beach.</li> </ul>
1.5 - Facilitate the continued development of markets for remote community Aboriginal art.	<ul style="list-style-type: none"> <li>• The Shire of Broome supported the 2024 Kimberley Art and Photographic Prize, organised by the Shire of Derby West Kimberley, by promoting the competition to local artists.</li> <li>• The Shire also served as the collection point for submitted artworks and entry forms.</li> <li>• The exhibition took place in Derby from 1 – 14 July 2024.</li> <li>• The Shire is once again supporting the promotion of the upcoming 2025 event.</li> </ul>
1.6 - Advocate for Nyamba Buru Yawuru to build the Kimberley Centre for Art, Culture and Story.	<ul style="list-style-type: none"> <li>• As part of Roger Cook's Vision for the Kimberley, an election commitment was made to contribute \$500,000 towards planning for the Janyba Centre for Culture, Story and Arts that will serve as a place to celebrate and share Kimberley culture with tourists.</li> </ul>
1.7 - Advocate for continued investment in locally produced film, media, and associated development programs.	<ul style="list-style-type: none"> <li>• Sharing Stories received Shire funding in 2024/25 to develop a media hub, in partnership with Djugun-Yawuru photographer and filmmaker Michael Jalaru Torres. Together, they will create the Regional Media Hub &amp; Mentoring Program in Broome, aimed at fostering the next generation of media content creators and creative leaders.</li> <li>• Each year, the Mentoring Program will support four early-career Aboriginal artists, enhancing their production skills, technical knowledge, creativity, and confidence while building industry expertise.</li> <li>• The funding has contributed toward the purchase of computers and equipment essential for the program.</li> </ul>
2.1 - Provide letters of support for local artists and arts and cultural organisations seeking external funding where the activity contributes to the Shire's vision.	<p>The following organisations received letters of support:</p> <ul style="list-style-type: none"> <li>• Kimberley Arts Network, for the Barrgan Project 09/08/2024</li> <li>• Magabala Books, for the Rubibi Creative Production Precinct Project 23/08/2024</li> <li>• Broome Historical Society, for the Space Beyond Project 30/08/2024</li> <li>• Nyamba Buru Yawuru, for the Janybagaja Narli Ngan-ga (Sharing true Story) Project 16/09/2024</li> <li>• Broome Lotteries House, for the Water tank Mural Project 12/12/2024</li> <li>• Kimberley Arts Network, for the Ceramics Studio Project 15/01/2024</li> <li>• Kimberley Arts Network, for the Feasibility report project 06/02/2025</li> <li>• Elise Fenn, for the Next Gen Project 17/02/2025</li> <li>• Theatre Kimberley, for the Sandfly Circus Project 27/02/2025</li> <li>• Shinju Matsuri, for the Shinju Matsuri Festival 04/03/2025</li> <li>• Goolarri Media, for the Rubibi Survival Day 14/03/2025</li> </ul>

	<ul style="list-style-type: none"> <li>Theatre Kimberley, for the Sandfly Circus and Remote Community Performance 14/03/2025.</li> </ul>
2.2 - Advocate for twice yearly arts and culture sector networking and professional development evenings, hosted in different arts spaces, and Provide Shire support through Councillor and Shire staff attendance and provision of an update on the Arts and Culture Strategy implementation.	<ul style="list-style-type: none"> <li>On 17 December 2024, the Shire of Broome partnered with Goolarri Media Enterprises to deliver a vibrant industry night celebrating the dynamic arts scene of the West Kimberley region. The event showcased the remarkable creative talent of local artists while providing a platform for connection, collaboration, and inspiration.</li> <li>The Shire will partner with the Kimberley Arts Network (KAN) to host the second event, scheduled for Friday, 23 May 2025, as the opening event of the Broome Fringe Festival.</li> </ul>
2.5 - Advocate for the State and Federal Government to increase support for the Regional Arts Network Hub through coordinated advocacy activity with relevant partners.	<ul style="list-style-type: none"> <li>At the Arts and Culture Community Reference Group meeting on 2 April 2025, the Shire was informed that the Regional Arts Coordinator position will cease in June due to a lack of funding.</li> <li>As a result, the Shire will need to review the upcoming actions previously assigned to this role and communicate its capacity to deliver them in the absence of the Coordinator.</li> <li>The Shire will continue to advocate for the reinstatement of funding to support this important position.</li> </ul>
3.1 - Provide a review and management plan for the Shire's art collection (fine and public).	<p>The Shire's 2024/25 budget included funding to appoint a consultant to develop a strategic policy for the Shire's Art Collection, alongside conservation works.</p> <ul style="list-style-type: none"> <li>KAN has been engaged to draft the policy, which will guide acquisition, exhibition, storage, valuation, rotation, and de-accessioning. A working group meeting, led by KAN, was held on 14 March 2025, and KAN presented draft concepts to Council at a workshop held on 8 April 2025.</li> <li>Funding has also been allocated for conservation works recommended by Professional Arts Management (PAM) in 2023. PAM was appointed to clean, frame, and conserve selected artworks. They visited Broome in April 2025 to prepare pieces for transport to Perth, with works including: <ul style="list-style-type: none"> <li>- Reframing selected pieces</li> <li>- Float framing canvas works</li> <li>- Conservation treatment of selected artworks</li> </ul> </li> </ul>



<p>3.3 - Fund locally-produced arts and culture events through the Shire's Community Development Fund (CDF) and investigate the introduction of an arts and culture projects stream to the CDF.</p>	<p>The Community Development Fund supported several projects in 2024/25, including:</p> <ul style="list-style-type: none"> <li>• Helping Minds' collaborative Community Mural project with local artist Aisha Valenti</li> <li>• Purchase of new equipment for the Broome Town Band</li> <li>• Sharing Stories media hub equipment</li> <li>• Oral history training for volunteers at the Broome Historical Society</li> <li>• The BPAC Ferngully concert</li> <li>• Theatre Kimberley's Sandfly Circus</li> <li>• Shinju Matsuri Festival</li> <li>• Bidyadanga Music Week</li> <li>• Additionally, through the Shire's Quick Response Grants Program, funding was provided to the Arty Crafty Seniors Group at KAN.</li> <li>• A \$1,000 grant was also awarded to the Broome Senior High School P&amp;C to support a youth performance at the Nannup Music Festival.</li> </ul>
<p>3.4 - Provide and Advocate for more opportunities for under-18's musicians to perform.</p>	<ul style="list-style-type: none"> <li>• Youth musicians performed at the Shire of Broome Community Christmas Party on 8 December 2024.</li> <li>• Amber Hurley and Milla Joder were showcased for the first performance, and Ziggy DeBruyn and Lucas Vickery for the second performance.</li> </ul>
<p>3.8 - Advocate for the Regional Arts Hub Coordinator to provide targeted fundraising information to remote communities and to actively encourage partnerships between communities to improve access to funding.</p>	<ul style="list-style-type: none"> <li>• The Regional Arts Coordinator circulates a monthly West Kimberley Arts Hub Newsletter, which provides information on available grant programs. This newsletter is shared with local organisations and remote art centres throughout the West Kimberley region.</li> </ul>
<p>3.9 - Facilitate the development of a social media series celebrating Broome's history and significant sites.</p>	<ul style="list-style-type: none"> <li>• The Shire promoted a grant awarded to the Broome Historical Society for volunteer training in oral history. As part of the promotion, the Shire highlighted the wealth of information available on the museum's website, including the 'Then and Now' page. This information was also shared in the February e-newsletter.</li> </ul>
<p>3.14 - Facilitate ongoing partnerships between schools and arts and heritage organisations to improve cultural and creative education.</p>	<ul style="list-style-type: none"> <li>• The Shire was awarded a grant from Regional Arts Australia for a collaborative art project involving five local artists.</li> <li>• This project is built on the success of the Artist in Residence Program delivered at St Mary's College over the past two years.</li> <li>• The 'Lighting the Bay in Man - Gala Season' Project featured community and school-based workshops focused on designing and creating beautiful lanterns. The lanterns were showcased in a parade, depicting the story</li> </ul>

	<p>of the Yawuru Man-gala Season as part of the annual community Christmas event in 2024.</p> <ul style="list-style-type: none"> <li>The Shire has secured \$20,000 from Regional Arts Australia and an additional \$10,000 from INPEX to support this project.</li> </ul>
3.17 - Provide arts school holiday workshops for teenagers, partnering with local arts and culture organisations and artists to deliver a variety of workshops.	<ul style="list-style-type: none"> <li>During the July 2024 school holidays, the Shire, in partnership with KAN, delivered an artist-led sand sculpture competition for families at Cable Beach.</li> <li>In the September/October 2024 school holidays, the Shire collaborated once again with KAN to deliver a Shorebird Drawing Competition for young people.</li> <li>Chrissy Carter was engaged to deliver an arts activity at the Shire's Easter event in Chinatown on 19 April 2025.</li> <li>Brenton Ezra McKenna was also engaged to lead illustration workshops during Youth Week (10-17 April), with four sessions held at the Broome Public Library and two at Broome PCYC and Broome Youth and Families Hub.</li> </ul>
3.18 - Provide access to creative resources and arts and culture activities within the Broome Library.	<ul style="list-style-type: none"> <li>The Shire Library provides a 3D printer for participants in the Broome Scratchers Coding Group to print their 3D designs. It is also available to the public for printing 3D items.</li> <li>The STEAM Club meets weekly during school terms, offering young people opportunities to engage in art projects.</li> <li>The Craft and Conversation group gathers weekly to work on projects, and the Shire has recently added a Cricut machine to the program for creating iron-on transfers, stickers, and labels.</li> <li>Each year, the Library uses its Children's Book Week grant to invite an author or illustrator for library sessions, along with outreach sessions at one or two remote community schools in the Shire.</li> <li>During the Sydney Writers Festival each May, the Library streams Live and Local sessions for the community to enjoy.</li> <li>The Library also occasionally hosts book launches and meet-the-author events as opportunities arise.</li> </ul>
4.1 - Fund an acquisitional art prize as part of Shinju Matsuri.	<ul style="list-style-type: none"> <li>As part of the annual Shinju Matsuri Art Awards, an \$8,000 acquisitive art prize was awarded to Edward Badal for his artwork titled 'Clay Pans and Spinifex and Fresh Water.'</li> <li>The Shire President presented the award during the Opening event on 26 August 2024.</li> <li>The winning artwork is proudly displayed in the Shire reception, alongside the 2024 Art Prize-winning piece, a collection of Aboriginal artifacts, also by Edward Badal, which were recently framed for display.</li> </ul>
4.2 - Advocate for the Department of Local Government, Sport and Cultural Industries to	<ul style="list-style-type: none"> <li>Department of Local Government, Sport and Cultural Industries (DLGSCI) has advised that at this stage they do not have funding for a dedicated staff position for arts and culture located in each region.</li> </ul>

<p>provide a dedicated staff position for Kimberley arts and culture.</p>	<ul style="list-style-type: none"> <li>Their new strategic plan does provide a vision for what the State Department intends to achieve state-wide. They will be looking at how they can achieve this over the coming 5 years.</li> </ul> <p><a href="https://dlgsc.wa.gov.au">Department of Local Government, Sport and Cultural Industries Strategic Plan (dlgsc.wa.gov.au)</a></p> <ul style="list-style-type: none"> <li>Arts organisations interested in seeking funding support can go to the DLGSC website for details.</li> </ul> <p><a href="#">Culture and the arts funding   DLGSC</a></p>
<p>4.4 - Provide an updated programming strategy for the Broome Civic Centre.</p>	<ul style="list-style-type: none"> <li>The Broome Civic Centre 2024-2027 Program Plan and Broome Civic Centre Engagement Plan 2024 were developed in February 2024.</li> <li>The Shire was awarded a \$69,788 grant from the Department of Local Government, Sport and Cultural Industries. This funding will be used to purchase 50 Mila-wall movable panels and wall lighting to enhance the display of artwork at exhibitions held at the Broome Civic Centre.</li> <li>This new infrastructure will make it possible to host touring exhibitions in Broome and provide more opportunities for local artists to showcase their work, supporting professional artists in our community.</li> </ul>
<p>4.5 - Facilitate ongoing partnerships and connections between tourism operators/bodies, including cruise ship operators, in the Kimberley and local arts and culture organisations and artists through targeted introductions and networking events.</p>	<ul style="list-style-type: none"> <li>Budget options are being explored to support the implementation of this task, including organising opportunities for stalls during Cruise Ship visits. A meeting was held with the Broome Visitor Centre and ANW Tourism on 30 January 2025. As this action is part of the Year 3 deliverables, further work will continue.</li> </ul>
<p>4.13 - Provide investigation into introducing bookable access to shared Shire owned resources such as elevated work platform.</p>	<ul style="list-style-type: none"> <li>An investigation has found that there is limited equipment available for the Shire to hire or loan to external parties outside of use at the Civic Centre. The artwork panels are fragile and easily damaged during transport, requiring setup by trained staff.</li> <li>The elevated work platform is a specialised piece of equipment that requires a High-Risk license to operate. While contractors have used it in the past, it is generally not available for hire or loan due to liability insurance concerns. For event purposes, there are businesses in Broome that offer similar equipment for hire.</li> </ul>

<p>5.1 - Provide in-kind hire of rehearsal and activity space at Broome Recreation and Aquatic Centre to arts and cultural activities servicing 'juniors' and investigate the extension of this provision to not-for-profit arts and culture activities for young people at the Broome Civic Centre.</p>	<ul style="list-style-type: none"> <li>• Shire officers have investigated the number of rehearsals conducted at Broome Civic Centre and the associated costs for these bookings.</li> <li>• Options to expand in-kind use of the Civic Centre will be presented to Council for consideration as part of the 2025/26 budget development.</li> </ul>
<p>5.6 - Provide public artworks in key Shire-led infrastructure projects.</p>	<ul style="list-style-type: none"> <li>• The Shire has secured funding through the WA Bicycle Network Grant to construct a new footpath along Frederick Street and Port Drive. As part of this project, the Shire will issue a Request for Quote to engage an experienced artist to collaborate with the local community, develop a concept design, and either install the artwork or oversee its installation along the new shared path.</li> <li>• The artwork will serve as a vibrant visual feature, inspiring people to walk, wheel, or ride while promoting an active lifestyle and encouraging greater use of the parks and facilities within the Broome Recreation and Aquatic Centre complex.</li> </ul>
<p>5.7 - Fund a feasibility study and Masterplan to upgrade and redevelop the Broome Museum and adjacent lands</p>	<ul style="list-style-type: none"> <li>• A consultant has been selected as the preferred supplier through an evaluation panel, and the final evaluation process is currently underway. The consultant will be responsible for developing the feasibility study and master plan.</li> </ul>
<p>5.11 - Provide investigation into the feasibility of short/ medium term infrastructure improvements including raked seating and aerial compliant rigging points in the Broome Civic Centre and seek funding if viable.</p>	<ul style="list-style-type: none"> <li>• Spirited Thinking was appointed to prepare a feasibility report on short- to medium-term infrastructure improvements for the Broome Civic Centre.</li> <li>• Consultant Peter visited Broome on 13–14 March 2025 to meet with key stakeholders, including Theatre Kimberley, BPAC, and the Regional Arts Coordinator, Marrugeku and Yuck Circus.</li> <li>• Funding for this work was allocated in the Shire's 2024/25 budget.</li> </ul>
<p>5.15 - Partner with the Chamber of Commerce to deliver the Chinatown Place Management Plan and trial a program with businesses open in the</p>	<ul style="list-style-type: none"> <li>• The Shire has been liaising with the Chamber of Commerce to develop a Place Management Plan for 2025–2029. The plan includes actions that involve partnerships to activate Chinatown, such as the delivery of place activation initiatives, including street entertainment and performances.</li> </ul>

evenings and entertainment by local artists.	<ul style="list-style-type: none"> <li>An Easter event was delivered on 19 April 2025, featuring live music on the Chinatown stage.</li> </ul>
5.18 - Provide a review of the Provision of Public Art policy with the intent to improve public art outcomes in the shire.	<ul style="list-style-type: none"> <li>The Shire's 2024/25 budget included funds to appoint an external consultant to develop a policy for the Shire's Public Art Collection.</li> <li>This policy will offer strategic direction and establish a transparent, sustainable, and forward-looking framework of principles that reflect the Shire's commitment to the essential role of public art. Work will commence in quarter four, April – June 2025.</li> </ul>

## CONSULTATION

Nil.

## STATUTORY ENVIRONMENT

Nil.

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

Nil.

## RISK

Nil.

## STRATEGIC ASPIRATIONS

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

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

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

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council notes the progress update on the Arts and Culture Strategy Year 1 – 2 deliverables from July 2024 – May 2025.*

**Attachments**  
Nil

**9.1.2 REQUEST TO ENDORSE YOUTH PLAN 2025 - 2029 FOR PUBLIC COMMENT**

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

**SUMMARY:**

The draft Youth Plan (2025–2029) has been developed in collaboration with young people and key stakeholders to provide a clear and strategic framework for addressing the needs and priorities of Broome's youth. This report outlines the community engagement and consultation processes that informed the development of the proposed actions and seeks the Council's endorsement to release the draft plan for a four-week public comment period.

**BACKGROUND**Previous Considerations

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

The Youth Plan (2021 – 2025) was informed by the Youth Framework 2016–2018, the West Kimberley Youth Strategy 2014–2016, and the Kimberley Regional Strategic Framework. These documents provided the foundation for additional community consultation undertaken throughout 2020, which helped shape the actions and priorities.

The priority areas of the Youth Plan (2021 -2025) included:

- Youth Services Coordination
- Youth Facilities and Services
- Youth Diversionary Programs
- Youth Leadership Opportunities

Shire officers provided bi-annual updates to Council on the Youth Plan (2021 – 2025) through an annual progress report, and a workshop presentation, often delivered in collaboration with the Youth Advisory Council. A final progress report on the Youth Plan (2021–2025) will be presented to Council at the Ordinary Council Meeting on 26 June 2025.

With the Youth Plan (2021–2025) approaching the end of its term, the Shire has engaged a consultant Catalyse to undertake background research and lead the development of the new Youth Plan (2025 – 2029) – **Attachment 1**.

**COMMENT**

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

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

The Youth Plan (2025–2029) outlines a clear set of priorities and corresponding actions to address the identified needs of young people within the Shire of Broome.

Over the next four years, the Shire is committed to being a voice for young people and working with key stakeholders to deliver priority projects. Together, we aim to:

1. Create spaces where young people feel safe and welcome
2. Make health support easier to find and access for young people
3. Encourage young people to engage in sport, fitness, and fun activities.
4. Inspire young people to get involved in art, music and cultural activities
5. Support personal growth and access to jobs for young people
6. Make it easier for young people to get around
7. Build strong connections between young people and youth service providers.

These priorities reflect the voices of young people and the broader community and aim to foster a supportive, inclusive, and vibrant environment for young people.

## **CONSULTATION**

The draft Youth Plan (2025–2029) has been informed by a community engagement plan that identified key stakeholders and appropriate consultation methods. Guided by this plan, the Shire actively engaged with a diverse range of participants, including young people, schools, government and non-government agencies, to ensure the Youth Plan reflects the voices and priorities of the community.

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

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

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

### **Stakeholder Consultation**

The following stakeholders participated in in-depth interviews

- Broome Primary School
- Broome Youth and Families Hub
- Broome PCYC
- Headspace



- School of Alternative Learning Settings
- Nyamba Buru Yawuru

## Youth Forum

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

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

## Internal consultation

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

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

## Council Workshop

On 12 May 2025, a workshop was held with elected members to review and provide feedback on the draft actions proposed for the Youth Plan (2025–2029). This workshop provided an opportunity for elected members to consider the outcomes of the community engagement process, assess the relevance and feasibility of the proposed actions, and ensure alignment with the Shire's broader strategic priorities.

## Public Comment

Shire officers are seeking Council's endorsement to release the draft Plan (**Attachment 1**) for a four-week public comment period (23 May - 20 June 2025). This will enable officers to promote the draft Plan widely and invite feedback from additional stakeholders and the broader community to help shape the final version.

During the public comment period, the draft Plan will be made available on the Shire's website and promoted through the Shire's social media channels, the Broome Advertiser, and the e-newsletter to ensure broad community awareness and engagement.

To complement this, Catalyse will facilitate community workshops on 3 June 2025 to raise awareness of the draft Plan, respond to questions, and encourage community feedback.

Shire officers will also deliver community engagement stalls at various locations, including shopping centres and community events, to promote the draft Plan and provide opportunities for residents and stakeholders to learn more and share their views.

In addition, the Shire will conduct targeted consultation by reaching out directly to key stakeholders. This will include scheduling one-on-one meetings during the public comment period to ensure those with specific interests or expertise have the opportunity to provide in-depth input on the draft Plan.

**STATUTORY ENVIRONMENT**

Nil.

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

Nil.

**RISK**

Nil.

**STRATEGIC ASPIRATIONS**

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

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

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

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

**VOTING REQUIREMENTS**

*Simple Majority*

**REPORT RECOMMENDATION:**

*That Council:*

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

**Attachments**

1. DRAFT YOUTH PLAN 2025 - 2029

**Shire of Broome**

# **Youth Plan 2025-2029**

## Contents

## Introduction

The Shire of Broome's vision is to be a place where there is **a future for everyone**. Aligned with the youth vision for Western Australia, Broome will be a place where all young people feel valued and included, supported to achieve their goals, empowered to shape the world they live in, and able to lead meaningful and fulfilling lives.

This Youth Plan has been prepared to support achievement of several outcomes in the Shire of Broome's Council Plan, with strongest alignment with outcome 4, objective 4.2 and action 4.2.6.

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

To create this Youth Plan, the Shire of Broome engaged with representatives from government and non-government agencies, businesses and the community. 1,190 community members completed a MARKYT® Community Scorecard, 47 young people participated in a Youth Forum, the Shire completed interviews with five key stakeholders, and xx participants attended community workshops.

We extend a special thanks to the **Youth Advisory Council, St Mary's College, Broome Senior High School, Broome Primary School, Broome Youth and Families Hub, Broome PCYC, Headspace, School of Alternative Learning Settings, and Nyamba Buru Yawuru** for their support with the Youth Forum and in-depth interviews.

Over the next four years, we are committed to being a voice for young people and working with key partners to deliver priority projects outlined in this plan. Together, **our aims** are to:

1. Create spaces where young people feel safe and welcome
2. Make health support easier to find and access for young people
3. Encourage young people to engage in sport, fitness, and fun activities.
4. Inspire young people to get involved in art, music and cultural activities
5. Support personal growth and access to jobs for young people
6. Make it easier for young people to get around
7. Build strong connections between young people and youth service providers.

## **Acknowledgement of Country      Shire President's Message**

The Shire of Broome acknowledges the Yawuru people as the native title holders of the lands and waters in and around Rubibi (the town of Broome) together with all native title holders throughout the Shire. We pay respect to the Elders, past, present and emerging, of the Yawuru people and extend that respect to all Aboriginal Australians living within the Shire of Broome.

**To be inserted**

*Wirriya ngangaran liyan nyamba buru yawuru*

We hope you are feeling good in our yawuru country.

**Chris Mitchell**  
Shire President

## Youth at a glance

For this plan, the Shire of Broome has defined **young people** as being between the ages of 6 and 17 years, unless otherwise specified.

### Number of young people in Broome aged 6-17 years

Source: 2021 ABS Census

**3,070**

18% of Broome LGA population

Western Australia: 15%

### Aboriginal and/or Torres Strait Islander

Source: 2021 ABS Census

**40%**

of young people in Broome LGA

Western Australia: 5%

### Mainly speak an Australian Indigenous language at home

Source: 2021 ABS Census

**7%**

of young people in Broome LGA

Western Australia: 1%

### Born overseas

Source: 2021 ABS Census

**3%**

of young people in Broome in LGA

Western Australia: 15%

### Require assistance with core activities

Source: 2021 ABS Census

**2%**

of young people in Broome LGA

Western Australia: 4%

### Youth volunteering

Source: 2021 ABS Census

**11%**

of people aged 15-24 in Broome LGA

Western Australia: 17%

### Main industries of employment among young people aged 15-24 in Broome

Source: 2021 ABS Census, excludes inadequately described, not stated and not applicable

Retail trade

**19.7%**

of young people in Broome LGA

Western Australia: 20.9%

Accommodation and food services

**17.9%**

of young people in Broome LGA

Western Australia: 22.0%

Health care and social assistance

**13.5%**

of young people in Broome LGA

Western Australia: 9.4%

Education and training

**6.8%**

of young people in Broome LGA

Western Australia: 5.3%

Agriculture, forestry and fishing

**6.3%**

of young people in Broome LGA

Western Australia: 1.6%

## What's on for young people in Broome

Young people enjoy some of the best beaches in the world, activated precincts like Chinatown, Town Beach and Cable Beach and popular facilities like the Broome Recreation and Aquatic Centre and Broome Library.

The beach is a popular place to visit and take part in various activities like beach volleyball, boogie boarding, surfing, jet-skiing, boating, fishing or walking the dog. At Town Beach, there's an excellent outdoor gym and playground, community night markets and great fishing off the jetty. At Cable Beach, there's a major re-development upgrade underway to further activate the area, including new spaces for children and young people.

Broome Recreation and Aquatic Centre, known locally as the BRAC, invites young people to take part in a range of free and low-cost activities. The centre offers indoor and outdoor facilities for floorball, basketball, netball, volleyball, squash, badminton, tennis, pickleball, gymnastics, fitness classes, circus skills and much more. Young people can cool off in the pool or practice tricks on their skateboard, scooter or BMX in the skate park. Young people can play sports like football, soccer and cricket at BRAC sporting fields or various ovals around town. For a current list of clubs in Broome visit [www.broome.wa.gov.au](http://www.broome.wa.gov.au).

The Shire has big plans to improve sport and recreational facilities – including a new Youth Bike Precinct, improved cricket facilities, new air-conditioned indoor courts, beach volleyball courts and a planned feasibility study for a 50 metre pool. You can learn more by checking out the 10-year Sport and Recreation Plan 2021-2031.

There's plenty of arts and cultural events throughout the year, such as Stompem Ground, Saltwater Music Festival, Shinju Matsuri and Broome Fringe Festival. Young people can participate in arts, cultural and creative activities in Broome Library, enter the Shinju Matsuri Arts Awards, perform on stage in the Broome Civic Centre and take part in various school holiday workshops. The Shire is advocating for better access to musical instruments for young people and improved opportunities for under-18s musicians to perform<sup>1</sup>.

Local schools, community organisations and private businesses are key partners in providing safe and accessible facilities and activities for young people. Two of the most popular service providers are Broome Police & Community Youth Centre (PCYC) and Broome Youth and Families Hub (BYFH). Broome PCYC operates the safeSPACE™ program with access to qualified youth workers. BYFH is an Aboriginal Community Controlled Organisation that provides a drop-in centre and Hype Patrol service to keep children and young people safe and off the streets.

The Shire partners with local service providers to deliver a program of events and activities after-school, for Youth Week and during the school holidays, and partners with local schools to facilitate an annual Youth Forum.

Young people also enjoy hanging out at local shops, in local parks, and places like Sun Pictures outdoor movie theatre, and benefit from Broome's network of paths, trails and cycleways.

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<sup>1</sup> See Arts and Culture Strategy and Action Plan: action 3.4 and 3.11

## Youth priorities and aspirations

Broome youth share concerns with young people across Australia in relation to their health, wellbeing and climate change<sup>2</sup>. Living in a regional hub in one of the most isolated regions in Australia introduces even bigger challenges related to cost of living, safety, access to education and jobs, and boredom – **young people feel there isn't enough to do**.

Youth services and facilities received a score of 35 points out of 100 in the 2024 MARKYT® Community Scorecard, 12 points below industry average. It was the third highest community priority area to address behind safety and crime prevention, and marine facilities.

The community would like more affordable and accessible places and activities for young people to gather, socialise and be entertained, along with more crisis accommodation, counselling services and educational programs for vulnerable or at-risk youth.



<sup>2</sup> WA Youth Action Plan 2024-2027



### **Health and safety**

To address health and safety concerns, young people would like more police-led initiatives, alternative solutions to detention, better supervision, stronger support systems for families and better access to health services.

Key stakeholders are particularly concerned about the limited access to social, emotional and mental health services for at-risk children and young people under 12 years old. They believe this lack of support can hinder development and lead to ongoing challenges as these children grow older. In addition to improved access to counselling, stakeholders are calling for a more proactive approach to addressing issues facing at-risk youth, such as parental drug use and unstable home environments. They also advocate for more education to help children and young people navigate difficult situations like domestic violence, bullying, and peer pressure. The Shire of Broome has responded to these suggestions in the Community Safety Plan and will make a further investment into addressing youth health needs through development of a Local Public Health Plan.

### **More things to do**

Young people want more places to meet up with friends and more free or low-cost activities to overcome boredom after school, at night and during school holidays. This includes more sports and recreation, creative outlets like music, drama, art and dance, end-of-year productions and youth art exhibitions and more youth targeted events. Requests include gaming arcades, bowling, trampolines, water parks, bike tracks, 50 metre pool, cinemas, special interest clubs and fishing spots. Broome Library was commonly suggested as a place for technology-based activities to take place, such as game playing, coding and video design.

Key stakeholders are concerned that the short-term funding nature of programs at drop-in centres and PCYC is impacting awareness and participation rates. They would like funding for year-round recreational programs to keep young people engaged, such as football or basketball. Other fun ideas proposed include Anime movie nights, Cosplay, interactive gaming sessions, youth music festivals and youth boat parties.

Stakeholders also suggest stronger collaboration between schools and organisations to facilitate easier access to after-school activities, possibly incorporating food to entice young people to engage – such as gaming nights with pizza.

In addition to more activities, stakeholders expressed the need for permanent shade over outdoor youth facilities and more or upgraded indoor spaces with air-conditioning, in particular for use during the wet season. Some suggested a dedicated youth centre or to activate existing spaces by engaging young people to paint murals.

Finding ways to deliver more youth facilities, services and events is a key focus of this plan, supported through the Council Plan 2025-2035, Sport and Recreation Plan 2021-2031 and Arts and Culture Strategy and Action Plan.

### **Personal growth and learning opportunities**

Young people care about their education and getting a job. Living in a remote region, they are concerned about inequity. To be comparable with peers in larger towns and cities, they want access to range of subject choices in high school and quality teaching resources, and to be able to continue further education in university, TAFE or through other training service providers in Broome - possibly with more study groups, online electives and remote learning opportunities.

Adolescence is a period of significant change, with pressure to make decisions about their future. There is a need for more mentoring and counselling support for young people to develop life skills and explore career pathways. Suggestions include after-school work experience and TAFE testers. Key stakeholders express a

concern that the education system does not cater to the needs of some young people. They feel that a lack of cultural understanding can lead to disengagement and marginalisation. They would like greater involvement from Aboriginal Elders in cultural education and more alternative learning pathways.

There is also concern about early child development. In the 2021 AEDC Community Profile<sup>3</sup>, 30% of children in Broome were classified as having vulnerable or at-risk language and cognitive school based skills, compared to 14% across Australia. This domain measures children's basic literacy, advanced literacy, basic numeracy, and interest in literacy, numeracy and memory.

### **Getting around**

A lack of public transport is making it difficult for young people to access existing activities. As transport is an issue that impacts people of all ages in Broome, the Shire is addressing ways to improve public transport, footpaths and cycleways for everyone in the Council Plan 2025-2035 (see outcome 7).

### **Youth voices**

Young people want to be heard and for their ideas and opinions to be valued. They consider Student Representative Councils and Youth Advisory Councils to be easy and effective ways to share ideas and influence decisions. Other ideas include talking to teachers or Shire representatives, taking part in small group discussions or using social media, petitions, polls, surveys or feedback boxes.

Key stakeholders emphasise the importance of having youth-led planning with initiatives endorsed by the Youth Advisory Council (YAC) and Shire of Broome, to empower young people to have a voice in decision-making. They suggest collaborations with local schools, Empowered Young Leaders, Headspace YAC, and Yawuru YAC to create a unified annual Youth Forum to review progress against this Plan.

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<sup>3</sup> Australian Early Development Census, Community Profile 2021, Broome, WA

## Young people ranking of project ideas

How important is it for the Shire of Broome and key stakeholders to work on these projects to address the needs of children and young people in Broome? Rank responses as: low, medium, high or critical Base: Young people who participated in the Youth Forums (n=47 young people)	% of young people who ranked project critical
Free access to BRAC pool or gym memberships	51%
Air-conditioned places where young people are welcome to hang out	45%
More festivals and events, like the Foam Party	36%
More life skills programs	34%
Free monthly movie nights	32%
More youth activities and events at BRAC	30%
Youth-led micro business development and incubator program	28%
Activate the Skate Park, Pump Track and Mountain Bike Precinct with events, competitions etc.	26%
More early intervention programs, such as reading programs for young children	23%
Activate local parks after school and in the evening with more sport and recreation activities for young people.	19%
More reading, creative and technology-based activities and events at Broome Library	19%
Facilitate Connect with Country programs for Aboriginal and non-Aboriginal youth	19%
Activate the new Cable Beach Youth Hub with events and activities	17%
Annual "Good Vibes Day" with a focus on youth mental health and wellbeing activities and events	17%
Employ an extra Youth Officer to provide more services, programs and events for children and young people.	15%
Better marketing and communication to engage young people	15%
More arts and creative activities	15%
Youth bike-share and repair program to develop youth wellbeing and address transport concerns	6%

## Working together to meet the needs of young people

We all have a role in making Broome a great place for young people. This Plan recognises shared responsibilities between all three tiers of government, government agencies, service providers, businesses, community groups and individuals.

### Australian Government

Responsible for meeting the needs of young people through various agencies and programs, such as providing access to free or subsidised health care through Medicare, providing tertiary education (universities and TAFEs) and financial support (i.e. Austudy), supporting the transition from school to work with youth-specific job programs and lots more.

### State Government

The Youth portfolio, through the Department of Communities, leads a whole-of-government approach to improving outcomes for young people. State Government is directly responsible for local schools, hospitals, health and wellbeing services, child protection, safety, justice, promoting participation and achievement in sport, recreation, arts and culture, and much more.

### Kimberley Regional Group

Made up of representatives from the Shire of Broome, Shire of Derby/West Kimberley, Shire of Halls Creek and Shire of Wyndham/East Kimberley, this group has an ongoing commitment to working with others to build communities that foster the wellbeing of all young people. In 2016, the group developed a *Strategic Framework for Young People*.

### Local schools and alternative learning programs

A variety of educational institutions cater for students from early childhood to higher education, including Broome Primary School, Broome North Primary School, Roebuck Bay Primary School, Cable Beach Primary School, Broome Senior High School, St Mary's College, North Regional TAFE and the University of Notre Dame Broome Campus.

### Community service providers

Community service providers offer programs and services to support young people to improve their health, safety and wellbeing. Examples include Nyamba Buru Yawuru, Kullarri Regional Communities Indigenous Corporation, Nirrumbuk Aboriginal Corporation, Broome Youth and Families Hub, Broome PCYC, HOPE Community Services, Garnduwa, Marlamanu, Broome Circle, Kimberley Child and Adolescent Mental Health Service, Broome Regional Aboriginal Medical Service, Headspace Broome, Helping Minds, FEED the Little CHILDREN inc., and many more.

### Local businesses, clubs, groups and individuals

Local businesses, clubs, groups and individuals provide opportunities for young people to take part in a range of sporting, recreational, entertainment, art and cultural pursuits. To find out about what's available visit [www.broome.wa.gov.au](http://www.broome.wa.gov.au) or contact the Shire to get your service listed.

## Shire of Broome

The Shire provides, facilitates and advocates for services and facilities to improve quality of life for young people.

We are a voice for young people, advocating for and supporting government agencies and other service providers to deliver initiatives to meet the needs of young people. Our direct responsibilities include engaging with young people to inform them about what's happening in the local area and to hear their views, providing safe spaces for young people such as the BRAC, library, parks, reserves and local beaches, maintaining safe roads, footpaths and trails, and delivering a range of youth services, programs and events.

We have adopted an integrated approach to address youth needs. To use resources effectively, the Youth Plan focuses on how the Shire of Broome can deliver facilities, programs, activities and events to meet those needs effectively. Other plans and strategies address related areas of need for youth, such as our Community Safety Plan (with a focus on at-risk youth), Sport and Recreation Plan, Arts and Culture Strategy and Action Plan, Environmental Health Strategy and proposed Public Health Plan. Our Council Plan also covers a range of areas that impact young people, including advocating for further investment in schools and post-school education and training facilities, advocating for improved access to public transport and encouraging the adoption of sustainable practices.

### To fulfil our purpose, we satisfy the following roles:



#### Advocate

We are a voice for the local community on local issues.



#### Partner

We form strategic alliances in the interests of the community.



#### Fund

We help to fund community organisations to deliver essential community services.



#### Facilitate

We help to make it possible or easier to meet community needs.



#### Provide

We directly provide infrastructure, facilities, services, events and information to meet local needs.



#### Regulate

We regulate compliance with legislation, regulation and local laws.

## Shared youth objectives

The Shire of Broome will work with a range of service providers to meet youth needs. This includes other tiers of government, local businesses, community service providers and individuals. Together, we will strive to:

**1. Create spaces where young people feel safe and welcome**

So they can be themselves, feel supported and know they belong.

*Aligns with Council Plan objective 4.2: Align services to meet diverse community needs for all ages and abilities*

**2. Make health support easier to find and access for young people**

Whether it's mental health or physical health, getting help should be simple and judgement-free for young people.

*Aligns with Council Plan objective 3.1: Improve access to health facilities, services and programs to achieve good general and mental health in the community*

**3. Encourage young people to engage in sport, fitness and fun activities**

Staying active is great for health and wellbeing and connecting with others.

*Aligns with Council Plan objective 3.2: Improve access to sport, leisure and recreation facilities, services and programs*

**4. Inspire young people to get involved in art, music and cultural activities**

To deepen their understanding of who they are, express individuality and have a good time.

*Aligns with Council Plan objective 4.1: Grow knowledge, appreciation and involvement in local art, culture and heritage*

**5. Support personal growth and access to jobs for young people**

To build confidence, develop resilience and open doors to their future.

*Aligns with Council Plan objective 8.1: Facilitate economic growth, training and employment opportunities in traditional and emerging industries*

**6. Make it easier for young people to get around**

To help young people to access services, programs and activities.

*Aligns with Council Plan objective 7.2: Provide safe, well-connected paths and trails to encourage greater use of active transport.*

**7. Build strong connections between young people and youth service providers**

So they're aware of local services, feel heard and supported.

*Aligns with Council Plan objective 10.1: Provide community with excellent customer service, relevant, timely information and effective engagement*

In addition, the **Community Safety Plan** describes how the Shire will strive to achieve objectives related to youth safety:

- Expand youth diversion programs to reduce youth crime.
- Reduce use, harm and effects from alcohol and other drugs.
- Reduce the incidence of and impact from family and domestic violence.
- Improve access to safe, affordable accommodation for everyone.

## Objective 1. Create spaces where young people feel safe and welcome

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Promote access to safe, welcoming spaces where young people can connect, relax, and engage in positive programs such as BRAC, Broome Library, Broome Youth and Families Hub, and Broome PCYC.		Broome Youth and Families Hub; Broome PCYC	Place Activation and Engagement	●	●	●	●
Deliver a program of events and activities at the Cable Beach Youth Hub to help young people feel safe and welcome in this new space.		Businesses, community service providers and individuals	Place Activation and Engagement	●			
Deliver a launch event for young people in the new BRAC gym and fitness facility (planned for completion in 2026/27).			Place Activation and Engagement		○		
Deliver a launch event to promote the new BRAC Youth Bike Precinct (planned for completion in 2028/29).			Place Activation and Engagement				○
Facilitate a program of events and activities in celebration of National Youth Week.		Businesses, community service providers and individuals	Place Activation and Engagement	●	●	●	●
Design and deliver engaging programs that make use of both indoor and outdoor spaces, featuring a variety of activities such as movie nights, sports, art and cultural experiences.		Businesses, community service providers and individuals	Place Activation and Engagement	●	●	●	●

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

○ Additional funding required, amount to be determined

## Objective 2. Make health support easier to find and access for young people

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Engage young people when developing the Local Public Health Plan to ensure youth voices and needs are considered.	Council Plan 2025-2035; Local Public Health Plan		Environmental Health	●			
Partner with stakeholders to promote essential health services, including mental health support, to young people in the Broome region.		Kimberley Child and Adolescent Mental Health Service; Headspace Broome; Broome Regional Aboriginal Medical Service	Place Activation and Engagement	●	●	●	●
Work in partnership with the Shire Youth Advisory Council and Headspace Youth Advisory Council to co-design and deliver health and wellbeing initiatives at youth events including R U OK Day.		Headspace Broome; Local schools	Place Activation and Engagement	●	●	●	●

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

o Additional funding required, amount to be determined



### Objective 3. Encourage young people to engage in sport, fitness, and fun activities.

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Engage young people when reviewing the Sport and Recreation Plan 2021-2031 and BRAC Masterplan to ensure youth voices and needs are considered.	Council Plan 2025-2035; Sport and Recreation Plan 2021-2031; BRAC Masterplan		Place Activation and Engagement; Special Projects		●		
Facilitate increased youth participation in sport through administration of initiatives such as the KidSport program and free facility usage for structured junior sport.		State Government	Place Activation and Engagement	●	●	●	●
Support the delivery of a range of sporting and recreational activities and events for young people at the BRAC.		Businesses, community service providers and individuals	Broome Recreation and Aquatic Centre	●	●	●	●
Promote opportunities for young people to access free BRAC pool entry through KidSport and explore grant funding to deliver free gym memberships for young people.			Place Activation and Engagement; Broome Recreation and Aquatic Centre	●	●		
Activate the Skate Park, Pump Track and Mountain Bike Precinct (once completed) by: <ul style="list-style-type: none"> <li>• hosting youth-focused events like competitions, free bike lock giveaways, safety and wellbeing talks and targeted bike repair education sessions</li> <li>• supporting youth wellbeing initiatives</li> <li>• promoting practical, active transport solutions</li> </ul>		Businesses, community service providers and individuals	Place Activation and Engagement	●	●	●	●

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

o Additional funding required, amount to be determined

## Objective 4. Inspire young people to get involved in art, music and cultural activities

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Engage young people when reviewing and updating the Arts and Culture Strategy and Action Plan 2023-2028 to ensure youth voices and needs are considered.	Council Plan 2025-2035; Arts and Culture Strategy and Action Plan 2023-2028		Place Activation and Engagement			●	
Promote the range of special interest clubs available at the Broome Library for young people, such as book clubs, gaming clubs and study groups, while also supporting them to access resources, facilities and guidance to start their own clubs.			Broome Library	●	●	●	●
Advocate for better access to musical instruments for young people.	Arts and Culture Strategy and Action Plan 2023-2028		Place Activation and Engagement			●	
Advocate for improved opportunities for under-18s musicians to perform.			Place Activation and Engagement	●	●	●	
Advocate for the introduction of a KidSport-like program for arts and culture activities.	Arts and Culture Strategy and Action Plan 2023-2028	Dept of Local Government, Sport and Cultural Industries	Place Activation and Engagement	●	●	●	
Collaborate with key stakeholders to advocate for on-country programs and initiatives for Aboriginal and non-Aboriginal youth, incorporating cultural opportunities such as hunting, fishing and language into events and activities.			Place Activation and Engagement		●		
Deliver a Cosplay event for young people.			Place Activation and Engagement			●	
Promote the Shinju Matsuri Art Prize and actively encourage young people to submit their work.			Place Activation and Engagement	●	●	●	●
● / \$ Resourcing or funding secured                \$ Additional operating or capital budget required                o Additional funding required, amount to be determined							

## Objective 5. Support personal growth and access to jobs for young people

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Facilitate access to more early education programs, such as reading programs for young children at the Broome Library.		Department of Education; Department of Communities	Broome Library	●	●	●	●
Advocate for further investment in school and post-school education and training facilities and services, building upon the existing strengths of current TAFE and university offerings.	Council Plan 2025-2035; Broome Growth Plan	Local schools; TAFE; universities	Office of CEO	●	●	●	●
Promote life skills programs for young people, such as driving, job readiness and interview preparation programs, to improve awareness and participation.		Businesses, community service providers and individuals	Place Activation and Engagement	●			
Explore opportunities with Broome CIRCLE to promote volunteering for young people.		Businesses, community service providers and individuals	Place Activation and Engagement	●	●		
Investigate and seek potential partnerships to support a youth-led micro business development and incubator initiative, enabling young people to develop and trial new business ideas, with the potential for a regular stall at community markets.		Local schools; businesses, community service providers and individuals	Place Activation and Engagement	●	●		
Facilitate work experience and youth traineeships in the Shire of Broome organisation and encourage young people to apply for these roles.			Office of CEO	●	●	●	●

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

o Additional funding required, amount to be determined

## Objective 6. Make it easier for young people to get around

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Advocate for Public Transport Authority to subsidise improved public transport with expanded bus routes in Broome.	Council Plan 2025-2035; State of Environment Report 2015	Public Transport Authority	Office of CEO	●	●	●	●
Support young people to move around the area more easily with improved paths, cycleways and trails (see Objective 7.2 in the Council Plan for planned improvements).	Council Plan 2025-2035		Engineering	●	●	●	●

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

o Additional funding required, amount to be determined

## Objective 7. Connect with and support young people and youth service providers

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Collaborate with the Broome Youth Coordinators Network and relevant stakeholders to facilitate networking, collaboration, information sharing and a mapping exercise to identify and coordinate youth activity programs.		Broome Youth Coordinators Network	Place Activation and Engagement	●	●	●	●
Coordinate the Broome Youth Advisory Council (YAC).		YAC	Place Activation and Engagement	●	●	●	●
Partner with schools to host an Annual Youth Forum, inviting empowered young leaders to participate and help ensure ongoing connection with youth priorities and perspectives.		Local schools	Place Activation and Engagement	●	●	●	●
Promote the Shire's Quick Response Grant program and Community Development Fund to youth service providers to support and enhance programs for young people.			Place Activation and Engagement	●	●	●	●

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

o Additional funding required, amount to be determined

## Measuring our success

Key performance indicators	Source	Current	Target
<b>Community perceptions</b>		Performance score out of 100	Industry average to high
Services and facilities for young people	2024 MARKYT® Community Scorecard	35	47-65
Services and facilities for children and families		47	54-67
Sport and recreation		65	64-79
Festivals, events, art and cultural activities		67	61-76
Library services		76	70-82
Education		50	48-64
<b>Youth engagement</b>			Shire targets
Annual Youth Forum – number of participants	Shire of Broome, 2025	47	55
Number of members on the Youth Advisory Council	Shire of Broome, 2025	5	10

Do you have an idea or suggestion to improve services and facilities for young people in Broome?

Please contact the Shire of Broome to share your thoughts and ideas.

In person: Shire Administration Centre  
Cnr Weld and Haas Street  
Broome, Western Australia  
Phone: +618 9191 3456  
Email: [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au)  
Mail: PO Box 44, Broome, Western Australia 6725

**9.1.3 REQUEST TO ENDORSE COMMUNITY SAFETY PLAN 2025 - 2029 FOR PUBLIC COMMENT**

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

**SUMMARY:**

The draft Community Safety Plan (2025–2029) has been developed in collaboration with key stakeholders to provide a strategic framework for reducing the risk of crime and anti-social behaviour and improving community perceptions of safety. This report outlines the community engagement and consultation processes that informed the development of the proposed actions and seeks the Council's endorsement to release the draft plan for a four-week public comment period.

**BACKGROUND***Previous Considerations*

OMC 25 March 2021	Item 9.1.1
OMC 30 June 2022	Item 9.4.1
OMC 29 June 2023	Item 9.4.3

The current Community Safety Plan (2021–2025) was developed as an informing strategy under the Community Development Framework

The Shire commenced a consultation and review process in 2019 to develop the Community Safety Plan (2021 – 2025). This process included several methods to gain an understanding of the prevailing perceptions, concerns and priorities of the community in relation to community safety and crime prevention.

The priority areas of the Community Safety Plan (2021 -2025) included:

- Alcohol consumption and other drugs
- Anti-social behaviour in public places
- Itinerancy and rough camping
- Youth crime and diversionary initiatives
- Burglary / theft / stealing
- Family and domestic violence
- Civic leadership

A key initiative of the Community Safety Plan (2021–2025) was the formation of the Community Safety Working Group, comprising of key stakeholders and community representatives. The group provided collaborative feedback and received quarterly updates throughout the duration of the plan.

In addition to the progress updates provided to the Community Safety Working Group Shire officers provided bi-annual updates to Council through an annual progress report, and a



workshop presentation. A final progress report on the Community Safety Plan (2021–2025) will be presented to Council at the Ordinary Council Meeting on 26 June 2025.

With the Community Safety Plan (2021–2025) approaching the end of its term, the Shire has engaged a consultant Catalyse to undertake background research and lead the development of the new Community Safety Plan (2025 – 2029).

## COMMENT

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

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

Through the Community Safety Plan (2025 – 2029) the Shire will work with the government departments, service providers, businesses, community groups and individuals to achieve the following objectives:

1. Expand youth diversion programs to reduce youth crime.
2. Reduce use, harm and effects from alcohol and other drugs.
3. Enhance law and order with more effective policing, safety patrols and community surveillance.
4. Improve public safety with enhanced infrastructure and environmental design.
5. Improve access to general and mental health services for those at risk.
6. Reduce the incidence of and impact from family and domestic violence.
7. Improve access to safe, affordable accommodation for everyone.
8. Strengthen collaboration between service providers.
9. Improve community engagement and awareness of safety services, programs and key messages

These objectives will guide the actions undertaken by the Shire of Broome in partnership with key stakeholders to reduce the risk of crime and anti-social behaviour and improve community perceptions of safety.

## CONSULTATION

The draft Community Safety Plan (2025–2029) has been developed with guidance from a community engagement plan that identified key stakeholders and suitable consultation methods. In line with this plan, the Shire engaged a broad cross-section of the community, including WA Police, government agencies, and non-government organisations, to ensure the plan reflects shared priorities and local safety needs.

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

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

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

## **Community Safety Survey**

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

## **Community Safety Working Group**

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

Community Safety Working Group Membership:

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

## **Stakeholder Consultation**

The following stakeholders participated in in-depth interviews:

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

## **Internal consultation**

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

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

### **Council Engagement:**

- Council Workshop – 12 December 2024  
Brainstorming and testing draft concepts
- Council Workshop – 7 April 2025  
Review of Community Safety survey feedback and draft actions
- Council Workshop – 12 May 2025  
Review of the draft Youth Plan

### **Public Comment**

Shire officers are seeking Council's endorsement to release the draft Plan (**Attachment 1**) for a four-week public comment period (23 May - 20 June 2025). This will enable officers to promote the draft Plan widely and invite feedback from additional stakeholders and the broader community to help shape the final version.

During the public comment period, the draft Plan will be made available on the Shire's website and promoted through the Shire's social media channels, the Broome Advertiser, and the e-newsletter to ensure broad community awareness and engagement.

To complement this, Catalyse will facilitate community workshops on 3 June 2025 to raise awareness of the draft Plan, respond to questions, and encourage community feedback.

Shire officers will also deliver community engagement stalls at various locations to promote the draft Plan and provide opportunities for residents and stakeholders to learn more and share their views.

In addition, the Shire will conduct targeted consultation by reaching out directly to key stakeholders. This will include scheduling one-on-one meetings during the public comment period to ensure those with specific interests or expertise have the opportunity to provide in-depth input on the draft Plan.

Following the public comment period, the draft Community Safety Plan will be reviewed and revised to reflect the community feedback received. Once updated, the revised draft will be presented to the Community Safety Working Group and then to Council for further review. The finalised plan will be tabled for endorsement at the August Ordinary Council Meeting.

### **STATUTORY ENVIRONMENT**

Nil.

### **POLICY IMPLICATIONS**

Nil.

## FINANCIAL IMPLICATIONS

The following actions outlined in the plan have financial implications:

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

## RISK

Nil.

## STRATEGIC ASPIRATIONS

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

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

- Objective** 1.1 Lobby for the State Government to review the effectiveness of community safety service provision in Broome and the Kimberley region to improve social outcomes.
- Objective** 1.2 Modify the physical environment to improve community safety.
- Objective** 1.3 Increase awareness and engagement in community safety education and crime prevention programs.

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Endorses the release of the Draft Youth Plan (2025–2029) for public comment for a four (4) week period; and*

2. *Requests the Chief Executive Officer present the final Youth Plan (2025–2029) for Council consideration of adoption at the August 2025 Ordinary Meeting of Council.*

**Attachments**

1. DRAFT COMMUNITY SAFETY PLAN 2025 - 2029

**Shire of Broome**

# **Community Safety Plan 2025-2029**

## Contents

## Introduction

The Shire of Broome's vision is to be a place where there is **a future for everyone** – a place where people of all ages, abilities and cultures feel safe to enjoy Broome-time, our special way of life.

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

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

To create the **Community Safety Plan**, the Shire of Broome engaged with representatives from government and non-government agencies, businesses and the community. 1,190 community members completed a MARKYT® Community Scorecard, 401 stakeholders completed a Community Safety Survey, and xx participants attended community workshops.

We extend a special thanks to the **Community Safety Working Group** for their involvement and support in preparing this plan.

Over the next four years, we are committed to being a voice for the local community and working with key partners to deliver priority projects outlined in this plan. Together, **our aims** are to:

1. Expand youth diversion programs to reduce crime
2. Reduce use, harm and effects from alcohol and other drugs
3. Enhance law and order with more effective policing, safety patrols and community surveillance
4. Improve public safety with enhanced infrastructure and environmental design
5. Improve access to general and mental health services for those at risk
6. Reduce the incidence of, and impact from, family and domestic violence
7. Improve access to safe, affordable accommodation for everyone
8. Strengthen collaboration between service providers
9. Improve community engagement and awareness of safety services, programs and key messages

## **Acknowledgement of Country**

The Shire of Broome acknowledges the Yawuru people as the native title holders of the lands and waters in and around Rubibi (the town of Broome) together with all native title holders throughout the Shire. We pay respect to the Elders, past, present and emerging, of the Yawuru people and extend that respect to all Aboriginal Australians living within the Shire of Broome.

*Wirriya ngangaran liyan nyamba buru yawuru*

We hope you are feeling good in our yawuru country.

## **Shire President's Message**

**Chris Mitchell**  
Shire President



## Safety at a glance

Located in the Kimberley, Broome is known for stunning beaches, unique cultural heritage and laid-back charm. Like many remote communities, we face challenges from higher living costs, housing shortages, impacts from the consumption of alcohol and other drugs, and the ability for our community, including young people, to access general and mental health support services. This can extend to basic needs, like food, and supporting grandparents with responsibilities to care for their grandchildren. Collectively, these issues are impacting real and perceived feelings of safety.

In 2024, our community indicated that safety was the top priority to focus on improving in the Shire of Broome local government area<sup>1</sup>. A follow-up survey in 2025<sup>2</sup> found that the top three safety concerns were break-ins, impacts from the consumption of alcohol and other drugs, and disorderly conduct. Community members felt that alcohol and other drugs were the main contributors to their concerns, followed by parent supervision and a lack of police and law enforcement.



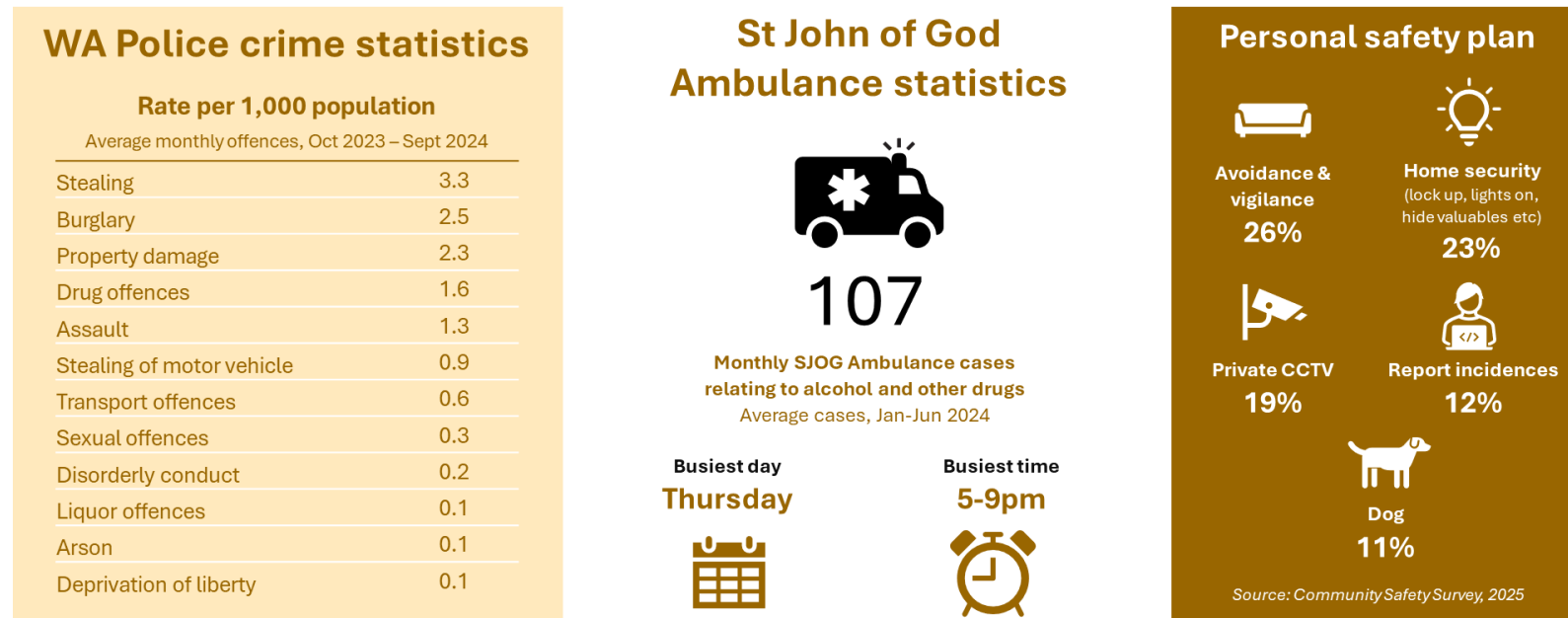
<sup>1</sup> CATALYSE®, 2024, Shire of Broome MARKYT® Community Scorecard

<sup>2</sup> CATALYSE®, 2025, Shire of Broome Community Safety Survey

Police crime statistics reflect community concerns with break-ins, stealing and assault. From Oct 2023 to Sept 2024, on average each month, there were 3.3 stealing offences per 1,000 population, 2.5 burglary offences, 2.3 property damage offences and 1.3 assault offences.

During the same time period, there were 1.6 drug offences, 0.1 liquor offences and 0.2 disorderly conduct offences. While drug, alcohol and disorderly conduct offences are relatively low, local studies show these areas are impacting feelings of safety. 42% and 41% of survey respondents<sup>3</sup> were highly or severely impacted by alcohol or other drugs, and disorderly conduct, respectively. This was followed by high to severe impacts from homelessness (25%), stealing (22%), burglaries (20%), property damage (18%), assault (17%) and family and domestic violence (13%).

Health statistics support community concerns with alcohol and other drugs. From Oct 2023 to Sept 2024, Broome Hospital distributed 2,269 needle and syringe packs, known as Fitpacks, and from Jan to Jun 2024, St John of God Ambulance had 107 ambulance cases per month that related to alcohol and other drugs. The busiest day and time for ambulance call outs was Thursday and between 5pm and 9pm.



To address concerns, community members reported that they want the Shire of Broome to advocate for more mental health beds in Mabu Liyan (79% of survey respondents rated this as critical or high importance), alternative youth education programs to reduce truancy (80%), a 24/7 crisis and transitional accommodation service for young people 15-25 years (78%), parent education and support programs (78%), and a greater range of youth diversion activities (75%).

<sup>3</sup> CATALYSE®, 2025, Shire of Broome Community Safety Survey

## Working together for a safer community

We all have a role in making Broome a safer place. This Plan recognises safer communities are a shared responsibility between all three tiers of government, government agencies, service providers, businesses, community groups and individuals.

### Federal and State Government

Responsible for developing policies and legislation, and providing grants that aim to reduce crime, improve safety and increase community empowerment. Principal responsibility for crime prevention sits with the WA State Government.

### Department of Justice

Provide access to high quality justice, legal and corrective services, information and products.

### Health service providers

WA Country Health Service is responsible for providing hospital and health services across the Kimberley region, including Broome Health Campus and mental health services and support for drug and alcohol issues. They are supported by Broome Regional Aboriginal Medical Service, Kimberley Aboriginal Medical Services and other health service providers.

### Social service providers

Provide social services to the community, including services for victims or perpetrators of crime, and vulnerable and marginalised members of the community.

### WA Police

As the primary law enforcement agency, WA Police are responsible for upholding the law to promote a safe, secure and orderly society.

### Corrective Services

Responsible for WA's adult prison and youth detention populations as well as adults and young people managed by community corrections.

### Department of Communities

Provide support to the most vulnerable members of our community. This includes delivering social and public housing, addressing homelessness, preventing family and domestic violence, and keeping young people safe.

### Business, community and individuals

Contribute through safe and responsible behaviours, reporting, helping others and building community connections.

Shire of Broome

The Shire provides, facilitates and advocates for services and facilities to improve quality of life for everyone in Broome.

To fulfil our purpose, we satisfy the following roles:



**Advocate**  
We are a voice for the local community on local issues.



**Partner**  
We form strategic alliances in the interests of the community.



**Fund**  
We help to fund community organisations to deliver essential community services.



**Facilitate**  
We help to make it possible or easier to meet community needs.



**Provide**  
We directly provide infrastructure, facilities, services, events and information to meet local needs.



**Regulate**  
We regulate compliance with legislation, regulation and local laws.

We are a voice for the local community, advocating for and supporting government agencies and other service providers to deliver safety and crime prevention initiatives to meet local needs.

Our direct responsibilities include maintaining safe roads, pathways and public spaces, managing a CCTV network to support WA Police with their investigations, and supporting government agencies and service providers with the promotion and delivery of community development and education programs.

What we will continue to do	
Council services	Service description
Community safety	We facilitate the Community Safety Working Group and the Broome Liquor Accord, continuing to advocate for a regional approach to alcohol and drug management and delivery of the Marlamanu on-country diversionary facility and program for at-risk youths.
Ranger services	We partner with WA Police to conduct joint patrols, including Male Oval Precinct, Town Beach, Kennedy Hill and other community safety hot spots.
Place activation	We support local service providers such as Kullarri Patrol and Broome Youth and Families Hub to seek funding and deliver safety services for children, youth and adults, including youth diversionary activities e.g., school holiday programs, midnight basketball, youth leadership bush camps, and programs to address truancy.
Planning services	We use Crime Prevention Through Environmental Design (CPTED) concepts to facilitate provision of safe buildings and spaces in all town planning and urban renewal projects.
Community engagement	We promote safety messages and education programs delivered by WA Police and others.

We have adopted an integrated approach to address community safety needs. To use resources effectively, the Community Safety Plan focuses on how the Shire of Broome can better support community safety and crime prevention in areas deemed to be of highest priority by our community. This includes burglaries, stealing, consumption of alcohol and other drugs, disorderly conduct, youth crime and assault. Other plans and strategies address related areas, such as our Local Housing Strategy, Broome Resilience and Recovery Plan, Animal Management Plan, Youth Plan and proposed Public Health Plan.

## Shared safety objectives

The Shire of Broome will work with the Australian Government, State Government, government agencies, service providers, businesses, community groups and individuals to achieve these shared safety objectives:

1. Expand **youth diversion programs** to reduce crime.
2. Reduce use, harm and effects from **alcohol and other drugs**.
3. Enhance law and order with more effective **policing, safety patrols and community surveillance**.
4. Improve public safety with enhanced **infrastructure and environmental design**.
5. Improve access to **general and mental health services** for those at risk.
6. Reduce the incidence of and impact from **family and domestic violence**.
7. Improve access to **safe, affordable accommodation** for everyone.
8. Strengthen **collaboration** between service providers.
9. Improve community **engagement and awareness** of safety services, programs and key messages.

## Objective 1. Expand youth diversion programs to reduce crime

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Work with key partners to support delivery of effective crime prevention and engagement activities for young people, together with evaluation programs.		WA Police Dept of Communities Dept of Justice Dept of Education Community service providers	Place Activation and Engagement	●	●	●	●
Advocate for essential primary prevention initiatives supporting families through childhood and adolescence, including enhanced support, education and mentoring programs for parents and caregivers.		State Government	Place Activation and Engagement		●		●
Advocate for increased funding and support for community service providers to expand youth diversion initiatives, with a focus on broadening access to sport, art, and cultural activities.		Broome Youth and Families Hub PCYC Marlamenu Pty Ltd Garnduwa Family Outreach Service HOPE Community Services	Place Activation and Engagement		●		●
Use Shire of Broome communication channels to raise awareness about youth drop-in centres and activities delivered by community service providers.		Broome Youth and Families Hub PCYC	Place Activation and Engagement	●	●	●	●
Participate in the Ngurra Buru working group.		Kullarri Regional Communities Indigenous Corporation	Place Activation and Engagement	●	●	●	●

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Advocate for State Government to fund Ngurra Buru Night Space beyond the initial trial.	Council Plan 2025-2035	Kullarri Regional Communities Indigenous Corporation	Place Activation and Engagement	●			
Advocate for continued grant funding to deliver youth diversionary sporting and personal development programs in collaboration with WA Police, such as A Sporting Chance and A Remote Chance, to guide young people away from criminal and high-risk behaviours with the support of their families.	Broome Building a Future, For Everyone. 2024	WA Police	Place Activation and Engagement		●		
Host a round table discussion with the Department of Education, Department of Communities and community service providers to understand which programs currently support school attendance or deliver alternative education for at-risk youth in Broome and to explore how to better meet local needs.		Dept of Education Dept of Communities Community service providers	Place Activation and Engagement	●			

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

o Additional funding required, amount to be determined

## Objective 2. Reduce use, harm and effects from alcohol and other drugs

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Participate in Kimberley Regional Group meetings to monitor alcohol management indicators across the Kimberley and advocate for fit for purpose and consistent alcohol management systems in the Kimberley.		Shires of Halls Creek, Wyndham East Kimberley and Derby West Kimberley	Office of CEO	●	●	●	●
Support WA Country Health Service, Broome Regional Aboriginal Medical Service, Kimberley Aboriginal Medical Services and other health service providers with prevention and harm minimisation initiatives for various applications, including sporting and community events.		WA Country Health Service Broome Regional Aboriginal Medical Service Kimberley Aboriginal Medical Services	Place Activation and Engagement	●	●		
Coordinate the Broome Liquor Accord to promote responsible liquor sale, supply and service practices, advocate for effective liquor restrictions, and support initiatives to prevent sly grogging and reduce alcohol-related harm.		WA Police Dept of Transport Dept of Local Government Sport and Cultural Industries Liquor license licensees	Place Activation and Engagement	●	●	●	●
Advocate for the reintroduction of cashless debit cards for voluntary recipients, along with improved access to financial services within the Shire and remote communities.			Place Activation and Engagement	●			
Advocate for the Mental Health Commission to provide a new sobering up shelter in a suitable location.	Council Plan 2025-2035	Mental Health Commission	Place Activation and Engagement	●			
Advocate to restrict access to legal forms of substances such as hand sanitizer, paint, glue etc.			Place Activation and Engagement			●	



Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Advocate for Kimberley Mental Health and Drug Services to continue and expand the safe needle exchange and disposal program, alongside targeted community education initiatives, as critical harm reduction measures within local drug and alcohol services.		WA Country Health Service	Place Activation and Engagement	●	●	●	●
Collaborate with WA Country Health Service to promote safe needle disposal messages (posters, social media campaigns etc).		Kimberley Alcohol and Drug Services	Place Activation and Engagement	●	●	●	●
Conduct daily sweeps of known hotspot areas and respond to community reports of discarded needles (funded by the Mental Health Commission).		Mental Health Commission	Parks and Gardens	●	○	○	○
Advocate for the Mental Health Commission to continue funding for sharps collection and clean-up in known hotspots.	Broome Building a Future, For Everyone. 2024	Mental Health Commission	Place Activation and Engagement	●			
Advocate for increased funding for service providers to deliver drug and alcohol initiatives and support services, including rehabilitation, by preparing letters of support and correspondence to ministers and relevant stakeholders.		Milliya Rumurra Aboriginal Corporation Broome Youth and Families Hub WA Country Health	Place Activation and Engagement		●		●
Advocate for the establishment of a Withdrawal Centre.	Council Plan 2025-2035		Place Activation and Engagement	●	●		

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

○ Additional funding required, amount to be determined

### Objective 3. Enhance law and order with more effective policing, safety patrols and community surveillance

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Advocate for WA Police to deliver more police patrols inclusive of foot and bike patrols to increase on-the-ground presence.	Council Plan 2025-2035	WA Police	Office of CEO	●	●	●	●
Advocate for WA Police to formalise an MOU with the Shire of Broome for joint patrols targeting illegal drinking, camping, and itinerancy, with the potential to include Yawuru patrol services.		WA Police	Place Activation and Engagement	●			
Advocate for grant funding for Community Safety Officers to provide foot patrols and joint efforts with WA Police (seeking funds for 2 full-time equivalent officers over three years and a vehicle).	Broome Building a Future, For Everyone. 2024		Place Activation and Engagement	●	●	●	●
Collaborate with key partners to complete a feasibility study to introduce a safety and security patrol service.		Community service providers	Place Activation and Engagement		○	○	
Support Mamabulanjin Aboriginal Corporation to deliver Kullarri Patrol services, focused on providing safe transportation for intoxicated people, including transport home or to a designated safe place, and for the delivery of the Return to Country Program.		Mamabulanjin Aboriginal Corporation	Place Activation and Engagement	\$20k	\$20k	○	○
Promote WA Police safety campaigns, such as Crime Stoppers and Eyes on the Street, to support police to apprehend criminals and reduce crime.		WA Police	Place Activation and Engagement		●		●
Partner with WA Police to implement bike and scooter theft prevention initiatives, including community education on securing scooters at the rear of properties.		WA Police	Place Activation and Engagement	●			

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

○ Additional funding required, amount to be determined

## Objective 4. Improve public safety with enhanced infrastructure and environmental design.

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Develop a CCTV Strategy and Action Plan.	Council Plan 2025-2035; ICT Strategy 2022	WA Police	Information Technology	\$50k			
Advocate for grant funding for a 5-year program of public CCTV infrastructure upgrades and maintenance at Cable Beach foreshore.	Broome Building a Future, For Everyone. 2024		Place Activation and Engagement	●	●	●	●
Partner with WA Police to promote the Cam-Map WA CCTV register, a database of voluntarily registered CCTV systems used by police to support investigations.		WA Police	Place Activation and Engagement	●			
Advocate for Scan-Cam technology to be installed in service stations and ranger vehicles to assist police with plate identification and investigations.		WA Police	Place Activation and Engagement		●		
Provide street lighting upgrades focusing on priority areas identified through the lighting audit, community feedback and WA Police crime statistics.	Council Plan 2025-2035	WA Police	Infrastructure	\$100k	\$100k	\$100k	\$100k
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.	Council Plan 2025-2035 Broome Building a Future, For Everyone. 2024 (Bright Lights Program)	WA Police	Place Activation and Engagement	●	●	●	●

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

○ Additional funding required, amount to be determined

## Objective 5. Improve access to general and mental health services for those at risk

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Provide and implement a Local Public Health Plan, as per legislative requirements, to consider major health risk factors and actions needed to address these factors in the Shire of Broome.	Council Plan 2025-2035	WA Country Health Services	Environmental Health	\$50k	○	○	○
Advocate for the State Government to expand or relocate Broome Hospital with more staff, facilities and services to address current and long-term health needs.	Council Plan 2025-2035; Old Broome Precinct Structure Plan	State Government Broome Hospital	Planning	●	●	●	●
Advocate for the State Government to provide more beds in Mabu Liyan (Broome Mental Health Unit) to address critical demand and service gaps.		Mabu Liyan	Place Activation and Engagement	●			
Advocate for increased funding and support for community organisations to promote and deliver health and mental health initiatives for adults, young people and children.		Broome Regional Aboriginal Medical Service Broome Circle WA Country Health Services Family Outreach Service Hespath Broome Helping Minds Feed the Little Children	Place Activation and Engagement			●	
Advocate for Mental Health Commission to deliver Step Up/Step Down Services in Broome to provide contemporary, therapeutic mental health care through short-term residential support and individualised care.		Mental Health Commission Nyamba Buru Yawuru	Place Activation and Engagement			●	

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

○ Additional funding required, amount to be determined

## Objective 6. Reduce the incidence of and impact from family and domestic violence.

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Advocate for increased funding and resources for community service providers to prevent family and domestic violence and support those affected.		Men's Outreach Service Aboriginal Corporation Kimberley Aboriginal Medical Services Centrecare Anglicare Women's Refuge Centre	Place Activation and Engagement			●	●
Support MOSAC's Family Outreach Service to establish a new Family and Domestic Violence One Stop Hub in Broome, providing integrated support and wrap-around services.		Men's Outreach Service Aboriginal Corporation Community service providers	Place Activation and Engagement	●	●		
Advocate for the new Family and Domestic Violence One Stop Hub to lead the mapping of existing support services in collaboration with key stakeholders.		Men's Outreach Service Aboriginal Corporation	Place Activation and Engagement			●	
Support and promote the DV Safe Phone program.		Kimberley Community Legal Service DV Safe phone	Place Activation and Engagement		●	●	
Advocate for additional culturally responsive support services to reduce the incidence of elder abuse and to support those affected and have culturally appropriate material available at accessible locations.		Nyamba Buru Yawuru	Place Activation and Engagement		●		
Advocate for and support local services to deliver workshops in schools that educate young people on healthy and respectful relationships, promoting early intervention and positive behaviour.		Broome Schools	Place Activation and Engagement	●		●	

Support Marnja Jarndu Women's Refuge Inc. to advocate for funding to extend or build new facilities to deliver safe accommodation and support for women with or without children who are escaping family violence or are in crisis.

Marnja Jarndu Women's  
Refuge Inc.



● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

o Additional funding required, amount to be determined

## Objective 7. Improve access to safe, affordable accommodation for everyone

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Advocate for Department of Communities (Housing Authority) and relevant partners to improve access to diverse and affordable housing by developing appropriate strategies or completing Stage 1 of the Broome Urban Renewal Strategy.	Council Plan 2025-2035; Broome Urban Renewal Strategy	Dept of Communities Nyamba Buru Yawuru Nirumbuk Aboriginal Corporation Madalah Limited MercyCare St John of God	Office of CEO	●	●	●	●
Advocate for State Government to develop a homelessness and itinerant strategy for Broome.	Council Plan 2025-2035	Department of Communities	Office of CEO	●	●	●	●
Advocate for Aboriginal Lands Trust to effectively manage land use and illegal camping in key locations, including Kennedy Hill.		Aboriginal Lands Trust	Planning	●			
Lobby on behalf of Prescribed Body Corporations to acquire Aboriginal Lands Trust land to assist with transitioning land to Prescribed Body Corporations.		Prescribed Body Corporations Aboriginal Lands Trust	Planning	●			
Advocate for a Youth Accommodation Program such as a 24/7 crisis and transitional accommodation service for youth aged 15-25 years who are homeless or at imminent risk of homelessness.			Place Activation and Engagement			●	●
Advocate for safe and affordable short-stay accommodation in Broome for all people.			Place Activation and Engagement			●	●

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

○ Additional funding required, amount to be determined

## Objective 8. Strengthen collaboration between service providers

Priority projects	Key partners		Service Team	25/26	26/27	27/28	28/29
Facilitate a Community Safety Working Group to oversee implementation of the Shire of Broome’s Community Safety Plan.	Broome Chamber of Commerce and Industry WA Police Liquor Accord Kullarri Patrol Broome Youth and Families Hub PCYC Dept of Education Dept of Communities	Dept of Justice Nyamba Buru Yawuru Feed the Little Children Community representatives in Broome, Ardyaloon, Beagle Bay, Bidyadanga, Djarindjin and Lombadina	Place Activation and Engagement	●	●	●	●
Collaborate with key stakeholders to identify existing working groups, including their membership, scope, and areas of focus, to ensure alignment with community priorities and reduce duplication of efforts.	Community Service Providers		Place Activation and Engagement		●		
Review the format and terms of reference of the Community Safety Working Group to ensure appropriate representation and regular updates on new projects and initiatives that impact community safety.			Place Activation and Engagement	●			
Facilitate regular meetings with WA Police, Department of Communities (Housing), and Department of Biodiversity, Conservation, and Attractions to embrace a collaborative, coordinated, multi-agency response to local safety issues.	WA Police Dept of Communities Dept of Biodiversity, Conservation, and Attractions		Rangers	●	●	●	●



Priority projects	Key partners		Service Team	25/26	26/27	27/28	28/29
Participate in local stakeholder meetings to discuss at-risk youth and diversionary activities.	Dept of Local Government Sport and Cultural Industries Nirumbuk PCYC	Men’s Outreach Service Aboriginal Corporation Broome Youth and Families Hub	Place Activation and Engagement	●	●	●	●
Participate in Broome Vulnerable People Working Group monthly meetings to discuss coordinated, multi-agency solutions for vulnerable people in the Broome township.	Kullarri Patrol (Mamabulanjin) Men’s Outreach Service Aboriginal Corporation Health services (BRAMS and WACHS) Sobering Up Shelter Centacare Kimberley Communities	WA Police National Indigenous Australians Agency Milliya Rumarra Nyamba Buru Yawuru Mercy Care Broome Aboriginal Short Stay Accommodation	Rangers	●	●	●	●
Participate in the annual Broome Elders Forum by hosting a stall to engage with participants and better understand their needs.	Nirumbuk Aboriginal Corporation		Place Activation and Engagement	●	●	●	●
Facilitate Broome Youth Advisory Council meetings to plan youth projects and events and provide a youth voice on local issues.			Place Activation and Engagement	●	●	●	●
Facilitate the Broome Youth and Community Services Coordinators Network to share information and resources.			Place Activation and Engagement	●	●	●	●

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

o Additional funding required, amount to be determined

## Objective 9. Improve community engagement and awareness of safety services, programs and key messages

Priority projects	Linked strategies	Key partners	Service Team	25/26	26/27	27/28	28/29
Promote grant programs, such as the Quick Response Grants Program and Community Development Fund, to support community organisations to deliver community safety initiatives.				●	●	●	●
Promote Community Safety Month in October each year.				●	●	●	●
Promote key partner safety campaigns, such as Neighbourhood Watch, Eyes on the Street and the seniors' safety and security rebate scheme.		WA Police			●		●
Collaborate with WA Police to develop and distribute safety and security checklists for homes and businesses.		WA Police	Place Activation and Engagement	●			
Promote the availability of free "Slow down and consider our kids" stickers from the Shire.					●		
Introduce a Get to Know Your Neighbour initiative to strengthen neighbourhood connections and improve community safety.						○	
Launch a Broome Cares campaign to raise awareness of what the Shire and key partners are doing to support vulnerable people, good news stories, and how the community can help (volunteering opportunities etc).							○

● / \$ Resourcing or funding secured

\$ Additional operating or capital budget required

○ Additional funding required, amount to be determined

## Measuring our success

Key performance indicators	Source	Current	Target
<b>Community perceptions</b>		Performance score out of 100	Industry average to high score*
Community safety and crime prevention	2024 MARKYT® Community Scorecard	23	46-66
Lighting of streets and public places		38	51-65
Housing		35	47-64
Health and community services		50	55-68
Services and facilities for young people (15-24 years)		35	47-65
<b>Crime statistics</b>		Average monthly offences, rate per 1,000 population	
Stealing	WA Police Crime Statistics for Shire of Broome, Oct 2023 – Sept 2024	3.3	Declining
Burglary		2.5	Declining
Property damage		2.3	Declining
Drug offences		1.6	Declining
Assault		1.3	Declining
Stealing of motor vehicle		0.9	Declining
Sexual offences		0.3	Declining
Disorderly conduct		0.2	Declining
Liquor offences		0.1	Declining
<b>Level of impact from local safety issues</b>		% high or severe impact	
Alcohol and other drugs	2025 Community Safety Survey	42%	Declining
Disorderly conduct		41%	Declining
Homelessness		25%	Declining
Stealing		22%	Declining
Break-ins / burglaries		20%	Declining
Property damage / vandalism		18%	Declining
Assault		17%	Declining
Family and domestic violence		13%	Declining

\* Note: the Shire aims to close the gap during the term on this plan to move towards or exceed industry average.

Do you have an idea or suggestion to improve safety and security in Broome?

Please contact the Shire of Broome to share your thoughts and ideas.

In person: Shire Administration Centre  
Cnr Weld and Haas Street  
Broome, Western Australia

Phone: +618 9191 3456

Email: [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au)

Mail: PO Box 44, Broome, Western Australia 6725

## 9.2 PLACE

### 9.2.1 APPLICATION FOR DEVELOPMENT APPROVAL TELECOMMUNICATION BASE STATION - 75 REID ROAD, CABLE BEACH

<b>LOCATION/ADDRESS:</b>	75 Reid Road, Cable Beach
<b>APPLICANT:</b>	QLD Service Stream Mobile Communications Pty Ltd
<b>FILE:</b>	RES43276
<b>AUTHOR:</b>	Planning Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

The Shire has received a development application seeking approval to construct a telecommunications base station at 75 Reid Road, Cable Beach. The application includes the installation of a 30-metre high monopole, along with associated infrastructure such as antennas and equipment shelters. The proposal aims to address shortfalls in mobile and internet coverage in the Cable Beach area.

The application has been referred to Council as the proposal does not meet Local Planning Policy 5.11 *Telecommunications Infrastructure*, clause 1.1. It is the Shire of Broome's preference that telecommunications are not sited within a 100m radius of residential or sensitive areas. The proposed infrastructure is located 7.7m from the side boundary of a residential property.

Two written objections have been received. Concerns raised relate to health risks from electromagnetic emissions (EME), the visual impact and proximity of the proposed infrastructure to residential homes.

It is recommended that Council approve the application, subject to conditions.

## BACKGROUND

### Previous Considerations

Nil.

### Site and surrounds

Lot 3066 (No. 75) Reid Road, Cable Beach, is a 268m<sup>2</sup> property which is reserved for Public Purpose - Infrastructure Services under Local Planning Scheme No 7 (LPS7). The Reserve is vested with Telstra Corporation Ltd for a Telecommunications Site and its current purpose is a Telephone Exchange. The site is bordered by residential properties to the south and east, the future McMahon Estate to the north, and an Environmental Conservation Reserve to the west.

The site currently is occupied by Telstra and has an existing Telstra exchange station on the premise refer to the image below.



Figure 1- Subject Site

### Proposal

The applicant is seeking approval to construct a Telstra Telecommunications Base Station and associated equipment. The application proposes the following:

- A 30 - metre high monopole with a circular headframe attached at the top of the monopole.
- Six (6) panel antennas and associated equipment attached to the headframe.
- Signs behind of each antenna.
- Telstra 450mm wide cable ladder with support posts.
- Concrete pad footing for proposed 30m high monopole.
- A Telstra equipment shelter that measures 3m(L)x 2.38m(W)x 2.97m(H).
- 1-Off Telstra LTE700 GPS antenna(A100) at E.L 3.5m to be installed on top of the shelter using standard mounting bracket.
- Associated electrical routes, fibre routes, power pits, site signs and other associated equipment (Please see the detailed information in attached plan).

The proposal intends to address the shortfalls in mobile and internet coverage in the Cable Beach area as outlined in **Attachment No 2**. Currently, there are no existing telecommunications base stations within the southern portion of the Cable Beach area (See below Figure 2). The closest facility is located approximately 945 metres southeast of the proposed site and does not adequately cover the target area, meaning co-location is not an option. Modelling and technical input from radio engineers identifies a limited search ring where the infrastructure needs to be position to provide network coverage (also shown in Figure 2 below) and proximity to residential areas is unavoidable. While four sites in the search ring were investigated, all of which are within 100m of residential properties, the subject site was selected as it was the only one tenure could be secured.





Figure 2 – Locations of nearby Telecommunications Infrastructure map extracted from Attachment No.4 - Planning Report

## COMMENT

An assessment of the application against the local planning framework is outlined below:

### Local Planning Scheme No. 7 (LPS7)

As identified above, the subject site is a Public Purpose, Infrastructure Services Reserve under Local Planning Scheme No 7 (**LPS7**). LPS7 states that the objective of Infrastructure Services is to provide for a range of essential infrastructure services. The development proposal is consistent, with LPS7 as it is proposing telecommunication infrastructure that supports and services the local community.

### SPP 5.2 – Telecommunications Infrastructure

State Planning Policy 5.2 *Telecommunications Infrastructure* (**SPP 5.2**) provides guidance pertaining to the siting, location and design of telecommunications infrastructure. SPP 5.2 sets out a number of objectives, these have been displayed below:

- a) facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
- b) manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;

The proposal meets these objectives as the base station will facilitate efficient provision of telecommunications infrastructure in an environmentally responsible manner, and increase the local community's telecommunication coverage for the Cable Beach Area.

An Electromagnetic Emissions (EME) report was provided by the applicant. This assessment was undertaken in accordance with the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**) prediction methodology and report format. The ARPANSA surveys reported that typical exposures to radiofrequency fields were well below one per cent of the Standard's public exposure limits. The proposed development's highest percentage of the public exposure is 0.65% which is below one per cent of the Standard's public exposure limits.

SPP 5.2 outlines the following in relation to the location of telecommunications infrastructure:

- a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;
- b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;
- c) not be located on sites where environmental, cultural heritage, social and visual landscape values may be compromised and
- d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;

For telecommunications infrastructure to be effective, structures are generally located prominently, at high points in the landscape or on top of buildings, where they are more likely to be visible to the public.

The infrastructure will be co-located with existing Telstra services that will not be visible from significant viewing locations including any scenic routes, lookouts and recreation sites. The base station is not located on an existing environmental, cultural heritage or social site. A landscaping plan has been provided to mitigate the intrusion of the infrastructure on the visual amenity of neighbouring properties, with plants and screening features designed to integrate the facility more seamlessly into the local environment.

#### Local Planning Policy 5.11 – Telecommunications Infrastructure

Local Planning Policy 5.11 (**LPP 5.11**) provides further direction on the assessment of Telecommunication Infrastructure within the Shire of Broome.

The proposal does not comply with clause 1.1 and 1.2 of LPP 5.11:

- 1.1 Telecommunication facilities and associated equipment such as shelters and antennas, are encouraged to locate within existing rural, industrial and commercial areas, large recreation grounds (e.g. playing fields, golf courses) in order to provide network coverage.*
- 1.2 Telecommunications infrastructure is to be sited in accordance with the relevant State Planning Policy and it is the Shire of Broome's preference that infrastructure is not sited on land currently zoned or proposed to be zoned 'Residential,' or within a 100 metre radius of residential or sensitive areas.*

The proposed telecommunications infrastructure is located approximately 7.7m from the closest residential building. While this proximity does not meet the preferred location criteria of the policy, the applicant has incorporated mitigation measures to address visual amenity impacts, such as a non-reflective grey finish and landscaping at the base of the monopole to reduce its prominence in the streetscape. A photomontage has been provided showing the visual impact of the telecommunications pole to the north- northwest, north-northeast and southeast (refer to **Attachment No. 3**).



The proposal complies with all other clauses relating to Location and Design. The 30-metre monopole has been designed to accommodate future co-location of antennas. The proposal complies with Broome International Airport's Obstacle Limitation Surface requirements and includes design measures to reduce its visual impact on the surrounding environment.

#### Local Planning Policy 5.7 – Development Standards for Development Applications

Local Planning Policy 5.7 – Development Standards for Development Applications (**LPP 5.7**) requires the submission of a Landscaping Plan as part of a development application. The applicant has proposed a draft landscaping plan which indicates landscaping within the verge as this cannot be accommodated on site. The Shire has required some landscaping in the site, subject to condition C and D of the report recommendation .

#### Local Planning Policy 5.10 – Signs

The proposed signage for the telecommunications facility aligns with Local Planning Policy 5.10 – Signs (**LPP5.10**). The development is proposing, a metal plate (400mm x 350mm), mounted on the monopole at 1.5m above ground level, and a sign on a plate (250mm x 180mm), on the equipment cabinet door. Both signs meet LPP 5.10.

An additional access gate sign is also proposed on a metal plate (250mm x 180mm) which also complies with the LPP5.10, meeting the minimum 20% requirement of the fence section and not exceeding the 4sqm.

These signs are intended for safety and informational purposes and do not constitute advertisements, complying with the relevant exemptions and design standards of LPP 5.10.

### **CONSULTATION**

The application was advertised on the following platforms:

- Website Advertising – A notice was published on the Shire's website under the 'Public Comment' section from 28 November 2024 to 19 December 2024.
- Advertising Letters – Letters were sent to landowners within a 200m radius of the application site. The letters outlined that advertising commenced on 28 November 2024 and closed on 19 December 2024.
- Newspaper – The application was advertised in the Broome Advertiser from 28 November 2024 to 19 December 2024.
- Site Signage – A sign was placed on the property at 75 Reid Road, Broome, on 28 November 2024, in accordance with the advertising requirements.

The advertising period for the proposal was 21 days, from 28 November to 19 December 2024, in accordance with State Planning Policy 5.2 for telecommunications infrastructure, which specifies no more than 21-day consultation period. In response to matters raised in the advertising period, the applicant was requested to provide updated information which was received late March and final updated plans in May 2025.

During the consultation period, two objections were received. The objections focus on health risks from electromagnetic emissions (EME) and concerns over the visual impact and proximity of the proposed infrastructure to residential homes. Further details of the submissions are provided in **Attachment No. 4 – Schedule of Submissions**.

In relation to concerns about health risks, an Electromagnetic Emissions (EME) report submitted by the applicant confirms that the highest public exposure level is 0.65%, which is

below the one per cent public exposure limit set by ARPANSA. In accordance with State Planning Policy 5.2, the proposal is therefore considered acceptable in terms of electromagnetic emissions and public safety. In relation to visual impact, as previously noted, site selection within this locality is limited, and some proximity to residential areas is unavoidable. In response to objections, the applicant has reduced the height of the monopole from 35 metres to 30 metres, which is the minimum height necessary to achieve effective signal coverage.

In this instance, the imposition of conditions of approval relating to landscaping is recommended to improve the visual impact at ground level.

## **STATUTORY ENVIRONMENT**

***Planning and Development Act 2005***

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

## **POLICY IMPLICATIONS**

*Local Planning Policy 5.7 – Development Standards for Development Applications*

*Local Planning Policy 5.10 – Signs*

*Local Planning Policy 5.11 – Telecommunications Infrastructure*

*State Planning Policy 5.2 – Telecommunications Infrastructure*

## **FINANCIAL IMPLICATIONS**

Nil.

## **RISK**

Should Council refuse the application, there is a risk that Telstra's identified signal coverage shortages in the Cable Beach area will remain unresolved. The applicant may also choose to seek a review of the decision through the State Administrative Tribunal (SAT).

## **STRATEGIC ASPIRATIONS**

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

***Outcome 10 - Appropriate infrastructure to support sustainable, economic growth***

**Objective** 10.1 Invest strategically in property to stimulate economic growth.

## **VOTING REQUIREMENTS**

*Simple Majority*

**REPORT RECOMMENDATION:** Council:

*That Council*

- 1. Approve the application for development approval for 'Telecommunication Infrastructure' at Lot 3066(No. 75) Reid Road, Cable Beach, subject to the following conditions:*

- a) The development plans, as date marked and stamped 'Approved', together with any requirements and annotations detailed thereon by the Shire of Broome, are the plans approved as part of this application and shall form part of the development approval issued, except where amended by other condition of this approval.
- b) As the development is of a minor nature or an addition to an existing development, a stormwater drainage system is to be provided that drains to an existing system or Shire roadway/drain to the satisfaction of the Shire.

No stormwater is to be discharged onto other private property.

- c) Prior to any construction or works starting onsite, a Landscaping Plan must be submitted to and approved by the Shire. For the purpose of this condition, a detailed Landscaping Plan must be drawn to an appropriate scale and show the following:
  - i. The location and type of existing trees including girth sizes (to be measured around the width circumference); and how they interact with the proposed development.
  - ii. The location and type of new trees and shrubs including an estimate of ultimate girth sizes that are proposed to be installed as part of the landscaping.
  - iii. Any lawns to be established.
  - iv. Any natural landscape areas to be retained.
  - v. Those areas to be reticulated or irrigated.
  - vi. Please note, to allow establishment of landscaping a minimum area of landscaping 1 metre wide shall be installed and a minimum area of 1sqm minimum, should be kept clear of all impervious materials around existing and proposed tree trunks.
- d) A deed of agreement is to be prepared and executed at the owners cost between the owner and the Shire prior to the commencement of site works, under which the owner agrees and acknowledge the following:
  - i. The owner agrees to maintain the car parking, landscaping and any construction within the road verge; and
  - ii. The owner agrees to indemnify the Shire over any claim arising from the improvements in the road verge and agrees to take out and maintain public liability insurance for a minimum amount of \$10 million for any one claim;

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

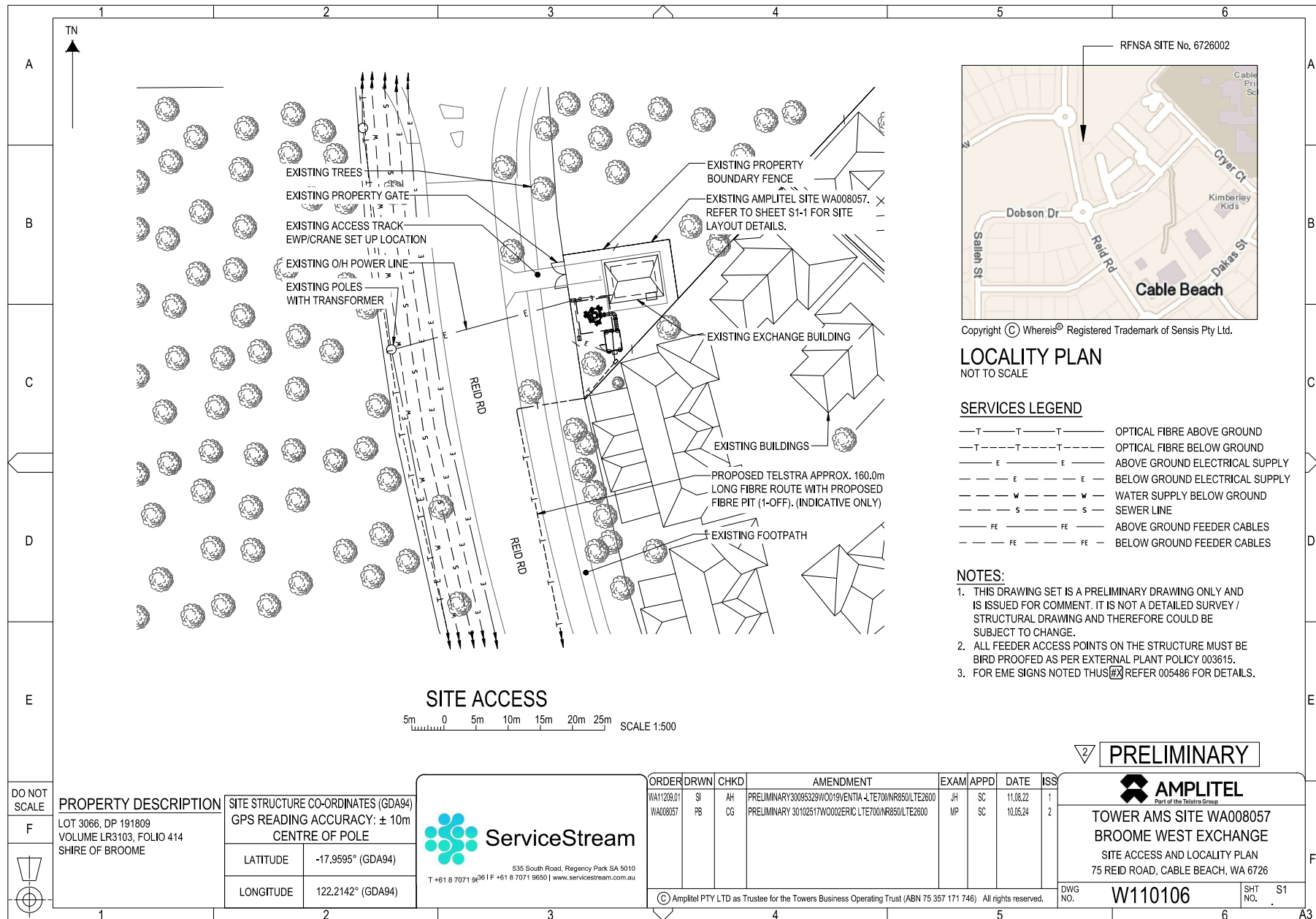
#### Advice Notes

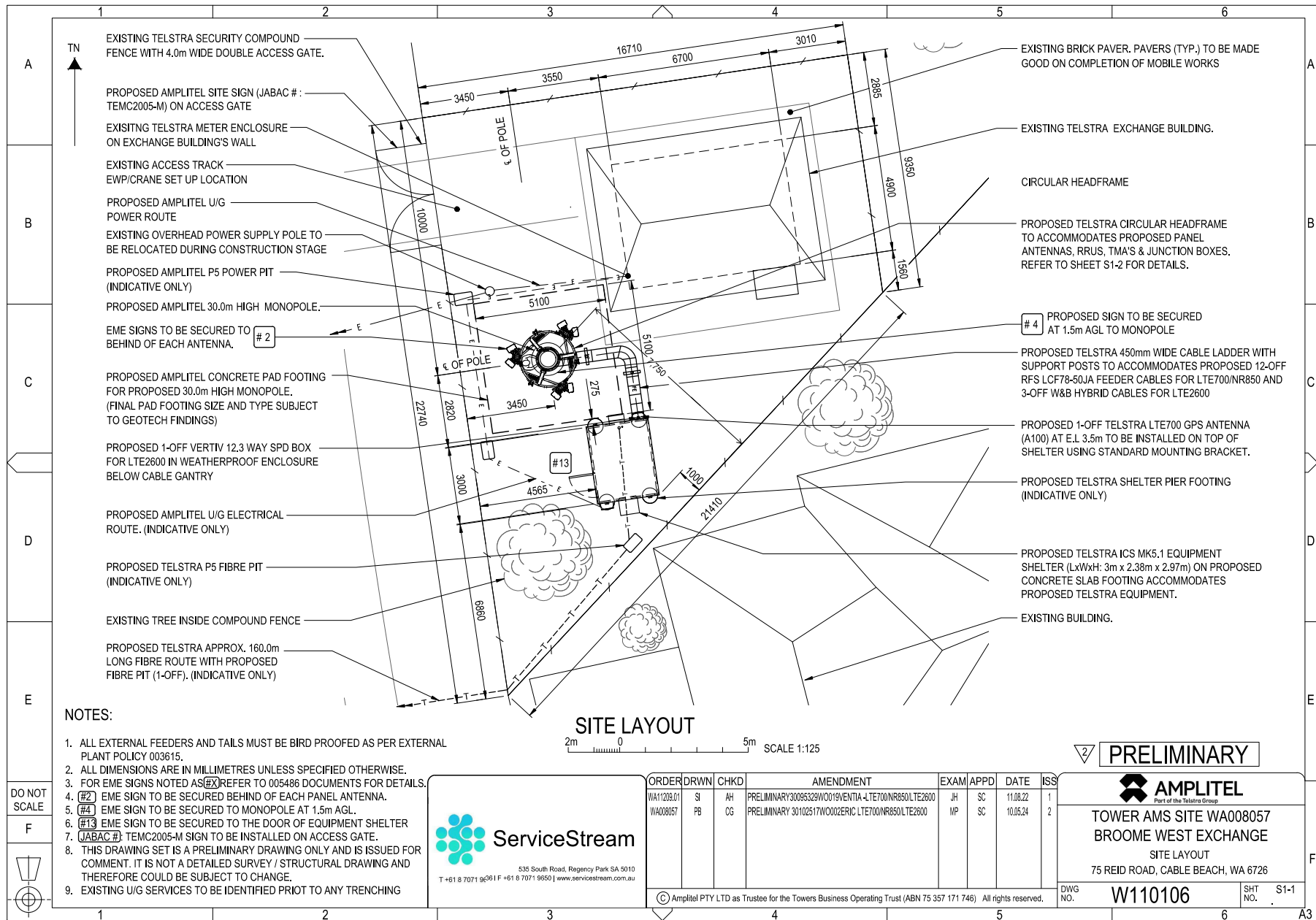
Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in this approval after the date of determination, the approval will lapse and be of no further effect.

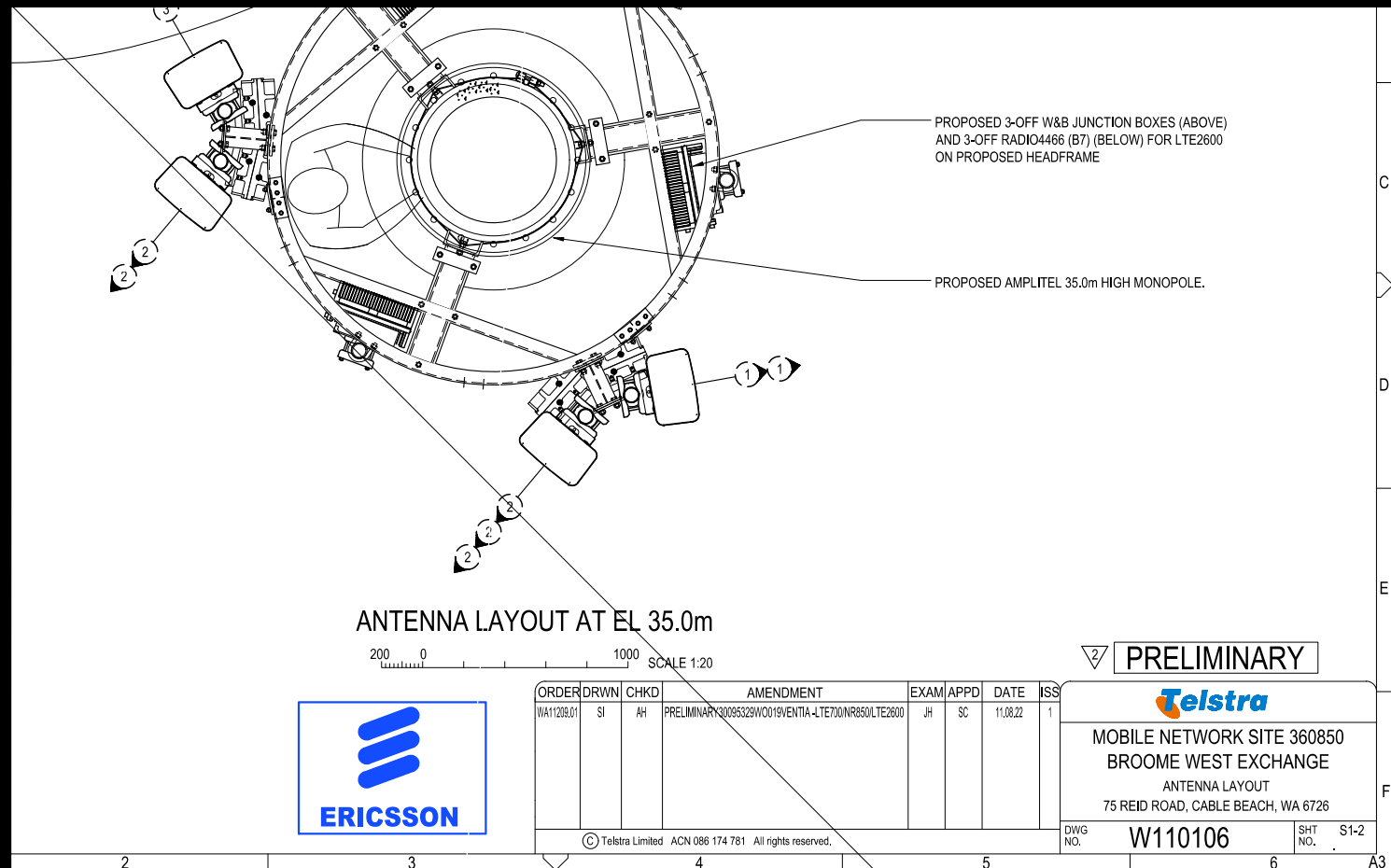
- Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.*
- Note 3: If the applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.*
- Note 4: This is a Development Approval of the Shire under its Local Planning Scheme No. 7. It is not a Building Permit or an approval to commence or carry out development under any other law. It is the responsibility of the owner to obtain any other necessary approvals, consents and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
- Note 5: The granting of this Development Approval is not a clearance that there are no Aboriginal Heritage Sites on the land nor is it an approval under Section 18 of the Aboriginal Heritage Act 1972. The owner will need to make enquiry and application to the Department of Planning, Lands and Heritage in order to ensure compliance with the Aboriginal Heritage Act 1972.*

**Attachments**

1. Attachment No.1 - Plans
2. Attachment No.2 - Planning Report
3. Attachment No. 3 - Photomontage of Telecommunications Pole
4. Attachment No. 4 - Schedule of Submissions

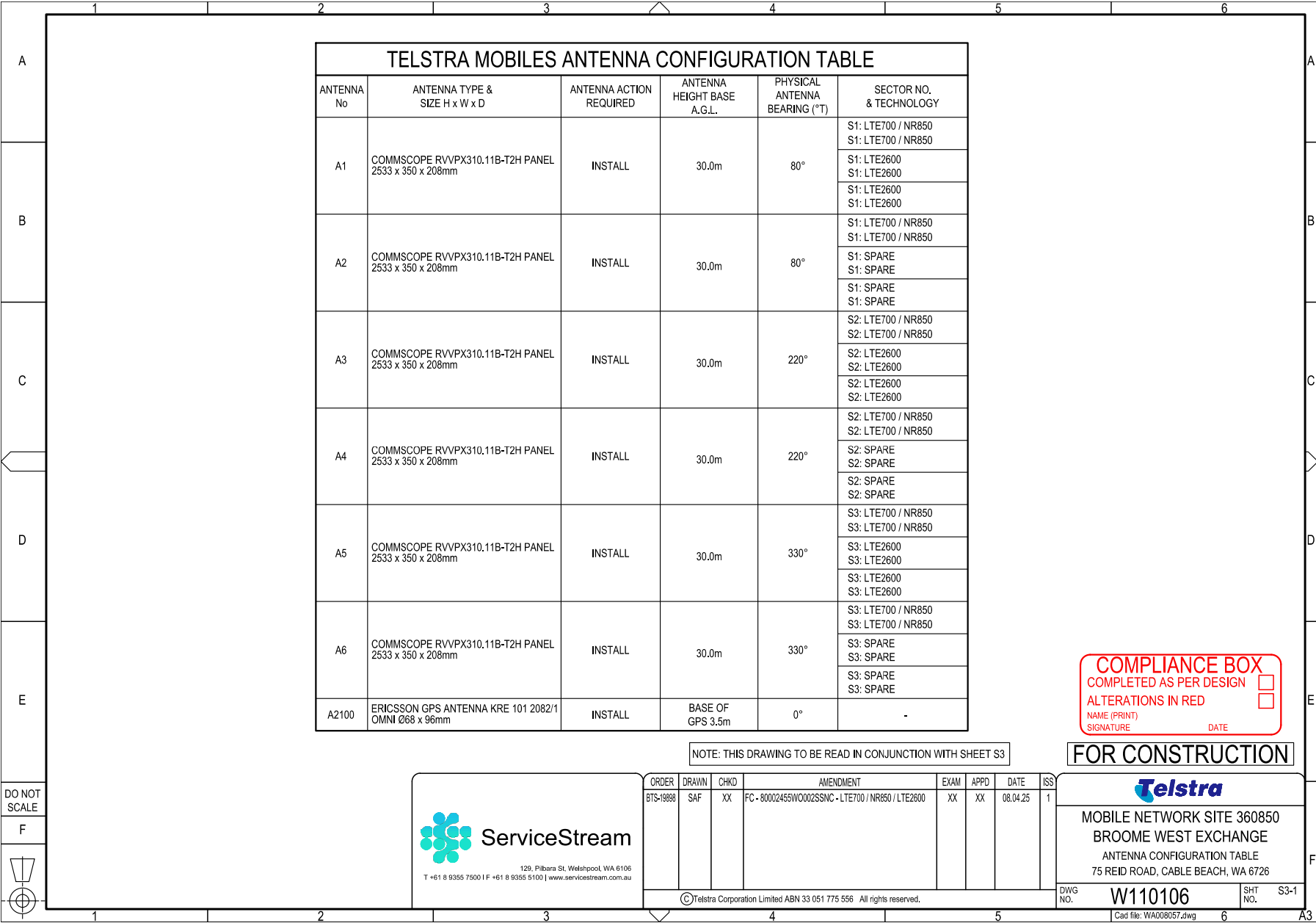


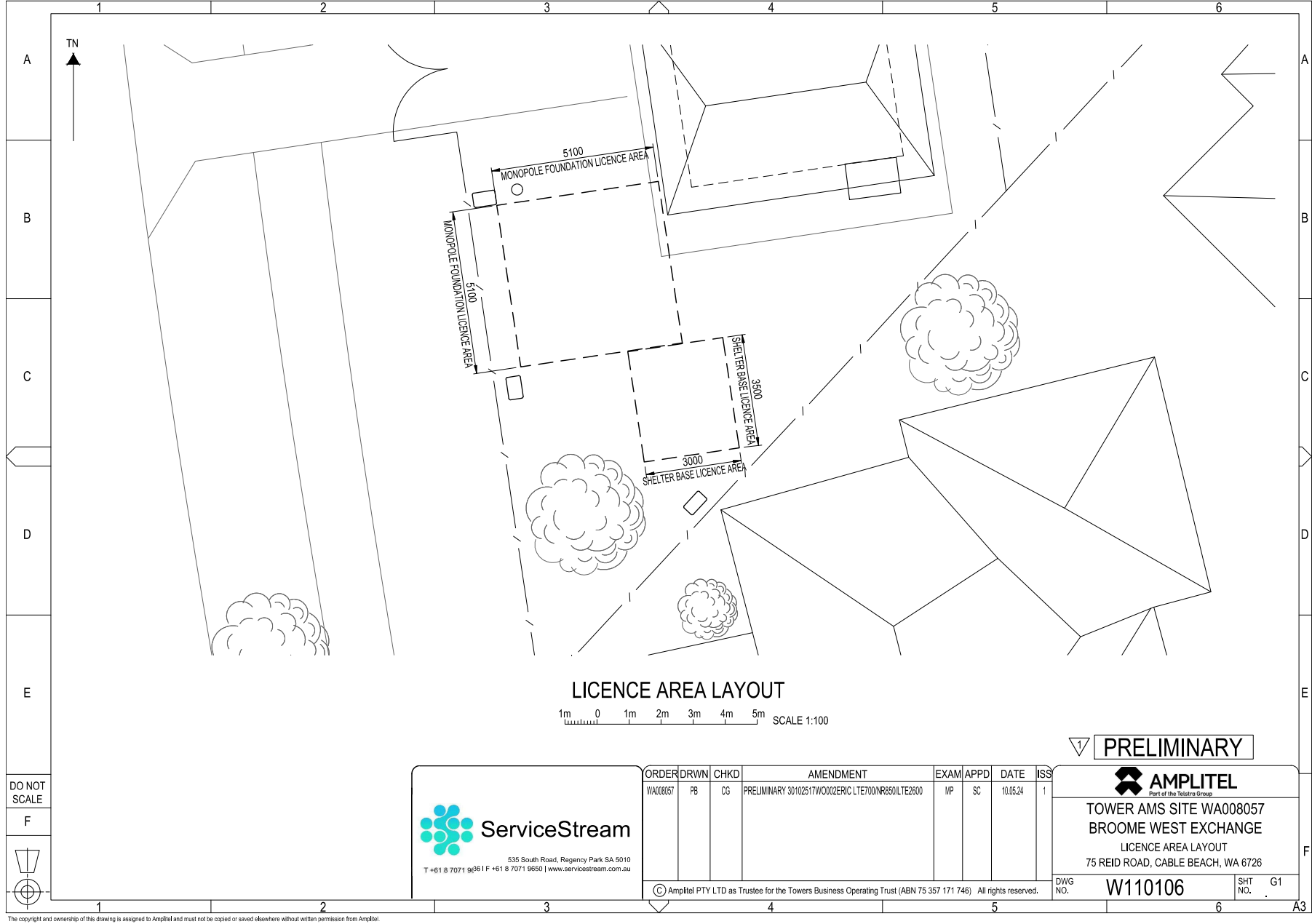














ServiceStream

# PLANNING REPORT

In support of the Development Application for a new Telstra Mobile Phone Base Station at the

## Telstra Exchange 75 Reid Road, CABLE BEACH WA



August 2024

Our Reference: BROOME WEST EXCHANGE  
Prepared by: Service Stream  
On behalf of: Telstra



## Document Quality Control

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## Introduction

Telstra is Australia's leading telecommunications and information services company, with one of the best known brands in the country. Telstra offers a full range of services and competes in all telecommunications markets throughout Australia, and provides 17.7 million retail mobile services, 4.9 million retail fixed voice services and 3.6 million retail fixed broadband services.

This report has been prepared by Servicestream on behalf of Telstra for the purpose of supporting an application for Development Approval for the construction of a new mobile base station in Cable Beach.

The proposed facility will be built at an existing Telstra exchange site and will consist of a 35m high monopole with antennas mounted to a circular headframe, an equipment shelter, associated fencing, ancillary equipment, etc.

## Need for the Facility

Telstra regularly undertakes detailed assessments of the performance and coverage of its digital mobile telecommunications network to ensure the system is reliable and achieving the required objectives. The proposal will ensure ongoing and improved coverage is provided to businesses and residences in the area.

Telstra regularly tests the efficiency of its existing network and has identified severe shortcomings in Cable Beach, worsened by the demand for mobile network services and data capacity, particularly at times of increased tourist demand. A new site is required to relieve customer pain points for in town coverage.

## Site Selection

A search of potential sites was undertaken in the Cable Beach locality in mid-2022. Telstra assesses the technical viability of potential sites using computer modelling tools that produce predictions of the coverage that may be expected, with technical input from the radio engineers. There are several criteria that Telstra uses to assess and select potential site options, including:

- Radiofrequency coverage objectives;
- The potential to co-locate on an existing telecommunications facility, building or structure;
- Obtaining landowners consent for the installation on a private property;
- Visual impact and the potential to obtain relevant town planning approvals;
- Proximity to community sensitive locations and areas of environmental heritage; and
- The cost of developing the site and the provision of utilities (power, access and transmission links).



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### Co-location on existing facilities and structures

The Mobile Phone Base Station Deployment Code promotes the use of co-location on existing facilities to mitigate the effects of multiple facilities on the surrounding area in Southern Cable Beach.

There are no existing facilities located in the southern Cable Beach search ring area. The closest facility is located 945m to the southeast and cannot provide coverage to the objective area.



Figure 1 – locations of nearby telecommunications facilities.

The Code promotes the use of co-location on existing buildings or structures to mitigate the effects of facilities on the landscape. In the absence of co-location opportunities on existing telecommunication facilities, co-location on existing buildings and structures within Cable Beach was investigated. The investigation did not identify any suitable existing buildings or structures within the search area.

Therefore, to provide 5G coverage to the Cable Beach area, a new greenfield site is required.





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### Greenfield site candidates

A total of four (4) candidates were identified within the search area as having landowners interested in entering a lease with Telstra to establish a new standalone tower in Cable Beach. Other candidates were eliminated as the landowners consent was not forthcoming. The locations of each candidate are identified below in Figure 2.



Figure 2: locations of greenfield site candidates

A summary of the evaluations of each candidate site is listed in Table 1.





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### Summary of Greenfield Candidate sites

Candidate	Location	Summary
A	McMahon Oval LOT 2441 Reid Road (-17.955143, 122.214311)	Candidate A is located on crown land and is zoned Urban Development under the LPS 7. The site is used for recreation purposes. A 35m monopole is required in this location. With consideration to the difficulty to obtain development approval and the potential for objections from nearby residences, the site is not preferred.
E	NYAMBA 55 Reid Road (-17.960625, 122.214974)	Candidate E is located on an empty lot in the Local Centre zone. A 35m monopole is required in this location. There is consideration on public health concern as it is close to the local childcare centre and the primary school. Terms with landowner were not agreed and as a result this candidate is not preferred.
F	31 Banu Avenue (-17.959438, 122.213731)	Candidate F is located on crown land. It is zoned Environmental Conservation Reverse and may impact on Aboriginal Cultural Heritage. A 35m monopole is required in this location. Also considering the immediate proximity to a dwelling it is not preferred.
G	Telstra Exchange 75 Reid Road (-17.9595, 122.2142)	Candidate G is the site of an existing Telstra exchange building. The site is reserved for Infrastructure Service. There is concern over proximity to the residence adjacent (65 Reid Road). The site is Telstra owned and is the preferred candidate.

Table 1: summary of candidate sites

Following the site selection process, Candidate G, the Telstra Exchange at 75 Reid Road Cable Beach, has been selected as the preferred location for the proposed facility.





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## Site Details

### Legal description

Table 1 – Lot details

Lot	DP	Volume	Folio
3066	191809	LR 3103	414

Refer **Appendix A**, Certificate of Title.

### Regional context

The subject site is located within the Kimberley Region of Western Australia, bordered on the west by the Indian Ocean, on the north by the Timor Sea, on the south by the Great Sandy and Tanami deserts, and on the east by the Northern Territory.

The proposed facility will be built at the coastal town of Broome, approximately 1,680 kilometres north-northeast of Perth and approximately 1,100 kilometres south-west of Darwin.

### Local context

The site will be located at Cable Beach in the western section of the town, between Port Drive and Broome Highway. Built form in the greater locality is sub-urban, with predominantly single storey dwellings on winding streets. Central to the locality is a shopping and administrative precinct, a Primary School and large areas of open space, including Bridgette Oval.

Lot 3066 is a wedge shaped parcel of 268 square metres, located on the eastern side of Reid Road. Adjacent southeast of the subject land lies medium density housing. To the north and west is open space recreation land and further to the northeast lies more low density housing.

### Subject Site

The lot is mostly flat and clear of vegetation, except for an established tree located in the southern corner. The site currently accommodates a lone brick walled structure with a corrugated iron roof (the Telstra exchange building). This existing exchange facility is bound by compound fencing topped with barbed wire.

Photographs on the following pages show views of the subject site and context.



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Figure 3: Subject Site (red) in the context of the local area



Figure 4: View from Reid Road site entrance, looking east





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Figure 5: View from northeast corner of the site, looking south towards Bernard Way.

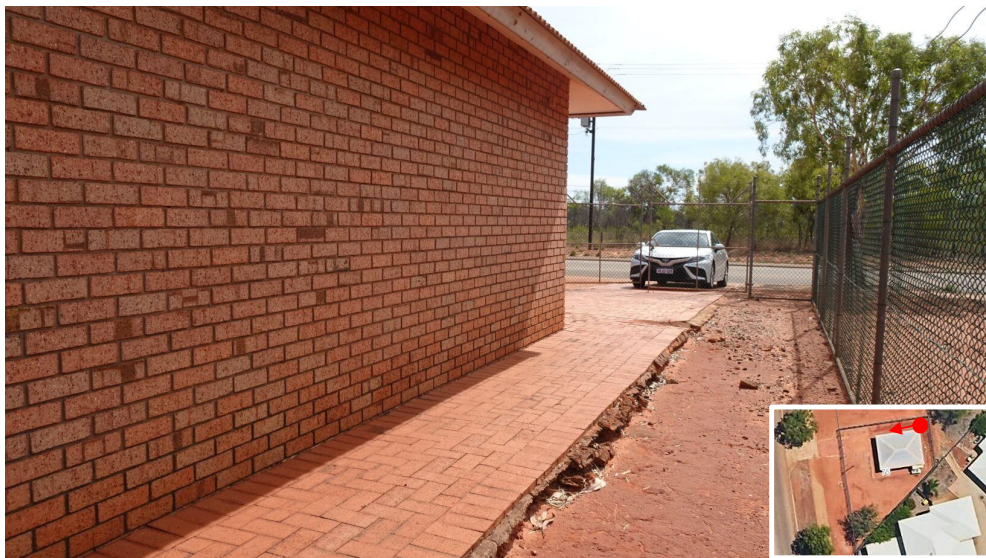


Figure 6: View from northeast of the site, looking west towards Reid Road.





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Figure 7: View from within the site looking south towards Bernard Way



Figure 8: View from within the site looking west towards Reid Road.



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## PROPOSAL

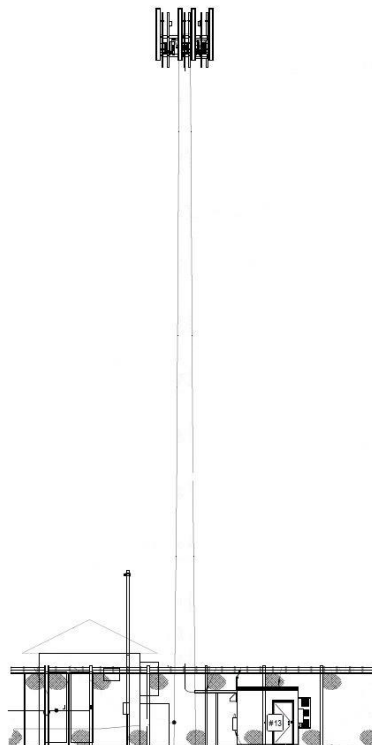
The proposed facility comprises a 35 metre high monopole with a circular headframe attached at the top of the monopole. Six (6) panel antennas and associated equipment will be attached to the headframe. A Telstra equipment shelter will be installed adjacent the monopole within the fenced compound.

The components of the proposed facility are summarised as follows:

**Table 2 – Proposed facility**

Component	Quantity	Dimensions per unit	Height (AGL)
Monopole	1	N/A	35.0m
Panel antennas	6	2533mm (L) x 350mm (W) x 208mm (D)	35.0m CL
Overall height			35.5m
Equipment shelter	1	3.0m x 2.38m x 2.95m	Ground level

Detailed plans and elevations depicting the proposal are attached (refer **Appendix B**).





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## Telecommunications Legislation

The installation and operation of telecommunications infrastructure is regulated by the Telecommunications Act 1997 (Commonwealth), in addition to state planning legislation where applicable.

It is a condition of telecommunications carriers' licences that they must comply with the Telecommunications Act 1997 and the Telecommunications Code of Practice 2018. The Code of Practice further requires carriers to comply with the Communications Alliance Industry Code C564:2020 – Mobile Phone Base Station Deployment (The Code). The Code imposes site specific obligations on carriers, including the requirement to have regard to guidelines established within the Code to take a Precautionary Approach to site selection and infrastructure design. In accordance with the conditions of its licence, Telstra has, in selection of the subject site and design of the proposed infrastructure, applied the Precautionary Approach mandated by Sections 4.1 and 4.2 of the Code.

The proposed infrastructure will operate in compliance with the Australian Communication and Media Authority (ACMA) Electromagnetic Emissions (EME) regulatory arrangements. A summary report of the predicted Radiofrequency EME Levels for the proposed facility has been assessed. This assessment was undertaken in accordance with the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) prediction methodology and report format. The assessment confirms that the proposed installation operating at full power complies with the Radiocommunications (Electromagnetic Radiation – Human Exposure) Standard 2003.

A copy of the EME Report is attached (refer **Appendix D**).



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## Planning Assessment

### Shire of Broome Local Planning Strategy

The Local Planning Strategy sets out the City's strategic vision and land use expectations for development. Relevant parts of the strategy have been assessed.

Part 4.55 of the Planning Strategy seeks the following:

*'Key considerations in the potential for future development within the Shire include the ability to service land with appropriate infrastructure in a timely and cost-effective manner. This section discusses the provision of water, wastewater, solid waste, gas, electricity, renewable energy, and telecommunications'.*

*The Broome Growth Plan highlights that the Shire requires telecommunications infrastructure and services equal to or better than those available in Australian capital cities. In the intervening years there has been some improvement in mobile reception coverage. However, the long expanses of roads that connect the settlements within the Shire are in many cases not serviced. This presents safety and efficiency issues for those travelling between centres frequently. Technology advancements to support greater reception reach in remote areas is continually progressing to address this issue and the Shire is just one part of the nation experiencing it.*

The proposed infrastructure will provide 4G and 5G mobile phone and wireless data coverage to the locality, complimenting and enhancing current and future uses. The facility will also provide essential mobile communications for emergency services, improving health, safety and employment for the region.

The proposal is considered to be consistent with relevant objectives of the Local Planning Strategy.

### Shire of Broome Local Planning Scheme 7

#### Land Use Classification

The proposed facility is classified as 'Telecommunications infrastructure'. Clause 38 of LPS 7 defines 'Telecommunications infrastructure' as a:

*'premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network'.*

#### Zone and Reserve

The site is not zoned. The Subject Site is reserved for 'Infrastructure Services' under LPS7.

Table 1 of LPS 7 states that the objectives of the Infrastructure Services is to "provide for a range of essential infrastructure services."

The proposed facility meets this objective as it seeks to provide essential telecommunications infrastructure and services to the local community. The proposed facility is consistent with this existing use of land as no new or additional land uses are introduced in this proposal.





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### Local Planning Policy 5.11 – Telecommunication Infrastructure

Local Planning Policy 5.11 – Telecommunications Infrastructure (LPP 5.11) aims to:

1. *Ensure that Telecommunications Infrastructure is developed in a manner that is compatible with the surrounding environment and will not adversely impact on the amenity of an area.*
2. *Establish suitable assessment criteria for the control and location of Telecommunications Infrastructure.*
3. *Ensure compliance with all relevant health and safety standards in the provision of telecommunications infrastructure.*
4. *Ensure that Telecommunications Infrastructure does not cause interference to any domestic or other commercial electrical appliance in the vicinity as a result of emission from the structure or any appliance connected or related to it.*

LPP 5.11 specifies that a Low-Impact Facility as defined under the Telecommunications (Low-Impact Facilities) Determination 1997 (LIFD 1997) is exempt from development assessment. The proposed installation of six (6) panel antennas, associated ancillary equipment and ground equipment including, but not limited to, an equipment shelter is classified as Low-Impact Facility as they meet the conditions of LIFD 1997:

1. *Schedule, Part 1, item 3 – Radio facilities*
2. *Part 3, Section 3.1 (4) (a) – Ancillary equipment*

The proposed 35 metre monopole cannot be classified as a Low Impact Facility, hence only this piece of infrastructure requires assessment against the objectives of LPP 5.11. The applicable provisions are detailed in the following table.



### Assessment against Local Planning Policy 5.11 - Telecommunications Infrastructure

Clause	Description	Comment
1.1	Telecommunication facilities and associated equipment, such as shelters and antennas, are encouraged to be located within existing rural, industrial and commercial areas, large recreation grounds (e.g. playing fields, golf courses), to provide appropriate network coverage.	<p>The proposed telecommunication facility is in the Infrastructure Service reserve which includes existing Telstra assets. Therefore, the proposal is consistent with the existing land use. There are other large recreation grounds within the location.</p> <p>Aboriginal Cultural Heritage exists in this recreation area and ground disturbance may impact Aboriginal cultural heritage values. In this regard, locating the proposed facility within the Infrastructure Service reserve is considered appropriate.</p>
1.2	Telecommunications infrastructure is to be sited in accordance with the relevant State Planning Policy and it is the Shire of Broome's preference that infrastructure is not sited on land currently zoned or proposed to be zoned 'Residential', or within a 100 metre radius of residential or sensitive areas.	<p>An assessment against SSP 5.2 is included in this report and the proposal generally complies with the SSP 5.2.</p> <p>The southern Cable Beach area is predominantly zoned for residential purposes. Nearby open space and recreational areas are less appropriate as there may be impact on cultural heritage values. It is also noted that the Bridgette Oval is zoned Urban Development which will include future residential uses, hence it is not considered appropriate. The only other alternative is the Local Centre zone located south of the Subject Site. However, the Local Centre zone is still within 100m radius to the residential or sensitive areas. In this regard, the siting of the proposed facility at the Subject Site is considered to be appropriate.</p>
1.3	In order to provide for future co-location, new mobile telecommunications towers, including equipment sheds, are to be designed in such a manner as to permit at least 3 mobile telephone service providers if constructed to a maximum height of 35 metres, and co-location of at least five (5) separate mobile telephone service providers if erected at a height of 40 metres.	<p>The proposed facility is located in a Telstra owned lot.</p> <p>A 35m monopole provides opportunity for other carriers to collocate on the facility, with provision for additional headframes and/or pole extension provided for as part of the design.</p>



Clause	Description	Comment
1.4	Mobile telephone service providers shall co-locate onto existing towers, other existing structures or replace existing structures wherever possible. Where there is an existing facility in the locality and the Mobile telephone service provider chooses not to co-locate onto that facility, the applicant will be required to demonstrate by means of certification from an appropriately qualified person, that the proposal cannot be co-located onto that facility for technical or structural reasons.	There is no existing facility located within the search ring. The closest facility is located outside Cable Beach and is 945m away from the proposed site.
1.5	Telecommunications Infrastructure is to be designed to have minimal impact on the streetscape, visual amenity of the surrounding built, natural conservation areas, places of heritage significance and natural environment of the locality	The proposed design has given due consideration to matters such as surrounding structures, buildings, and existing tree heights., The selection of a monopole over other structures ensures the facility will be as unobstructive as possible. The monopole has been setback 3.45m from the property boundary, and a further ~3m from the boundary which adjoins the pedestrian pathway. There is no built heritage around the site and all of the proposed development is located within the Telstra lot. The proposed equipment shelter has been sited to prevent the obstruction of views, and the proposed facility is considered to have acceptable impact to the streetscape, visual amenity, heritage and natural environment.
1.6	Any proposal within proximity to the Broome International Airport must comply with the 'Inner Horizontal Surface' of the Obstacle Limitation Surface (OLS).	Surveyor from Broome International Airport had reviewed this proposal and they are satisfied that the proposed structure at 35.7m AGL will be below the OLS RL and will not infringe the Inner Horizontal Surface.
1.7	Mobile telephone service providers are required to use techniques to blend facilities into the environment in which they are located, including the use of natural, non-reflective, compatible colours and finishes and innovative tower designs.	The monopole will be grey in colour with non-reflective material. Subsequently, it is not expected to be visually intrusive within the existing environs.



Clause	Description	Comment
1.10	The base of the tower and associated installations shall be screened by vegetation. A landscaping plan shall be submitted and implemented through the development approval conditions where required.	The proposed facility is a monopole with circular headframe and panel antennas, and equipment shelter. The facility is proposed to be collocated with an existing Telstra building and a monopole has been selected to limit the extent of visual intrusion. Additional vegetation can be considered on request.
1.11	All decommissioned Telecommunications Infrastructure shall be removed and the site reinstated to an acceptable condition at the applicant's cost.	No telecommunications infrastructure is proposed to be decommissioned.
<b>General</b>		
1.12	Development application to be accompanied by relevant development application form, plans to 1:50 or 1:100 scale, colour photographs, colour photomontages, written submission detailing needs, co-location opportunities, notification to other licensed carriers, and compliance of clause 6.3.1 under the SPP 5.2.	All required documents and information are provided in this report and/or will be attached for logging the development application. Additional information will be provide don request.



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### **State Planning Policy 5.2 – Telecommunications Infrastructure**

State Planning Policy No. 5.2 (SPP 5.2) seeks to facilitate the development of an effective state-wide telecommunications network in a manner consistent with the economic, environmental, and social objectives and orderly and proper planning. Clause 4 Policy Objectives of SPP5.2 states:

*The objectives of this policy are to:*

- a) facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;*
- b) manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;*
- c) ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons; and,*
- d) promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.*

The following principles, as stated in SPP 5.2 are relevant and assessment responses provided:



SPP 5.2 Policy	Assessment
<p>5.1.1 (ii) - Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:</p> <ul style="list-style-type: none"> <li>a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;</li> <li>b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;</li> <li>c) not be located on sites where environmental, cultural heritage, social and visual landscape values may be compromised and</li> <li>d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape.</li> </ul>	<p>Telstra has taken steps to select a location that will minimise perceived negative impacts on the visual amenity of the area.</p> <ul style="list-style-type: none"> <li>a) The site is not located in any scenic routes or lookouts. The adjacent open space can be considered a recreation area. The facility has been designed to limit visual impact upon the recreation space.</li> <li>b) There are no nearby built heritage or areas with significant local character. The proposal will not detract any of the significant streetscape, vista and/or a panorama.</li> <li>c) The site is within an Aboriginal Cultural Heritage Place. Considering that there is an existing Telstra exchange building, the existing road reservation and the residential area, it is anticipated that the site has been subjected to historical disturbance. Telstra will comply with the requirements of the ACH Act, and a due diligence assessment will be prepared in parallel with the planning approval process.</li> <li>d) No painting or colour matching of the existing premises is proposed. It is expected the non-reflective grey will not create glare impacts and will blend in with the sky.</li> </ul>
<p>iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community;</p>	<p>The proposed infrastructure will facilitate 4G and 5G mobile phone and wireless data coverage to the local area and along traffic corridors in the wider area to service the local community.</p>
<p>v) Telecommunications infrastructure should be co-located and whenever possible:</p> <ul style="list-style-type: none"> <li>a) Cables and lines should be located within an existing underground conduit or duct; and</li> <li>b) Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings</li> </ul>	<p>Detailed investigations of the locality revealed no other opportunities to co-locate telecommunications infrastructure which would achieve the coverage objectives for this locality.</p> <p>The proposed facility is located on the site of an existing Telstra exchange building which is used for telecommunications purposes. This will be enabling the grouping of this land use practice.</p>



## CONCLUSION

The proposal presented is permissible under the provisions of The Sire of Broome Local Planning Scheme No 7, is consistent with the objectives and provisions of the applicable statutory planning instruments and the principles of orderly and proper planning as outlined in the preceding sections.

In summary, the proposal is justified for the following reasons:

- The proposal is consistent with the City of Broome Planning Strategy and Local Planning Policy 5.11
- The proposed development is consistent with the Scheme objectives and provisions of the Local Planning Scheme.
- The proposal is consistent with relevant Western Australian State Planning Policies.
- The proposal is well separated from sensitive sites and located at an existing telecommunications facility.
- The development is not anticipated to detrimentally affect the amenity of the area.

The proposal is consistent with planning principles derived from state and local levels and given the minimal impact on the amenity of the area and the locality, the application warrants support from the Shire.

Considering the proposal's demonstrated compliance with the applicable statutory planning instruments, we respectfully request approval of the subject application.

We trust that the information contained is sufficient for you to favourably determine the application.

However, should you require any additional information or wish to discuss this matter further then please do not hesitate to contact us via phone on 08 7071 9601 or via email at:

[Graeme.Lane2@servicestream.com.au](mailto:Graeme.Lane2@servicestream.com.au)

## Attachments:

Development Application Form

Appendix A - Title Documents

Appendix B - Plans

Appendix C - EPCB Act Protected Matters

Appendix D - EME Report





Broome West Exchange Photomontages

Amended April 2025



Photo locations

1. View from the western side of Reid Road, 80 metres from the site, looking north-northeast. Heading is 12 degrees.
2. View from the northern side of Bernard Way, 85 metres from the site, looking north-northwest. Heading is 330 degrees.
3. View from the northern side of Banu Avenue, 68 metres from the site, looking southeast. Heading is 130 degrees.
4. View from the western side of Reid Road, looking south-southeast. Heading is 167 degrees.





Photograph 1.

View from the western side of Reid Road, 80 metres from the site, looking north-northeast. Heading is 12 degrees.





Amended Photomontage  
1. View from the western side of Reid Road, 80 metres from the site, looking north-northeast. Heading is 12 degrees.



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Photograph 2.

View from the northern side of Bernard Way, 85 metres from the site, looking north-northwest. Heading is 330 degrees.





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Amended Photomontage 2. View from the northern side of Bernard Way, 85 metres from the site, looking north-northwest. Heading is 330 degrees.





Photograph 3.

View from the northern side of Banu Avenue, 68 metres from the site, looking southeast.  
Heading is 130 degrees.





Amended Photomontage 3.

View from the northern side of Banu Avenue, 68 metres from the site, looking southeast.  
Heading is 130 degrees.





Photograph 4.

View from the western side of Reid Road, 143m from the site, looking south-southeast.  
Heading is 167 degrees.





Amended Photomontage 4.

View from the western side of Reid Road, 143m from the site, looking south-southeast.  
Heading is 167 degrees.



### ATTACHMENT NO 3 - SCHEDULE OF SUBMISSIONS

#### TELECOMMUNICATION BASE STATION APPLICATION

No	Submitter	Summary of Submission	Local Government Recommendation
1.	Andrew Kop	<p>Resident sent through two emails.</p> <ol style="list-style-type: none"> <li>Has a risk assessment been carried out in regards to EME exposure to the residents in this area. And he was asking for a copy to review.</li> <li>"Unless this is made public knowledge I am against the infrastructure being built in the middle of all the residents homes when there is more than enough vacant land you can put and still have desired coverage without risk to residents."</li> </ol>	<p>That the submission be noted.</p> <p>According to the State Planning Policy 5.2 Telecommunications Infrastructure, "Measurement surveys undertaken by the Australian Radiation Protections and Nuclear Safety Agency (ARPANSA) environmental radiofrequency levels near base stations for the mobile telephone network are extremely low. The ARPANSA surveys reported that typical exposures to radiofrequency fields were well below one per cent of the Standard's public exposure limits."</p> <p>A Electromagnetic Emissions (EME) report was provided by the applicant. This assessment was undertaken in accordance with the Australian Radiation Protections and Nuclear Safety Agency (ARPANSA) prediction methodology and report format. The highest percentage of the public exposure is 0.65% which is below one per cent of the Standard's public exposure limits. Therefore, based on the EME report and in line with the State Planning Policy 5.2, the development is considered acceptable in terms of electromagnetic emissions.</p> <p>The EME report has been provided to the submitter.</p>

2.	Daven & Justine Pettersen	<p>Resident sent through one email and object to the proposal.</p> <p>Key concerns raised include:</p> <ul style="list-style-type: none"> <li>• The magnitude of the tower is unsuitable for a residential area and would create a visual eyesore, detracting from the area's aesthetics.</li> <li>• Radiation concerns due to the tower's proximity to residential infrastructure.</li> <li>• The proposal is inconsistent with the ecological and planning principles underpinning the Six Seasons estate.</li> <li>• The submission notes a lack of planning data, environmental impact studies, and safety reviews, which prevents a thorough assessment of the proposal.</li> <li>• Recommends the infrastructure be placed in industrial zones or remote areas such as Gantheaume Point or near the airport, where existing towers are located.</li> </ul>	<p>That the submission be noted.</p> <p>The concerns regarding visual impact and health risks associated with electromagnetic emissions are acknowledged. As mentioned previously, EME levels are within acceptable safety standards, as confirmed by the EME report assessed in accordance with ARPANSA guidelines.</p> <p>The height of the monopole has been reduced from 35 m to 30 m, which is the minimum height required to achieve adequate signal coverage.</p> <p>Site selection within this locality is limited, and proximity to residential areas is unavoidable. However, a landscaping plan is proposed to minimize the visual impact of the telecommunication base station.</p>
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### 9.3 PROSPERITY

#### 9.3.1 BEACH HUT - OBJECTION TO REFUSAL OF TRADING LICENCE EXTENSION

<b>LOCATION/ADDRESS:</b>	Cable Beach
<b>APPLICANT:</b>	Beach Hut WA Pty Ltd
<b>FILE:</b>	HEA001
<b>AUTHOR:</b>	Coordinator Environmental Health and Event Approval
<b>CONTRIBUTOR/S:</b>	Manager Health, Emergency & Rangers
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

In November 2024, the Shire received an application to renew a licence to trade in a public place in accordance with the Trading, Outdoor Dining and Street Entertainment Local Law 2016 (the **Local Law**) from Beach Hut WA Pty Ltd (the **Beach Hut**). The Shire did not approve the application and advised the applicant that they could reapply for renewal closer to the licence expiry date in 2027. The Beach Hut subsequently lodged an objection to the decision. This report provides an overview of the renewal application, subsequent objection and consideration of the grounds for objection. This report recommends that Council dismiss the objection and provides a rationale for this recommendation.

#### BACKGROUND

##### Previous Considerations

OMC 29 June 2017	Item 9.2.8
OMC 22 November 2018	Item 9.1.1

#### COMMENT

The Beach Hut currently operates on the central section of Cable Beach in front of the Broome Surf Life Saving Club under licence number 711 (**Attachment 1**). The beach equipment hire business has been in operation on Cable Beach since 2003. The operator had managed the beach hire business for the previous owner for 7 years prior to purchasing the business. The Beach Hut is currently the only beach equipment hire service operating on Cable Beach. Approved operations include the hire of beach equipment, and is restricted to the hire of umbrellas, sun lounges, chairs, surfboards, stand up paddle boards, boogie boards, portable shades and children's beach toys. The Beach Hut has a custom-made tandem axle equipment trailer which is towed onto Cable Beach and parked daily by a Toyota Landcruiser vehicle. The vehicle and trailer act as the Beach Hut's hiring point for customers. Operating hours are 7:00am to 5:30pm all year round, however the Beach Hut chooses generally to operate between April and October each year.

##### Request for Renewal of Trading Licence

The Beach Hut met with the CEO and Acting Manager Environmental Health, Emergency and Rangers on the 21 August 2024, to discuss concerns regarding trading on the beach

while the redevelopment works at the Cable Beach Foreshore were occurring. At this meeting the Beach Hut operator requested that trading licence fees be waived due to the disruptions created by the foreshore redevelopment (this was not supported). The Beach Hut operator was advised of the development of a Beach Access Policy review and that this along with the redevelopment of the Cable Beach foreshore may change future beach trading.

The Beach Hut applied to the Shire on 12 November 2024 for the renewal of their licence to trade in a public place for an additional 7 years, until 31 June 2034 (**Attachment 2**). The Beach Hut has a current trading licence which is valid until 30 June 2027. The licensee has stated that an extension of the trading licence is crucial for the long term security and value of the business and to make the necessary investments in equipment and vehicles. The Beach Hut operator has stated that an extension would enable the business to restructure and consider potential business partnerships. The Beach Hut operator has also stated that the construction during the Cable Beach Foreshore Redevelopment Project in 2024 has disrupted and financially impacted the Beach Hut business.

In accordance with clause 2.5.1 of the Local Law, prior to the expiry of a trading licence the licensee may apply for the renewal of the licence. There is no provision in the Local Law that prevents applications from being made a long time ahead of when they are required. The Local Law and Trading in Public Places Policy (**Policy**) does not stipulate the length of a licence, except in relation to commercial camel activities.

#### Refusal of Renewal of Trading Licence

Shire officers considered the renewal application and presented the application for discussion at a Councillor Workshop held 11 February 2025. The workshop was attended by Crs. Cooper, Lewis, Smith, Taylor and Virgo. Consideration was given to the fact that there was over 2 years remaining on the current licence, and while Council can consider an application before the expiry date, with the Walmanyjun Cable Beach Foreshore Redevelopment currently underway, it was deemed that these major changes may alter the way the reserve is accessed and used in the future.

Section 2.3.2 (j) of the Trading, Outdoor Dining and Street Entertainment Local Law 2016, states that "Council can refuse an application where there are other grounds on which the local government considers the application can be refused".

Given the likelihood of a review of trading licenses following the completion of the foreshore redevelopment, the delegated officer of Council advised the Beach Hut via email on 25 February 2025 that the renewal application could not be supported at this time. The Beach Hut was advised by the delegated officer on the 25 February 2025 that, *"the redevelopment underway the arrangements at Cable Beach will look quite different and there will possibly be opportunities for traders which are not possible with previous or current arrangements"*.

The Beach Hut was encouraged to apply again for the renewal of the trading licence, closer to the licence expiry date (in 2 years). The foreshore redevelopment works would also be completed by this time.

#### Objection

The Beach Hut operator, following receiving this advice, exercised their right in accordance with the Local Government Act 1995 (the Act) and objected to the Council decision to not approve the renewal application. An objection was lodged on 10 March 2025 (**Attachment 3 & 4**). The Council is statutorily obliged to now consider the objection, pursuant to section 9.6 of the Act.

The objection of the Beach Hut is summarised as follows:

- The extension of the trading licence is crucial for the long term security and value of the business and should not have to wait for the Beach Access Policy or redevelopment of the beach foreshore.
- Not approving the extension will result in financial difficulties and instability of trading conditions.
- The current redevelopment of Cable Beach has financially impacted the Beach Hut business.

### Consideration of the Objection

The Walmanyjun Cable Beach Foreshore Redevelopment represents a \$64 million investment in revitalizing the foreshore area, including both the beach and adjoining park space. Planning for the project has included consideration of power access to the beach, as well as engagement with local event organisers to understand how the upgraded space may be used in the future.

It is anticipated that these improvements could generate increased interest in trading licences across both the beach and park areas. The Shire's current Trading in Public Places Policy allows up to six trading licences to be granted for trading activities on the section of Cable Beach where the Beach Hut operates, however there are currently only two licence holders operating in this space. The Shire intends to assess how the space is utilized following completion of Stage 2 works and there is an opportunity to explore activating the area for potential traders and also an opportunity to strategically review the relationship between trading activities and the new commercial retail space that will be created on the foreshore. Council is also currently developing a Beach Access Policy, which will include a comprehensive review of trading licences operating on Cable Beach. Further, the current Beach Lifeguard contract also ends in 2027 and it would be beneficial to keep the Beach Hut licence in alignment with this contract due to the related activities between the two and the potential place activation opportunities by reviewing the two activities at the same time.

The applicant has sought a 7 year extension to her trading licence in order to:

- have greater certainty
- have long term security
- value the business
- make investment decisions
- consider restructuring options and:
- explore the potential for business partnerships

The Beach Hut operator advised that these business decisions cannot progress without certainty of an extended 7 year trading licence. Whilst appreciating the applicants concerns, it is also necessary to understand that the Cable Beach Foreshore is undergoing a transformation. Greater certainty regarding trading licences and beach access will follow upon the completion of Stage 2 works and completion of the Beach Access Policy. It is anticipated that this will be completed within 12 months.

It is considered to be in the interests of the Broome community that flexibility around decisions as to the use of the public asset which is Cable Beach, is maintained until the completion of Stage 2 works and completion of the Beach Access Policy. Pre – approving a certain operators right to use a section of beach in a certain way for a long period, ahead of the comprehensive planning following Stage 2 and the Beach Access Policy completion, has the potential to constrain the public interest in having flexibility for a range of different options.

It is acknowledged that the Beach Hut is a long standing, well established business that continues to be an attraction and asset to Cable Beach. There is over 2 years remaining on the current licence. The licensee may apply for the renewal of the trading licence closer to the licence expiry date in 2027 once the changes to Cable Beach Foreshore and the operating environment are better known.

It is recommended that the objection be dismissed based on the above considerations.

If Council however wishes to support the extension of trading licence, Council would be required to dispose of the objection by revoking the decision objected to and substitute this with another decision in accordance with section (4) (c) (i) of the Local Government Act 1995.

Council would be required to provide the basis for its consideration.

## **CONSULTATION**

Shire officers consulted with the Beach Hut operator in relation to the Shire's position, regarding the renewal application.

The Beach Hut was advised by Council officers on the 16 April 2025 , that the objection would be considered at the May 2025 Ordinary Meeting of Council. The applicant was advised that the officers recommendation would be to dismiss the objection.

In accordance with section 9.6 (3) of the Act,

*The person who made the objection is to be given a reasonable opportunity to make submissions on how to dispose of the objection.*

The Beach Hut was advised they could make further submissions on how to dispose of the objection, and that this could be tabled at the Council meeting.

The Beach Hut made further submission to Council via email on the 29 April 2025 highlighting the following concerns:

- Unfair process
- Lack of communication
- Negative impact on small business
- Request that Council further consider their recommendation

In response to the above, the application has been considered in accordance with the Local Law and the Local Government Act 1995. Officers have maintained communication with the applicant throughout the process. The applicant has 2 years remaining on the licence and has been encouraged to reapply closer to the expiry date, following the completion of the Cable Beach foreshore redevelopment and Beach Access Policy.

## **STATUTORY ENVIRONMENT**

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

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

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

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

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

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

## **2.5 Licence renewal**

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

## **2.4 Issue of licence**

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

## **5.2 Limitations on trading**

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

## **LOCAL GOVERNMENT ACT 1995**

### **9.6 Dealing with an objection**

- (1) The objection is to be dealt with by the council of the local government or by a committee authorised by the council to deal with it.
- (2) A committee cannot deal with an objection against a decision that it made or a decision that the council made.
- (3) The person who made the objection is to be given a reasonable opportunity to make submissions on how to dispose of the objection.
- (4) The objection may be disposed of by —
  - (a) dismissing the objection; or

- (b) *varying the decision objected to; or*
- (c) *revoking the decision objected to, with or without —*
  - (i) *substituting for it another decision; or*
  - (ii) *referring the matter, with or without directions, for another decision by a committee or person whose function it is to make such a decision.*
- (5) *The local government is to ensure that the person who made the objection is given notice in writing of how it has been decided to dispose of the objection and the reasons for disposing of it in that way.*
  - (ii) *referring the matter, with or without directions, for another decision by a committee or person whose function it is to make such a decision.*

## POLICY IMPLICATIONS

The Shire's Trading in Public Places Policy (**Policy**) provides guidance for the issuing of trading licences, with specific provisions for trading activities on Cable Beach. The proposal to dismiss the objection to Council's refusal of the trading licence, is consistent with the Policy.

## FINANCIAL IMPLICATIONS

The trading activity is considered high-intensity on the basis that it is being undertaken on Cable Beach, an area to which significant Shire resources are dedicated. The Beach Hut currently pays an annual licence fee of \$1,750 in the 2024/2025 financial year. This fee represents cost recovery only.

Legal advice has recently been received to advise that a fee may be charged for the use of Shire controlled land including Cable Beach. The fee must be reasonable and bear some proper connection to the service provided. The Shire is investigating this fee for trading licence holders operating on Cable Beach to align with both the Beach Access Policy and the completion of the Cable Beach foreshore redevelopment works.

## RISK

The Beach Hut may apply to the State Administrative Tribunal (**SAT**) for a review of a decision if they have lodged an objection and, at the expiration of 35 days after it was lodged, the applicant has not been given notice in writing of how it has been decided to dispose of the objection. The 35 days has now elapsed, however Council may still proceed to determine the objection unless the applicant appeals to SAT in the meantime.

There is a risk if the Shire is to dismiss the objection that the decision may be challenged in the SAT nonetheless. The risk of this occurring should the Shire dismiss the objection, is considered moderate. The nature of the review in the SAT would be a merits review, meaning that SAT would "step into the shoes" of the Shire and make the decision that the SAT considers to be the correct and preferable decision on the merit.

## STRATEGIC ASPIRATIONS

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

**Outcome 9 - A strong, diverse and inclusive economy where all can participate**



**Objective** 9.2 Activate the precincts of Broome.

**VOTING REQUIREMENTS**

*Simple Majority*

REPORT RECOMMENDATION:

That Council:

1. In accordance with Section 9.6 (4) of the Local Government Act 1995, Council dispose of the objection by dismissing the objection by the Beach Hut in regard to Council's refusal to support a 7 year extension to the trading in public places license for the Beach Hut WA Pty Ltd; and
2. In accordance with Section 9.6 (5) of the Local Government Act 1995, give notice to the objector in writing of its decision to dispose of the objection, by way of dismissing the objection on the grounds that;
  - a. the proposed 7 year extension of trading license for the Beach Hut would compromise the Shire's comprehensive review of future trading licenses following the completion of Stage 2 of the Cable Beach Foreshore Redevelopment and Beach Access Policy.
  - b. the proposed 7 year extension of trading license for the Beach Hut has the potential to constrain the public interest by prematurely limiting flexibility for a range of future beach access and trading options.

**Attachments**

1. Attachment 1 - Broome Beach Hut Trading Licence 2024/2025
2. Attachment 2 - Letter Requesting Renewal of Trading Licence
3. Attachment 3 - Objection Correspondance from Beach Hut
4. Attachment 4 - Objection Form 4

## LICENCE FOR TRADING IN PUBLIC PLACES

Trading, Outdoor Dining and Street Entertainment Local Law 2016

<b>Licence Number:</b>	711
<b>Licence Expiry Date:</b>	30 June 2027
<b>Annual Renewal Date:</b>	31 July 2025
<b>Business Name:</b>	<b>Beach Hut Equipment Hire</b>
<b>Company Name:</b>	Beach Hut WA Pty Ltd
<b>Person in Charge:</b>	<b>Angela Roberson</b>
<b>Vehicle Registration Number:</b>	Vehicles 1HFO064, 1GEQ436 and Trailer BM70040
<b>Location of Permitted Place:</b>	Cable Beach opposite Surf Club – as depicted in Attachment A.
<b>Approved Operating Dates:</b>	All days of the year
<b>Approved Hours of Operation:</b>	7:00AM – 5:30PM
<b>Selling/Offering:</b>	The offering of beach equipment hire, and is restricted to the hire of umbrellas, sun lounges, chairs, surfboards, stand up paddle boards, boogie boards, portable shades and children's beach toys; Note- Children's beach toys are limited to items designed and intended to be operated by a child and include: spades, buckets, balls and other equipment that is unpowered and of a type that could not reasonably be expected to interfere with the comfort or enjoyment of other beach users; and the display and selling of merchandise related only to the approved business and restricted solely within the equipment trailer.



Steven Kipkurgat  
**MANAGER HEALTH, EMERGENCY & RANGERS**  
Date of Issue: 1 August 2024



27 Weld Street, PO Box 44  
Broome WA 6725  
P: 9191 3456  
[www.broome.wa.gov.au](http://www.broome.wa.gov.au)

*people • place • prosperity*

**Conditions:**

1. The licence expiry date is 30 June 2027 and is subject to annual renewal.
2. The trading activity will be operated between the hours between 7:00am and 5:30pm.
3. The trading activity; including placing of a sign, is to occur only on Cable Beach within the area approved for the specific activity as depicted in Attachment A.
4. The only trading activities permitted on the area approved by this licence are:
  - i) the offering of beach equipment hire, and is restricted to the hire of umbrellas, sun lounges, chairs, surfboards, stand up paddle boards, boogie boards, portable shades and children's beach toys; Note: Children's beach toys are limited to items designed and intended to be operated by a child and include: spades, buckets, balls and other equipment that is unpowered and of a type that could not reasonably be expected to interfere with the comfort or enjoyment of other beach users; and
  - ii) the display and selling of merchandise related only to the approved business and is restricted solely within the equipment trailer.
5. All equipment must be located at least 5 metres from the base of the sand dunes or vegetation.
6. All equipment must be removed at the close of operation each day.
7. The trading activity must be carried out in accordance with the following documents submitted with the trading licence application on 1 November 2018 as updated and revised from time to time:
  - i) Beach Hut Risk Management Plan;
  - ii) Beach Hut Safety Management Plan;
  - iii) Safety Management Action Plan;
  - iv) Beach Hut Business and Operation Plan; and
  - v) Environmental Assessment Report.
8. The licensee must, at the conclusion of each business day, remove any refuse and litter associated with the operation of the trading activity and ensure the site is left in a clean and safe condition.
9. No sale of food or beverages is permitted.
10. The licence holder must ensure that public liability insurance cover is in place for the trading activity to the value of \$10,000,000 (\$10 million) at all times.
11. The licensee must immediately comply with any lawful direction given at any time by the Chief Executive Officer of the Shire of Broome or his or her delegate, or an Authorised Officer, including the Shire of Broome Rangers.
12. The licensee must maintain and adhere to, during the period of the licence, all procedures, policies, licences and accreditation outlined in the licence application and allow Shire officers, at any time, to inspect and verify the use and currency of those procedures, policies, licences and accreditation.
13. A licensee must at all times comply with any relevant legislative requirement, including but not limited to the Local Laws, Environmental Protection (Noise) Regulations 1997, Road Traffic Act 1974 and the Work Health and Safety Act 2020 and Regulations 2022.
14. The licensee may place one portable sign within the approved trading area. That sign must:
  - i) not exceed 750mm in height;
  - ii) not exceed 0.9 square metres double sided area (e.g. 750mm x 600mm each face);
  - iii) not indicate or display any matter other than the nature of the trading activity;
  - iv) be placed so as not to cause interference or be hazardous to vehicular traffic or cause any interference or hazard or impede pedestrians;
  - v) be of sound construction, maintained in good condition, neatly written and fixed in position to the satisfaction of the Shire's Building Surveyor;
  - vi) be removed from the land in the event of a cyclone threat; and
  - vii) be removed at the end of each trading session.
15. The Shire of Broome reserves the right to vary licence conditions as required, or to revoke this licence at any stage in accordance with the Trading, Outdoor Dining and Street Entertainment Local Law 2016.
16. The Shire of Broome reserves the right to close Cable Beach to all activities, including commercial activities at any time.
17. The licensee must have current permission in writing under delegation from the Chief Executive Officer to drive a vehicle and/or trailer on Cable Beach.
18. Use of the trading area allocated is non-exclusive.

Shire of Broome  
Telephone (08) 91913456 Email [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au)  
27 Weld Street PO Box 44 BROOME

Attachment A: Beach Hut Trading Area – Cable Beach





Angela Roberson  
Beach Hut Equipment Hire - ABN - 44 846 730 288  
Beach Hut WA Pty Ltd - ACN - 151 750 882  
P O Box 363  
Broome. W.A 6725  
[b.hut2@bigpond.com](mailto:b.hut2@bigpond.com)  
Phone: 0488 990 321  
12/11/2024

**To: Shire of Broome**

CEO- Sam Mastrolembro  
Director of Community Development-Kirsten Wood  
Coordinator Environmental Health & Events -Andrew Waters  
Project Officer – Service Development - Rachel Wells

**RE: Extension of Beach Hut Trading Licence Term**

1) Reason for Request to Extend Beach Hut Trading Licence

I am writing to request an extension of Beach Hut's Current Trading in Public Place Licence on Cable Beach. The Beach Hut beach equipment hire business is a long-standing, well established, professional business that has been in operation for 40 years on Cable Beach.

My husband Daryl and I have owned and operated the Beach Hut business for the past 21 years. Daryl managed the business for 10 years prior to that. We have put everything into this business to create the iconic successful tourism business that it is today.

Devastatingly for our family, Daryl passed away last year, and our personal and business matters have dramatically changed. This year I operated the Beach Hut business successfully as sole director/ owner/ operator under challenging circumstances.

In the future, I am hoping to restructure our business so that I have a business partner to assist with managing the Beach Hut business, as well as assist with the physical work load and administration. So that I can offer a business partner the best options, a extended term of Trading Licence is requested to increase Beach Hut's long term business security and value.

Daryl & I have so much invested in our Beach Hut business, so I will only want genuine business partner that will continue Daryl's Legacy and continue to operate a successful Beach equipment hire business.

The Construction during the Cable Beach Redevelopment Project this year has disrupted and impacted me and the Beach Hut business. For the continuity and success of our business I request a more secure Trading Licence for Beach Hut's future.

2) Licence Term Request

I am requesting Beach Hut's current Trading Licence has an additional extension of 7 years, until June 2034 to give the Beach Hut more security and value for the future of the business. I believe this is fair term and has precedent, as the Camel Licences are all issued for 10 years, and our business is as long standing and well establish as the Camel Businesses. I am aware the camels require land leases, but this should not influence the decision on our Trading Licence. Beach Hut has business investments and expenses as well, the recent build/purchase of the Beach Hut custom-built trailer was \$55,000 and currently purchasing new hire equipment and our business Insurances have increased significantly.

3) Beach Usage Policy

I understand there is a pending Beach Usage Policy that has been drafted by the previous Broome Shire Director of Development Services. I do not believe this pending Beach Usage Policy should influence the outcome of Beach Hut's licence extension request either. The Beach Usage Policy, as I understand was drafted for Beach areas that involve the mixed use of vehicles and animals like North of the Rocks and Gantheame Point.

Beach Hut's trading location on Cable beach has only a few vehicles that require permits and currently no animals are allowed on this section of Cable Beach. Therefore, this pending Beach Usage Policy should not be required to enable a decision on Beach Hut's Licence Term Extension.

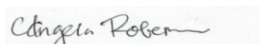
As per the Broome Shire Trading policy the Beach Hut business operates under the Broome Shire Trading in a Public Place Policy and the Local Trading Law, I have already submitted Beach Hut's licence extension application into Shire of Broome.

4) Request for Beach Hut's Trading Application to remain Confidential

I request Beach Hut's trading licence application remain confidential in accordance with the Local Government Act 1995 section 5.23(2) (e) (iii) as it contains "*a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held or is about, a person other than the local government*"

Thank you for your attention to these matters and I look forward to a positive outcome

Regards,



Angela Roberson  
Owner/Operator/Director  
Person in Charge

Beach Hut Equipment Hire  
Beach Hut WA Pty Ltd



**From:** [b.hut2@bigpond.com](mailto:b.hut2@bigpond.com)  
**To:** [Andrew Waters](#); [Kirsten Wood](#); [Rachel Wells](#)  
**Cc:** [Sam Mastrolembo](#)  
**Subject:** Angela Roberson/Beach Hut WA Pty Ltd Objection to Broome Shire decision  
**Date:** Monday, 10 March 2025 5:20:22 PM  
**Attachments:** [Objection Form 4 \(req 33\) Local Government Act.png](#)  
[Trading-in-Public-Places-Policy-OCT-2024-4.pdf](#)  
[Forums-of-Council-Nov-2023 \(2\).pdf](#)

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Good Afternoon,

Andrew Waters - Manager Health, Emergency & Rangers  
Kirstin Wood - Acting Director of Development Services  
Rachel Wells - Projects Officer -Service Development

Thank you Andrew, for your email received 5/3/25, in response to my email regarding future license applications, trading opportunities, and conditions. I am now aware I have the right to Object to a Broome Shire decision

### **1. Appreciation**

I appreciate the Broome Shire's acknowledgment of Beach Hut's frustration and the uncertainty I currently face with trying to trade on Cable Beach. I also acknowledge the Shire's recognition of the value Beach Hut provides to Cable Beach through its presence and services. The challenges facing Beach Hut business, both now, during the CBFR Project construction and upon completion of the CBFR Project, are significant, and I appreciate the Broome Shire's understanding of these difficulties.

### **2. Pending Drafted Shire Policies**

I am aware that the Broome Shire is currently drafting new trading and beach usage policies to accommodate activating and utilising Cable Beach and the redeveloped foreshore public space to its full potential.

Your letter dated 25/11/25 states:

*"the arrangements at Cable Beach will look different and there will possibly be opportunities for traders which are not possible with previous or current arrangements"*

I find it difficult to reconcile how it is reasonable, given the challenges of trying to trade during the development, to require Beach Hut business to wait until these policies are drafted, approved, and implemented before allowing Beach Hut to reapply for a trading license. Beach Hut is already facing dire financial difficulties due to the CBFR disruptions last season and clearly going forward into 2025 will again. Delaying the decision to extend Beach Huts licence, further exacerbates these challenges.

If the Broome Shire acknowledges that the long-term viability of Beach Hut depends on certainty, it would have been reasonable to recommend the extension of the current trading license at the Councillor Workshop. I have lawfully applied for the renewal of Beach Hut's trading license and have met all required conditions. The decision to delay my application until closer to my license expiry date, has a significant and detrimental impact on the Beach Hut business this year. My intention is simply, to continue providing a beneficial and necessary service that enhances recreation, safety, comfort, memorable experiences and enjoyment on Cable Beach.

### **3. Objection**

I am exercising my right to object to the Broome Shire's decision not to renew, vary Beach Hut's trading license application, in accordance with the Local Government Act 1995, Part 9.5.. The decision not to renew, vary my trading license application was made by Broome Shire on 11th February 2025 at the Council Workshop. This outcome was formally communicated to me in writing on 25th February 2025.

However, the Shire has not yet informed me of my right to object to this decision, I am now aware I have 28 days to Object to this decision.

Objection Form 4 (reg 33) from the Local Government Act ( Functions and General) Regulation 1996 is attached and also sent to the Broome Shire CEO with accompanying relevant supporting policies.

Relevant parts of the Objection in the: Local Government Act 1995, Part 9, Division 9.1(b) & Division 9.4

Pursuant to Part 9.1

*" This division applies when local government makes a decision under this act whether it will-"*

Division 9.1(b):

*"Renew, vary or cancel an authorization that a person has under any of those provisions."*

The decision not to renew, or vary Beach Hut's license is unfavorable to me, the Beach Hut business, and its future operations.

Additionally, under Part 9.4, it is stated that:

*"Whenever a decision is made that the affected person could consider unfavourable, the person making it is to ensure that, as soon as practicable after the decision is made the affected person is given written reasons for the decision and informed of the persons rights under this division to object and appeal against this decision"*

#### **4 Policies to Support Objection**

Historically and lawfully, for the past 22 years, all decisions regarding Beach Hut's trading licence and licence applications on Cable Beach have been submitted to Council and voted on at Council Meeting, as per the Broome Shire Trading in Public Place Policy, Schedule 2, Provision 1 -

*"trading activities proposed to take place on Cable Beach are to be approved by Council"*

In regards to decisions being made at Broome Shire Workshops (11/2/25), the following policy states no decisions shall be made and fundamentally decisions should be made at Council Meetings to ensure public can see and hear the decisions and debate about Council decisions. As stated:

Broome Shire's Policy - Forums of Council -Workshops and Agenda Forums, section " Managing Agenda Forums", paragraph 4 as stated

*" Agenda forums shall not be open to the public and therefore no debate on the items shall be entered into during the Agenda Forum there shall be no opportunity for collective Council decision or implied decision that binds local government. Fundamental to this decision is that any debate shall be held at Council Meetings so as to ensure the public in attendance at Council Meetings can see and hear the decisions and debate around Council decision*

I am objecting to this decision to try and secure Beach Hut's future, I require an extension of my trading licence for more stability and value to the Beach Hut business and for the business



to survive financially this year. The instability of trading conditions I have endured and will continue to during the CBFR project is causing the Beach Hut business to become increasingly unviable, and without a resolution, Beach Hut may not be viable long enough to reapply under new Broome Shire policies.

I respectfully request the Broome Shire review Beach Huts trading licence extension application and provide a transparent resolution. Allowing, Beach Hut's application as per Broome Shire Policies to be put to Council and decided by Broome Shire Councillors at the Broome Shire Council Meeting.

**4. Request for Meeting**

I would like to request a meeting to discuss this matter further at the earliest possible convenience.

Thank you for your time and consideration. I look forward to your prompt response.

Yours sincerely,

Angela Roberson

Director Beach Hut WA Pty Ltd  
Owner/ Operator Beach Hut Equipment Hire

Local Government (Functions and General) Regulations 1996  
Schedule 1 Forms

## Form 4

[reg. 33(1)]

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

## OBJECTION UNDER SECTION 9.5 OF THE ACT

To the <sup>(1)</sup> Broome Shire  
I, <sup>(2)</sup> Angela Robinson (Beach Hut WA Pty Ltd)  
of <sup>(3)</sup> PO Box 363, Broome, WA 6725  
hereby object to the <sup>(4)</sup> not approving Beach Hut's application  
to <sup>(5)</sup> extend/renew/vary Beach Hut's  
trading licence.

The grounds of my objection are as follows: As per Local Govt Act 1995

<sup>(6)</sup> Part 9.4 I am an affected person who  
is affected by an unfavourable decision  
to not approve Beach Hut's application  
to extend/renew/vary Beach Hut's trading licence.

In support of my objection I attach the following:

<sup>(7)</sup> (a) Broome Shire Trading in Public Place Policy  
Schedule 2 Provision 1 to be approved by Council.  
(b) Broome Shire Council Policy - forums of Council  
Section - Managing Agenda forums, paragraph 4 (cont.)

Dated the 10th day of March 2025

<sup>(8)</sup>

Angela Robinson  
Person objecting

- (1) name of local government
- (2) full name of person objecting
- (3) postal address of person objecting
- (4) identify decision to which objection is made
- (5) give details of decision
- (6) give details of grounds of objection
- (7) plans, specifications, letters, notices, or other documents (if appropriate)
- (8) signature of person objecting

[Form 5 deleted: Gazette 30 Dec 2004 p. 7016.]

page 54

Published on www.legislation.wa.gov.au

As at 03 Nov 2024

[PCO 03-p0-00]

ent... 7(b) Forums of Council Policy - Section: managing  
Agenda forums, paragraph 4 "there be no  
opportunity for Council decision or implied decision"  
that binds the local government.

**9.3.2 BROOME CHAMBER OF COMMERCE & INDUSTRY FUNDING AGREEMENT**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ORL05
<b>AUTHOR:</b>	Economic Development Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report provides an overview of the 2022–2025 multiyear funding agreement with the Broome Chamber of Commerce & Industry (**BCCI**) and outlines recommendations for continued funding for the 2025–2028 period.

**BACKGROUND**Previous Considerations

OMC 28 July 2022 9.3.39.3.2

Broome Chamber of Commerce & Industry (**BCCI**) is a peak industry body representing and supporting businesses in Broome. Established more than 30 years ago, BCCI are a member driven, not for profit organization that assists the business community and supports economic growth. In 2022, BCCI had approximately 400 members. Currently (2025) the BCCI has 348 members.

Council commenced discussions regarding a formalised multi-year funding agreement in January 2022, with the first three year agreement secured in July 2022. The current agreement ends June 30, 2025, and was a decision of Council as shown below. Listed as **Attachment 1** is the acquittal and evaluation report provided by the BCCI for the 2022-2025 period.

**COUNCIL RESOLUTION**

**(REPORT RECOMMENDATION)**

**Minute No. C/0722/088**

**Moved: Cr C Mitchell**

**Seconded: Cr B Rudeforth**

**That Council:**

- 1. Enter into an agreement with Broome Chamber of Commerce and Industry (as per Attachment 1). The agreement includes the following provisions:**
  - a) That the Shire's Economic Development staff work with the Broome Chamber of Commerce and Industry to deliver an Inward Broome Prospectus and Education Guide;**
  - b) That the Broome Chamber of Commerce and Industry project manage and deliver the event 'Ladies Night Chinatown', at a cost of \$10,000 for year 2023 and \$8,000 in 2024.**

**c) Annual sponsorship of the Broome Business Excellence Awards, a Shire Sundowner, a Business Breakfast and two Doing Business with the Shire Workshops.**

- 2. Endorses a budget amendment of \$14,000 to sponsor the Broome Business Excellence Awards, a Shire Sundowner, a Business Breakfast and two Doing Business with the Shire Workshops in 2022/23. This will be allocated to the Income Account 1367210.**

**CARRIED BY ABSOLUTE MAJORITY 7/1**

**For: Cr Male, Cr Tracey, Cr Matsumoto, Cr Wevers, Cr Taylor, Cr Rudeforth and Cr Mitchell**

**Against: Cr Foy**

The funding agreement was developed with the intent to collaboratively deliver key actions outlined in the Shire's Economic Development Strategy and Corporate Business Plan. A key objective of the funding agreement was to reduce the volume of ad hoc funding requests. Additionally, the agreement aimed to support the relocation of community events back to the Civic Centre, thereby enhancing the use of Shire-owned infrastructure.

Another important focus was to improve recognition of the Shire's contribution to local events. The funding agreement also transferred the event organisation of Ladies Night in Chinatown from the Shire's event team to BCCI to run and manage.

In terms of non-financial outcomes, the partnership has yielded several results. These include capacity support for the Shire's participation in the Designated Area Migration Agreement negotiations with stakeholders across the East Kimberley region. The Shire has also benefited from three years of complimentary access to the Kimberley Business Network.

The relationship has enabled consistent strategic engagement, including regular meetings between the Economic Development Coordinator (EDC) and the Chief Executive Officer (CEO), as well as bi-monthly briefings with the Shire President and Executive team. Through this engagement, there has been an improvement in understanding and awareness of the Shire's procurement processes among local stakeholders. For the past two years, the EDC has also actively visited local businesses and conducted assessments as part of the Broome Business Excellence Awards.

The partnership has supported a range of initiatives and events that have delivered strong community and economic outcomes. The Broome Business Excellence Awards continue to be a flagship event, attracting over 200 attendees annually and celebrating the achievements of outstanding local businesses. The Kimberley Economic Forum hosted more than 150 business leaders and government representatives, fostering regional collaboration and knowledge sharing.

The Shire Sundowner events have maintained strong local engagement, with an average attendance of over 50 business representatives at each gathering. The "Doing Business with the Shire" workshops further contributed to local capacity building, engaging approximately 40 participants to enhance their understanding of procurement and partnership opportunities. In addition, the Chinatown Ladies Night proved to be a highly successful activation, drawing over 300 attendees and providing a significant boost to the local retail and hospitality sectors.

The Shire of Broome received consistent and visible recognition for its funding contributions. Shire branding was displayed on project materials, event banners, and digital promotional

content. Social media communications also acknowledged the Shire's support, extending the reach of recognition within the community and online audiences. Shire representatives were invited to participate in sponsored events and initiatives. Post event project reports and marketing collateral consistently featured the Shire of Broome's logo and branding.

Business breakfasts have declined in popularity in recent years, with several recent Chamber-hosted events experiencing low attendance. As a result, BCCI recommends discontinuing these events in the upcoming funding agreement.

## COMMENT

BCCI is requesting sponsorship from the Shire for the 2025-2026, 2026-2027 and 2027-2028 financial years.

A multiyear funding agreement has benefits to both the Shire and BCCI and will solidify a strong partnership and alignment in activities. These are summarised below:

### Benefits to the Shire includes:

- Sponsorship recognition and staff attendance at selected events and activities;
- Longer term planned approach to joint activities of strategic importance to the Shire;
- Improved understanding and relationships of the business community;
- Improved efficiencies by delegating and outsourcing Shire activities that are better resourced by an NGO;
- Reduces the administrative burden of ad hoc requests for funding;
- Meeting the community priority of supporting economic development initiatives.

### Benefits to the BCCI includes:

- Financial security and stability;
- Benefits to their membership from a closer relationship with the Shire.

### Shire's proposed financial support:

PROJECT	2025-26	2026-27	2027-28
LOVE BROOME BUSINESS AWARDS	\$5,000	\$5,000	\$5,000
SHIRE SUNDOWNER	\$4,000	\$4,000	\$4,000
LADIES NIGHT CHINATOWN	\$10,000	\$10,000	\$10,000
COMMERCIAL GROWTH AND INVESTMENT FORUM	\$5,000	\$5,000	
KIMBERLEY ECONOMIC FORUM			\$10,000
<b>TOTAL</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$29,000</b>

### Love Broome Business Awards – \$5,000 per year

- SOB would be offered to sponsor an award category. A Shire representative would present an award.
- Builds relationship and business presence.

### Ladies' Night Chinatown \$10,000 (per year)

- BCCI would continue this popular event which activates Chinatown and promotes buy local.

#### **Shire Sundowner \$4,000 (per year)**

- The annual business sundowner will be an opportunity to invite all Broome businesses to a casual networking event to engage, consult and collaborate with the Shire on the current and future needs of businesses operating within the community.
- Will be linked to an occasion when the Shire has an activity, project or event to promote or consult with the business community.

#### **Commercial Growth and Investment Forum (\$5,000 year for 2 years)**

- Conference held in Broome each year (except when the Kimberley Economic Forum is being hosted in Broome).
- Provides a 12-month outlook on commercial opportunities in Broome and the West Kimberley Region.
- Features briefings from key economic stakeholders on investment prospects and major projects.
- Highlights Broome's competitive advantages and encourages local involvement.

#### **Kimberley Economic Forum (\$10,000 year, when next hosted in Broome)**

- An annual business and industry event in the Kimberley region, inaugurated in 2007 by BCCI in partnership with the East Kimberley and Derby Chambers of Commerce and Industry. Rotates annually between the three regional centres.
- The forum typically features sessions on economic diversification, digital transformation, sustainable tourism, crime and housing challenges and future energy systems.
- Includes networking events and experiences unique to the Kimberley, facilitating connections among leaders, innovators, and changemakers.

As in previous years, a funding allocation will be included in the budget each year to support this agreement.

### **CONSULTATION**

Officers consulted with the BCCI CEO over several months to come to the proposed agreement. Officers ensured that proposed activities aligned with the Corporate Business Plan and the Economic Development Strategic Plan.

A workshop was held with Council on April 8, 2025, attended by the Shire President Cr Mitchell, Cr Lewis, Cr Male, Cr Smith, Cr Taylor, and Cr Virgo.

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The payment structure will include one milestone annually and an annual acquittal. Milestones include, but are not limited to; appropriate Shire recognition, proof of initiation and completion of each activity and evidence of community and business participation. The acquittal will be confirmed by submission of evidence as per the Funding Agreement.

There is some risk in a multiyear agreement if specific events or activities do not go ahead as planned or envisioned. The consent of both parties is required to make adjustments to the agreement.

## **STRATEGIC ASPIRATIONS**

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

**Outcome 9 – A strong, diverse and inclusive economy where all can participate:**

**Objective** 9.4 Support business growth, innovation and entrepreneurship.

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Notes the Broome Chamber of Commerce and Industry report as attached and recognises the achievements delivered over the previous funding agreement.*
2. *Authorises the Chief Executive Officer to Enter into an agreement with Broome Chamber of Commerce and Industry with the following provisions, subject to the approval of the budget for each financial year:*
  - a) *Financial allocation of \$24,000 in year 2025/26 and 2026/27 for sponsorship of the Love Broome Business Awards, Shire Sundowner, Ladies Night Chinatown and the Commercial Growth And Investment Forum.*
  - b) *Financial allocation of \$29,000 in year 2027/28 for sponsorship of the Love Broome Business Awards, Shire Sundowner, Ladies Night Chinatown, and the Kimberley Economic Forum.*

## **Attachments**

1. BCCI SHIRE OF BROOME AQUITTAL & EVALUATION REPORT



# Aquittal and Evaluation Report

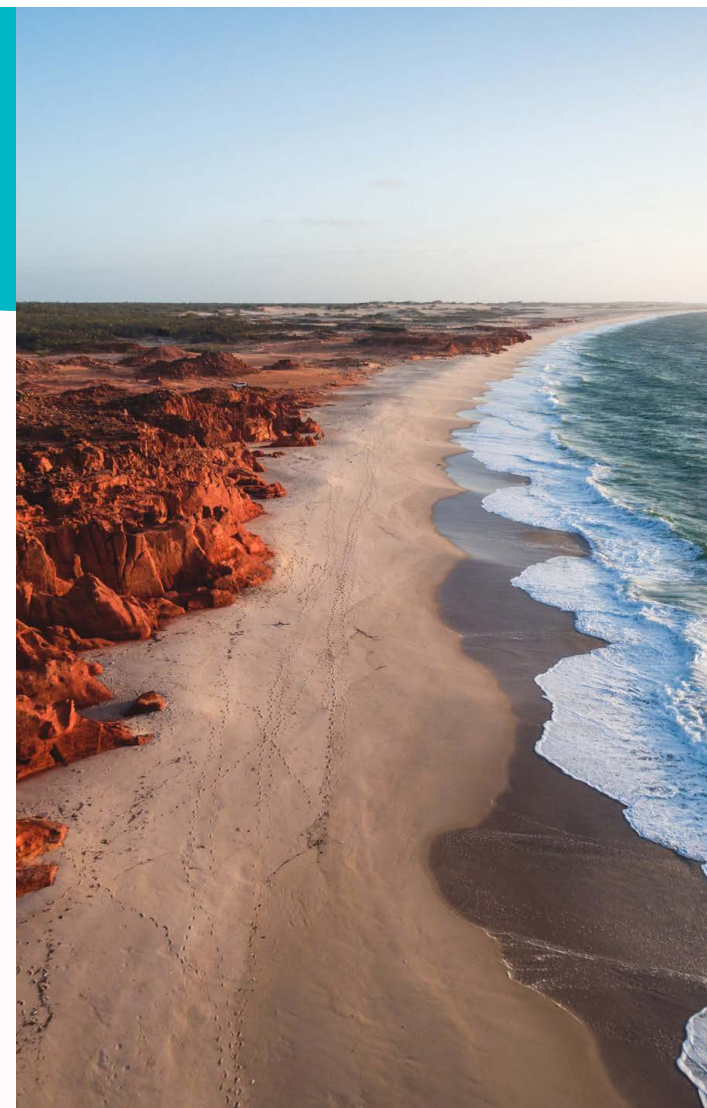
Submitted to: Shire of Broome  
Submitted by: Broome Chamber of Commerce and Industry (Inc)  
Funding Period: 2022/2023, 2023/2024, and 2024/2025





# Contents

Project Review	1
Outcomes and Benefits for the Local Community	2
Statistical Data	3
Acknowledgement of Funding	4
Project Financial Report	5



1a.

# Overview

The funding provided by the Shire of Broome supported a range of projects aimed at strengthening the local business community, promoting economic development, and increasing investment in Broome.

These projects included sponsorships for business awards, economic forums, investment prospectuses, and initiatives designed to encourage local spending and workforce attraction.

# Successes and Challenges

1b.

## Successes

- The funding enabled the development of high quality investment and relocation prospectuses, which have been instrumental in attracting business interest to Broome.
- Sponsorship of business awards and networking events provided valuable opportunities for local businesses to gain recognition and connect with key stakeholders.
- Initiatives such as the Broome Bucks Shop Local program encouraged spending within the local economy.
- Business workshops and information sessions facilitated stronger relationships between the Shire and the business community.

## Challenges

- Some projects required longer lead times to maximise impact and reach.
- Coordination between multiple stakeholders presented logistical challenges in certain initiatives.
- Continued efforts are needed to ensure ongoing engagement and participation in business development activities.

# Outcomes and Benefits for the Local Community

2.

## Economic Contribution to the Local Economy

- Increased business activity and revenue generation for local suppliers, caterers, and event venues.
- Enhanced tourism and visitor engagement through high - profile business initiatives.
- Strengthened investment opportunities in Broome through targeted prospectuses and promotional activities.

## Potential for Local Businesses to Tender or Supply Goods/Services

- Local businesses provided catering, venue hire, logistics, and marketing services for various projects.
- Networking opportunities facilitated business collaborations and contracts within the region.

## Leveraged Cash Contributions

- Additional sponsorships and support were secured for major projects, supplementing Shire of Broome funding.
- Contributions from business partners and stakeholders increased overall funding impact.



# Statistical Data

3.

## Broome Business Excellence Awards

Over 200 attendees annually, recognising outstanding businesses in Broome.

## Kimberley Economic Forum

Hosted over 150 business leaders and government representatives.

## Shire Sundowners

Average attendance of 50+ local business representatives per event.

## Doing Business with the Shire Workshops

Engaged approximately 40 participants in total.

## Chinatown Ladies Night

Attracted over 300 attendees, boosting retail and hospitality sectors.

4.

# Acknowledgement of Funding

- Shire of Broome branding featured on project materials, banners, and digital promotions.
- Social media posts acknowledged funding support, reaching a wide audience.
- Shire representatives invited to participate in sponsored projects and initiatives.
- Project reports and marketing materials included the Shire of Broome logo and branding.

# Project Financial Report

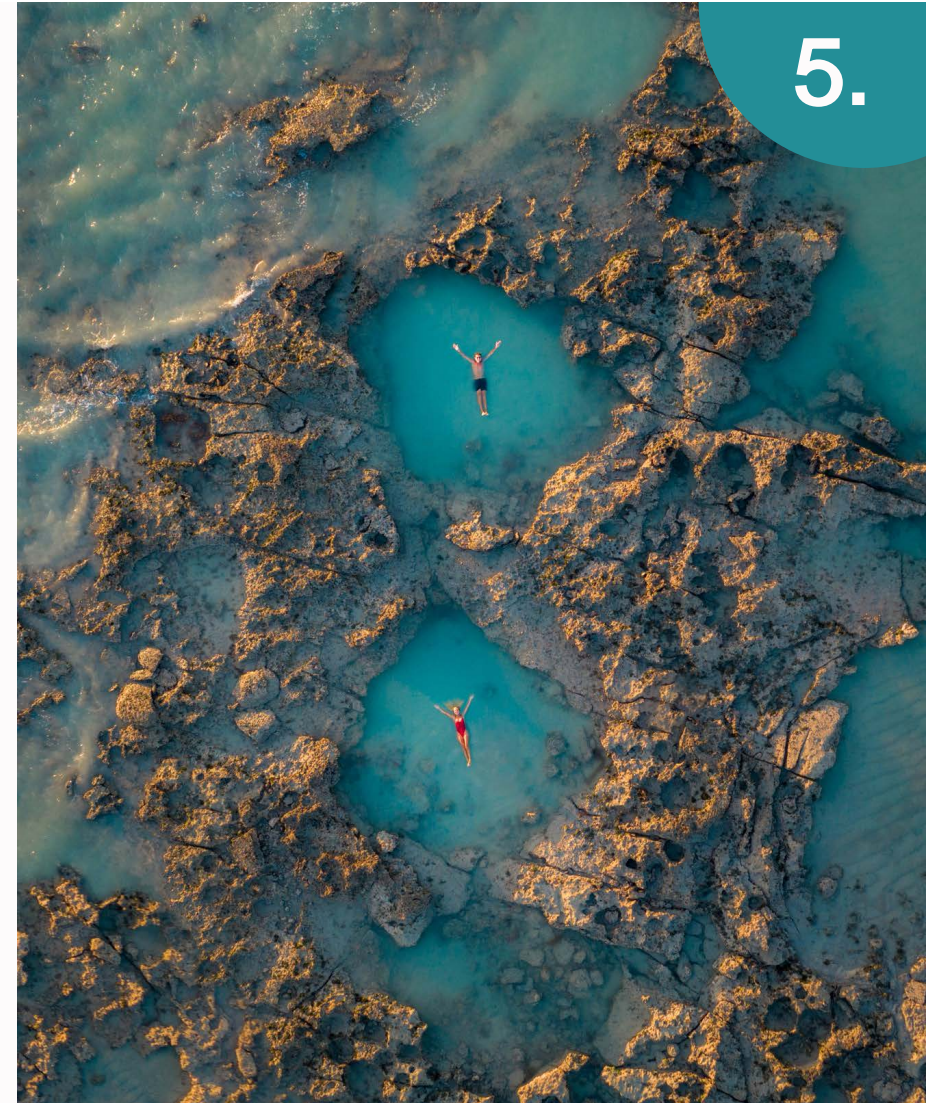
## Total Income and Expenditure

2022/2023 Funding Received: \$22,000

2023/2024 Funding Received: \$25,500

2024/2025 Funding Allocated: \$23,500

*See next slides for itemised breakdown of Shire of Broome funded Projects*





Broome Business Excellence Awards  
2022 - \$3,500

Shire Sundowner (April 2023) - \$4,250  
• 92 Attendees at the Cable Beach  
Amphitheatre

Doing Business with the Shire (March  
2023) - \$1,250

Invest in Broome - Inward Broome  
Investment Prospectus - \$5,000  
• [Invest in Broome](#)

Learn in Broome – Education Guide -  
\$3,000  
• [Learn in Broome](#)

Kimberley Economic Forum  
(reallocated from CGIF) - \$5,000

2022/2023





Chinatown Ladies Night (August 2023) -  
\$10,000

Kimberley Economic Forum  
(September 2023) - \$3,500

Broome Business Excellence Awards  
(October 2023) - \$3,500

Shire Sundowner - \$4,500

Doing Business with the Shire  
Workshops (x2) - \$1,500

Move to Broome - Relocation  
Attraction Prospectus - \$2,500  
• [Move to Broome](#)

# 2023/2024



Love Broome Business Awards 2024 -  
\$5,000

Chinatown Ladies Night (August 2024) -  
\$7,500

Business After Hours Sundowner (July  
2024) - \$3,500

Broome Bucks Shop Local Initiative  
2024 - \$2,500  
• [Broome Bucks](#)

• Kimberley Economic Forum (May  
2025) - \$5,000





# Total Funding Utilised

**\$71,000**

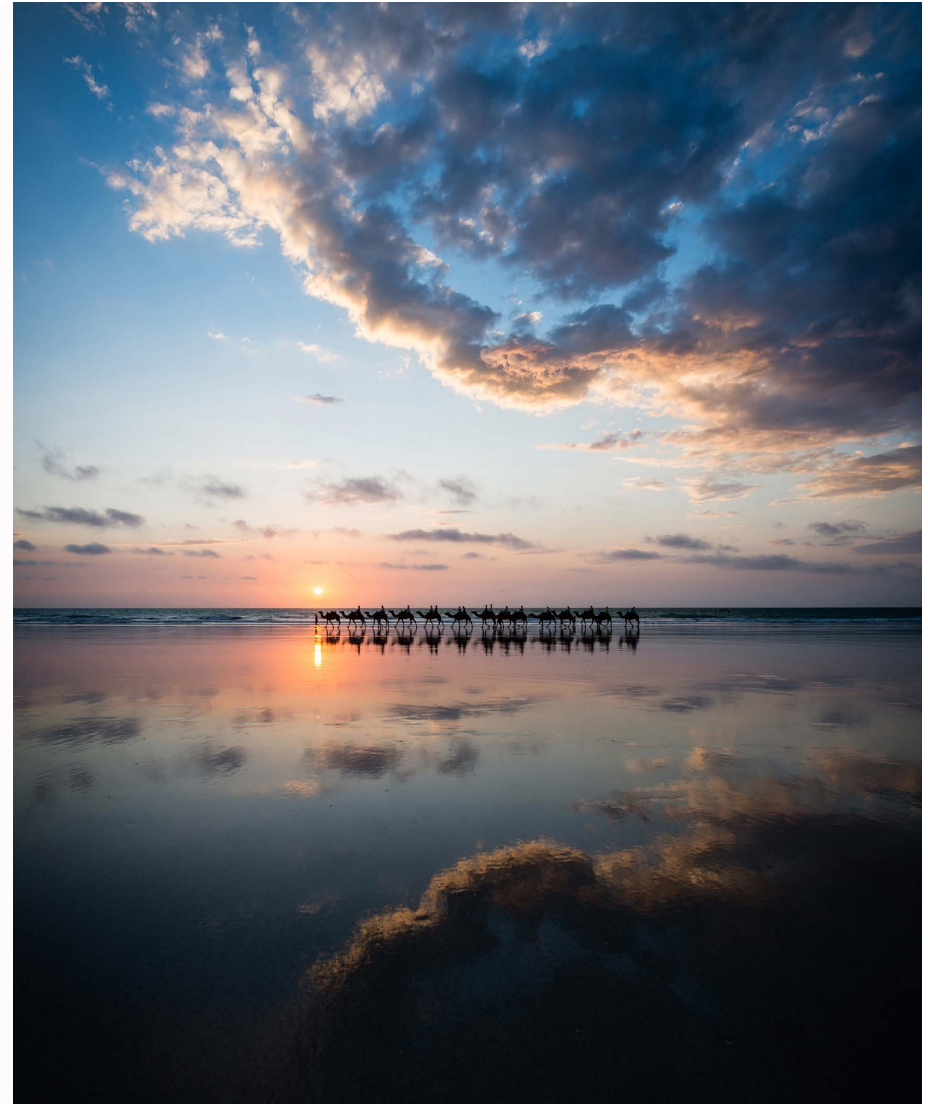
Prepared by:

**Sharni Foulkes**

Chief Executive Officer

Broome Chamber of Commerce and Industry

Date: 17th March 2025



**9.3.3 COMMUNITY DEVELOPMENT FUND APPLICATIONS STREAM 1 2025/26**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	GPC16
<b>AUTHOR:</b>	Place Activation & Engagement Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

Council is requested to consider applications submitted under Stream 1 of the Community Development Fund, with funding allocations to be made in the 2025/26 financial year.

**BACKGROUND**Previous Considerations

OMC 27 March 2025	Item 9.3.1
SMC 6 June 2024	Item 5.3.1
OMC 27 April 2023	Item 13.1
OMC 30 March 2023	Item 9.3.1
OMC 15 December 2022	Item 9.3.1

The Community Development Fund (CDF) program funds organisations within the Shire of Broome to develop and run initiatives and events that deliver long-term social or economic benefits to the local community. The CDF Guidelines were adopted at the 15 December 2022 Ordinary Meeting of Council (OMC), following the amalgamation of the Events Development Fund (EDF) and the Annual Community Matched Fund (ACMF). This is the third year of CDF.

Community Development Fund Stream 1 applications are funded through a combination of Shire budgeted funds and Energy Developments Limited—West Kimberley Community Fund (EDL) grant funding. Stream 2 and 3 applications are allocated through the Shire's annual budget.

The CDF is separated into 3 streams.

- Stream 1 is for community projects and initiatives seeking a funding contribution of \$500 - \$10,000;
- Stream 2 is for events seeking a funding contribution of \$1,000 - \$40,000;
- Stream 3 is for PEARL events seeking a funding contribution of more than \$40,000 per year (invite only).

This agenda item will consider applications received under Stream 1. Stream 2 is in a separate agenda item, and Stream 3 was considered at the 27 March 2025 OMC.

**COMMENT**Application Assessment Process

Following the closing date, each application was evaluated according to the CDF guidelines approved by Council. The process involved;

1. Applications are reviewed for eligibility.
2. Applications are scored against the following criteria by officers:
  - a) Quality of the project or event, taking into account the extent to which the application complements other activity planned or proposed in Broome and the legacy of the project for the Broome community.
  - b) The extent to which the event, project or initiative addresses the fund objectives as per Section 2.
  - c) The credibility of the project budget and project delivery plan.
  - d) Value for money in terms of impact, other funding sources secured and organisational need.

Officers will also use the following balancing criteria if required. These will not be scored but may be taken into account when making final recommendations:

- e) balance of projects recommended for funding across type of project and demographics of beneficiaries.
- f) The initiative is a new activity within the Shire that helps fill a gap in current activity (i.e.: a new activity for an audience demographic currently under-catered for).
- g) New projects and organisations that have not received funding, or projects and organisations experiencing growth, may be prioritised over projects that have received funding previously for similar activity.
- h) The level of recognition that the Shire will receive for its funding of the project.

Officers with expertise in club development, place activation, and economic development convened to review applications against the criteria and determine eligibility for funding, following Steps 1 and 2 of the assessment process.

Officers presented their recommendations at a Council workshop, which was attended by Shire President Cr Mitchell, Cr Cooper, Cr Lewis, Cr Smith, and Cr Taylor.

A total of 11 applications were received under Stream 1 for 2025/26, with a total value of \$125,219. Two projects, Kimberley Open Short Course (Broome Barracudas Swimming Club) and Kyle's Camp & Cable Beach Walk 2026 (Kyle Andrews Foundation), were initially submitted under Stream 2 but have been recommended for consideration under Stream 1. This adjustment was made because the expenses for these projects were not related to event delivery, but instead focused on the purchase of equipment or support for specific activities that align better with the Stream 1 guidelines.

### Applications

A detailed project description and the officer's assessment of the application against the guidelines are provided below.

#### **Broome Catholic Church - Christmas Nativity Play 2025.**

Funding is requested to deliver a children's nativity play that promotes community, education, and the values of kindness, generosity, and understanding. Funds will cover Civic Centre venue hire and sound and lighting technician costs. A one-year allocation is recommended, with the applicant encouraged to seek additional funding sources before reapplying in future rounds. Recommended amount is less than requested due to budgetary constraints.

Requested: \$3,016.50  
Recommended: \$1,600

**Broome Little Athletics Centre - WA State Junior Track & Field Championships 2026.**

Funding is requested to cover return airfares from Broome to Perth for Broome Little Athletics Centre athletes aged 8–12 to compete in the 2026 WA State Junior Track and Field Championships. Support will help ease costs for families, as DLGSC travel grants are unavailable for athletes under 13. Recommended amount is less than requested due to budgetary constraints.

Requested: \$9,400  
Recommended: \$5,000

**Broome Motorcross - Broome MX Dirt Kart Project 2025.**

Funding is requested to support the Broome MX Dirt Kart Project 2025, which involves building a dirt kart track at the motorplex facility to provide a new activity for young people and the broader community. Funds will assist with labour and track formation. The applicant is contributing significant cash and in-kind support and has sought additional external funding. Approval is recommended, subject to confirmed external funding, with funding directed toward excavation and track formation.

Requested: \$10,000  
Recommended: \$10,000

**Judo Broome - Development of Judo Club in Broome.**

Funding is requested to support the growth of Judo Broome through coaching development, event delivery, equipment, venue hire, catering, and travel costs. The project includes coach upskilling in Perth, a three-day event with seminars, competition, and prize-giving, and aims to expand participation across all age groups. Uniform costs, which are ineligible, have been excluded. It is recommended to support the application with \$5,000, consistent with funding provided to other sporting clubs.

Requested: \$10,000  
Recommended: \$5,000

**The Skill Engineer, Second Gear - Shifting to Success.**

Funding is requested for the Second Gear – Shifting to Success project, which teaches disengaged youth aged 12–18 technical skills by upcycling bicycles into electric bikes. This new project meets priorities for youth engagement and community safety, has strong community support, and aligns with EDL priorities. Funding through EDL is recommended.

Requested: \$10,000  
Recommended: \$10,000

**Broome Historical Society - Renewable Energy Upgrade.**

Funding is requested for the Renewable Energy Upgrade project at the Broome Historical Museum, involving the installation of a 7.92 kW solar system. The project will enhance sustainability, lower operational costs, and free up funds for exhibitions, education, and

community programs. Operating from a Shire-leased building, the museum has Shire support for external grants. The project is expected to deliver long-term benefits.

Requested: \$7,678

Recommended: \$7,678

**Pearl Coast Gymnastics Club - Broome Gymnastics Competition.**

Funding is requested to support the Broome Gymnastics Competition, set for 10–12 October 2025, with up to 200 participants across various levels. The event offers local gymnasts the chance to showcase their skills and qualify for higher-level competitions. Funds will assist with costs for coaches, canteen supplies, travel, medals, trailer hire, and a sports physiotherapist. Recommend funding part Shire and part EDL funding with less than requested due to budgetary constraints.

Requested: \$9,740

Recommended: \$7,000

**Little Things for Tiny Tots - Connecting Communities.**

Funding is requested for the Connecting Communities Program, which provides baby and new mother goods and packing supplies. This new initiative, supported by local partnerships, aims to benefit 170 families and reduce barriers to essential goods and services. Partnering with BYFH and BRAMS, the program aligns with EDL objectives. Funding through EDL is recommended with less than requested due to budgetary constraints.

Requested: \$10,000

Recommended: \$5,000

**Chrissy Carter Fund - Feline Rescue and Rehoming Initiative.**

Funding is requested for the Feline Rescue and Rehoming Initiative, which will transport 95 cats from Broome to Perth over one year for foster care and adoption through SAFE Perth. In partnership with local vets and rangers, the Chrissy Carter Fund will manage rescue and transport efforts. The initiative supports animal welfare while easing local resource pressures. Funds will cover care costs in Broome, transport, flights, and veterinary services. Recommended amount is less than requested due to budgetary constraints.

Requested: \$9,814

Recommended: \$7,500

**Broome Barracudas Swimming Club - Kimberley Open Short Course.**

Funding is requested for the Kimberley Open Short Course (KOSC), a three-day SWA-sanctioned event held each September at BRAC for swimmers aged 6 and up. The competition supports progression to higher-level championships and draws around 100 athletes, 50 families, and 200 sundowner attendees. Funds will cover essential timekeeping equipment and a laptop. Although initially submitted under Stream 2, the application is recommended for Stream 1 (pending confirmed external funding) due to equipment eligibility. This is the first time the event has sought CDF support. Recommended amount is less than requested due to budgetary constraints.

Requested: \$25,570

Recommended: \$8,000

**Kyle Andrews Foundation - Kyle's Camp & Cable Beach Walk 2026.**



Funding is requested for Kyle's Camp & Cable Beach Walk 2026, offering children with serious health conditions and their families a memorable Broome experience, including visits to local attractions. The Cable Beach Walk, drawing 1,500 participants, promotes community spirit and features a local business mini-expo. Originally submitted under Stream 2, the application is recommended for Stream 1 to better align with guidelines. The camp supports priorities for children and youth and benefits local businesses. It is recommended to fund \$7,500 over two years, with EDL funding in year 1 and Shire funding in year 2, with less than requested due to budgetary constraints.

Requested: \$20,000

Recommended: \$7,500 (multi-year: 2 years)

## **CONSULTATION**

The CDF program was open for submissions from 10 January to 20 March 2025.

The CDF program was promoted through multiple channels, including the Shire website, Facebook, the Shire News section in the Broome Advertiser, radio advertisements, posters, a media release, and targeted emails to community and sporting groups.

Previous applicants were also informed of the opening and closing dates of the funding round.

A community engagement workshop was held on 24 February 2025 to assist with the application process. During the submission period, officers also met with local applicants to discuss their proposed projects.

## **STATUTORY ENVIRONMENT**

Nil.

## **POLICY IMPLICATIONS**

Council has the right to determine funding allocations as per the CDF Guidelines.

## **FINANCIAL IMPLICATIONS**

The Community Development Fund (CDF) for Streams 1, 2, and 3 is allocated through the Shire's annual budget. Council retains the discretion to determine funding allocations each year, both overall and within each stream, based on the quality and number of applications received.

Stream 1 applications are supported through Shire budgeted funds and grant funding from the Energy Developments Limited – West Kimberley Community Fund (EDL).

EDL funding is provided through Reserve Funding, which currently has a balance of \$50,000. Should the officer's recommendations be supported, applications will be recommended to EDL for funding if they meet the EDL-specific guidelines. Funding for projects determined to be eligible through EDL will be assigned to that relative account.

The Shire signed a Memorandum of Understanding with EDL on 8 August 2011; in 2024, EDL generously agreed to contribute an additional \$50,000 to the West Kimberley Community Fund, to be allocated across 2025-26 and 2026-27.

There are three Stream 1 multi-year agreements in place for 2025/26:

- **Broome Sports Association** – for the Broome Sports Awards; this is a three-year agreement concluding in 2025/26.
- **Broome Lotteries House** – for the Chilli Festival; this is also a three-year agreement concluding in 2025/26.
- **Broome Squash Club** – for their annual squash tournament; this is a two-year agreement, with the final year being 2025/26.

The table below outlines the recommendations to the Council with a requested Shire budget allocation of \$70,000 and a total EDL contribution of \$25,000.

<b>Applicant</b>	<b>Funding Source</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Broome Sports Association (awarded previously)	Shire	\$10,000.00		
Broome Lotteries House (previously awarded)	Shire	\$7,600.00		
Broome Squash Club (awarded previously)	Shire	\$3,000.00		
Broome Catholic Church	Shire	\$1,600		
Broome Little Athletics Centre	Shire	\$5,000		
Broome Motorcross	Shire	\$10,000		
Judo Broome	Shire	\$5,000		
The Skill Engineer	EDL	\$10,000		
Broome Historical Society	Shire	\$7,678		
Pearl Coast Gymnastics Club	Shire EDL	\$4,500 \$2,500		
Little Things for Tiny Tots	EDL	\$5,000		
Chrissy Carter Fund	Shire	\$7,500		
Broome Barracudas Swimming Club	Shire	\$8,000		
Kyle Andrews Foundation	EDL	\$7,500	\$7,500	
<b>TOTAL</b>		<b>\$94,878</b>	<b>\$7,500</b>	

## RISK

	<b>Risk</b>	<b>Type</b>	<b>Rank</b>	<b>Mitigation</b>
<b>Community dissatisfaction with allocations</b>	Perception the Shire is not maximising opportunity to support organisations providing social and economic benefits	Reputational	Medium	All applications were funded, however most at less than the requested amount. Where insufficient detail was provided or ineligible expenses were requested then officers will follow up with applicants for future years.

<b>Funding recipient dissatisfaction with allocations</b>	Perception the Shire is not maximising opportunity to support organisations providing social and economic benefits.	Reputational	Low	Guidelines have been put in place establishing eligibility criteria.
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Applicants will be required to submit an acquittal at the completion of the project to demonstrate how the project has met its stated objectives. The acquittal must include evidence of outcomes achieved, how the funding was spent, and how the Shire's contribution has been acknowledged. This ensures accountability and helps the Shire assess the impact of its support within the community.

## STRATEGIC ASPIRATIONS

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

**Outcome 9 - A strong, diverse and inclusive economy where all can participate**

**Objective** 9.1 Increase Broome's domestic and international trade in tourism, agriculture, aquaculture, minerals and energy, culture and the arts, and other emerging industries.

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council approves the allocation of the following amounts to the applicants under Stream 1 of the Community Development Fund and considers for inclusion in the 2025/26 annual budget:*

- (a) Broome Catholic Church, Christmas Nativity Play 2025, \$1,600*
- (b) Broome Little Athletics Centre, WA State Junior Track & Field Championships 2026, \$5,000*
- (c) Broome Motorcross, Broome MX Dirt Kart Project 2025, \$10,000*
- (d) Judo Broome, Development of Judo Club in Broome, \$5,000*
- (e) The Skill Engineer, Second Gear, Shifting to Success, \$10,000*
- (f) Broome Historical Society, Renewable Energy Upgrade, \$7,678*
- (g) Pearl Coast Gymnastics' Club, Broome Gymnastics Competition, \$7,000*
- (h) Little Things for Tiny Tots, Connecting Communities, \$5,000*
- (i) Chrissy Carter Fund, Feline rescue and rehoming initiative, \$7,500*
- (j) Broome Barracudas Swimming Club, Kimberley Open Short Course, \$8,000*
- (k) Kyle Andrews Foundation, Kyle's Camp & Cable Beach Walk 2026, \$7,500 for 2025/26 and 2026/27.*

## Attachments

There are no attachments for this report.

**9.3.4 COMMUNITY DEVELOPMENT FUND APPLICATIONS STREAM 2 2025/26**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	GPC16
<b>AUTHOR:</b>	Economic Development Coordinator
<b>CONTRIBUTOR/S:</b>	Place Activation & Engagement Coordinator
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

Council is requested to consider applications submitted under Stream 2 of the Community Development Fund, with funding allocations to be made in the 2025/26 financial year.

**BACKGROUND**Previous Considerations

OMC 27 March 2025	Item 9.3.1
SMC 6 June 2024	Item 5.3.1
OMC 27 April 2023	Item 13.1
OMC 30 March 2023	Item 9.3.1
OMC 15 December 2022	Item 9.3.1

The Community Development Fund (CDF) program funds organisations within the Shire of Broome to develop and run initiatives and events that deliver long-term social or economic benefits to the local community. The CDF Guidelines were adopted at the 15 December 2022 Ordinary Meeting of Council (OMC), following the amalgamation of the Events Development Fund (EDF) and the Annual Community Matched Fund (ACMF). This is the third year of CDF.

Community Development Fund Stream 1 applications are funded through a combination of Shire budgeted funds and Energy Developments Limited—West Kimberley Community Fund (EDL) grant funding. Stream 2 and 3 applications are allocated through the Shire's annual budget.

The CDF is separated into 3 streams.

- Stream 1 is for community projects and initiatives seeking a funding contribution of \$500 - \$10,000;
- Stream 2 is for events seeking a funding contribution of \$1,000 - \$40,000;
- Stream 3 is for PEARL events seeking a funding contribution of more than \$40,000 per year (invite only).

This agenda item will consider applications that were received under Stream 2. Stream 1 is considered in a separate agenda item, and Stream 3 was considered at the OMC 27 March 2025.

**COMMENT**Application Assessment Process

Following the closing date, each application was evaluated according to the CDF guidelines approved by Council. The process involved;

1. Applications are reviewed for eligibility.
2. Applications are scored against the following criteria by officers:
  - a) Quality of the project or event, taking into account the extent to which the application complements other activity planned or proposed in Broome and the legacy of the project for the Broome community.
  - b) The extent to which the event, project or initiative addresses the fund objectives as per Section 2.
  - c) The credibility of the project budget and project delivery plan.
  - d) Value for money in terms of impact, other funding sources secured and organisational need.

Officers will also use the following balancing criteria if required. These will not be scored but may be taken into account when making final recommendations:

- e) Balance of projects recommended for funding across type of project and demographics of beneficiaries.
- f) The initiative is a new activity within the Shire that helps fill a gap in current activity (i.e.: a new activity for an audience demographic currently under-catered for).
- g) New projects and organisations that have not received funding, or projects and organisations experiencing growth, may be prioritised over projects that have received funding previously for similar activity.
- h) The level of recognition that the Shire will receive for its funding of the project.

Events seeking funding through the CDF Program Stream 2 must indicate which of the following event types they align with:

- **Drawcards** are events that attract visitors to Broome specifically for the event, injecting new money into the local economy.
- **Enhancers** enrich the experience of existing visitors, encouraging additional spending and, in some cases, extended stays.
- **Community Events** engage the local community, contribute to a vibrant atmosphere, and stimulate local expenditure.

Events that align with two or more of these categories are considered to provide greater overall benefit and are therefore recommended for higher levels of funding.

Officers reviewed applications against the criteria and determined eligibility for funding, following Steps 1 and 2 of the assessment process. Officers presented their recommendations at a Council workshop which was attended by Shire President Cr Mitchell, Cr Cooper, Cr Lewis, Cr Smith and Cr Taylor.

A total of 15 applications were received under Stream 2 for 2025/26, with a total value of \$376,819. An overview of each application and explanation of the recommended funding amount follows.

#### Applications

**Swimming WA Inc**

## Broome's Big Ocean Community Swim

Funds were requested to deliver a large open water community swim event at Cable Beach including travel and honorariums. The event features multiple swim distances (500m to 5km), is open to swimmers aged 9+ and includes a free clinic. Funding being offered was reduced as the event relies solely on Shire support with no other fundraising identified.

Requested: \$25,000

Recommended: \$10,000

**Broome Bowling Club Inc**

## Broome Bowling Events 2025/2026

The Broome Bowling Club Inc. organises open bowling events over 3 to 4 days, offering prize money and attracting bowlers from WA and interstate. Up to 32 teams compete in both events, with the Shinju event scheduled for 28 August 2025 and the Pairs event on 1 May 2026. Funding is recommended to support the opening ceremony costs for each event.

The applicant received \$15,000 in 2024/25, with funds acquitted and well supported by exit surveys. It is recommended to allocate \$5,000 for each event, as the Broome Bowling Club has demonstrated lasting economic benefits to the local community, having created both an enhancer and drawcard event. Recommended amount is less than requested due to budgetary constraints and to allow for the support of a range of new events that have not already been allocated funding in previous years.

Requested: \$18,075

Recommended: \$10,000

**Touch Football Australia**

## Beach Touch Footy – Broome Edition

Beach Touch Footy is an annual one-day event held on Cable Beach, aimed at engaging participants from surrounding regional towns and Broome residents. The event features round-robin Touch Football games, providing a fun and inclusive social competition that encourages community involvement and supports Broome Touch Football. The event is scheduled for June 2026. Funding will be provided to cover event permit fees, equipment hire, game materials, staff accommodation/travel, and catering. The event will also support the activation of Cable Beach during the planned works period, aligning with Shire priorities. Recommended amount is less than requested due to budgetary constraints.

Requested: \$6,500

Recommended: \$5,000

**Broome Weddings and Events**

## Unnamed Project

Broome Weddings and Events plans to invest in an all-weather indoor area to extend services during the shoulder seasons, specifically aiming to add an all-weather section that will allow weddings to be held in April and October/November, increasing the number of weddings by eight per season. However, this project is not classified as an event, as it involves the installation of permanent infrastructure upgrades to a venue to facilitate additional private events. As such, the purchase of bi-fold doors and a generator does not meet the eligibility criteria under the guidelines for event-based funding.

Requested: \$40,000

Recommended: \$0

### **Theatre Kimberley Inc**

#### **Act Belong Commit Sandfly Circus Shows 2025–2027**

The Act Belong Commit Sandfly Circus Shows, a long-standing event delivered since 2007, consistently attracts up to 800 attendees and involves 100 cast members ranging from 6 years old to adults. Each performance is developed during a six-week residency, focusing on artistic and creative skill development, including participation from youth in Beagle Bay. A detailed budget report was provided, and the applicant received \$19,190 in 2024/25. Held at a Shire venue, the event has demonstrated long-term economic and social benefits to the local community. It is recommended to support the requested production costs, but the recommended amount is less than requested due to budgetary constraints.

Requested: \$26,244

Recommended: \$15,000

### **Nulungu Research Institute**

#### **Kimberley Indigenous Clean Energy Forum**

The Kimberley Indigenous Clean Energy Forum is a two-day event aimed at raising awareness, fostering partnerships, and exploring investment opportunities for renewable energy in Kimberley Indigenous communities, organisations, and businesses. The event is expected to attract around 100 attendees and will be held at Notre Dame. CDF support has been requested for fuel, accommodation, and food while travelling. However, the request primarily supports the travel and attendance of participants, and there is a reputational risk associated with funding participating adults' travel, rather than costs of delivering the event in Broome.

Requested: \$40,000

Recommended: \$0

### **Ramu Productions Pty Ltd**

#### **CinefestOZ Broome – First Nations Film Festival 2025**

Funds were requested to support a four-day film festival focused on First Nations content including screenings school programs and community events. Events are a mixture of ticketed and free, meeting the priorities of being an enhancer, community and drawcard event.

Funding is provided to Cinefest Oz due to its demonstrated economic and social impact on the local Broome community. The event, held during the off-peak season, drives tourism, supports local businesses, and fosters community engagement. Detailed reports from 2023 and 2024 highlight its success in attracting visitors and delivering positive outcomes for the region. Recommended amount is less than requested due to budgetary constraints and to allow for the support of a range of new events that have not already been allocated funding in previous years.

Requested: \$40,000

Recommended: \$20,000

### **Broome Performing Arts Coop (BPAC)**

#### **BPAC End of Year Concert**



The BPAC End of Year Concert is an annual event showcasing the talents of BPAC students and staff over two nights. It attracts local attendees, including families and visitors, and relies on support from parent and community volunteers. As a fundraiser, the event helps sustain BPAC's operations and contributes to arts and cultural development in the region. Held at a Shire venue, BPAC covers the venue costs. The event has demonstrated long-term economic and social benefits to the local community. BPAC received \$7,185 in 2024/25. While the requested amount is \$20,000, \$6,000 is offered due to budget constraints and the need to prioritise events that meet drawcard and enhancer criteria, ensuring the greatest long-term benefit to the community.

Requested: \$20,000

Recommended: \$6,000

### **Goolarri Media Enterprises Pty Ltd**

#### **6725 Postcode Event**

The 6725 Postcode Event is being auspiced by Goolarri for Broome creatives Stephen Pigram and Gary Gower, and is scheduled for the weekend of 6–7 July 2025. The event includes:

1. **Bran Nue Dae Show at the Jimmy Chi Hall** – A promising event with strong local outcomes, delivered over several days to a variety of audiences.
2. **Family Show at Notre Dame University with Nulungu** – A family-focused event presented in collaboration with Nulungu.
3. **A Taste of Broome Music Picture Show with Goolarri** – A unique performance with shows presented on the back of a truck with projections.

Expenses include the delivery of the event, rent for the Civic Centre, and performance fees for five artists. One event is ticketed, while the rest are free community events.

The event aligns with the objectives of supporting drawcard and enhancer events that contribute to Broome's tourism and local economy. By showcasing local talent and offering a mix of free and ticketed performances, the event aims to engage the community and attract visitors, thereby benefiting local businesses and fostering cultural enrichment. The amount recommended is less than requested due to budget constraints and a lack of detail for some expenses in the application.

Requested: \$20,000

Recommended: \$10,000

### **Marrugeku Inc**

#### **Ngurragabu [Yawuru: From the Last Night/Next/Tomorrow]**

Funds were requested to develop and present an intercultural Indigenous dance-theatre performance including three ticketed and two student shows. Marrugeku has a track record of delivering successful events that position Broome as a cultural destination. These events consistently attract both tourists and locals, with strong attendance. The organisation also supports local procurement opportunities and utilises Shire venues, contributing to the local economy. Marrugeku has committed strong co-contributions to further support its initiatives. Recommended amount is less than requested due to budgetary constraints.

Requested: \$25,000

Recommended: \$20,000

**Untamed Music Festival**

## The Untamed Music Festival

The UNTAMED Music Festival is a three-day event scheduled for 19–21 September 2025, expecting more than 4,000 attendees. The festival will feature over 20 artists, including local and visiting bands, as well as cultural and family activities. It is likely to have strong economic outcomes for tourism and local businesses. The application is well-written and accompanied by numerous letters of support. A sponsorship prospectus has been provided, offering specific recognition opportunities. This event meets the criteria of a drawcard and enhancer, with the potential to significantly benefit the local community.

The recommended amount is lower than requested due to budget constraints and the view that, as this is the festival's inaugural year, allocating the highest level of sponsorship available within the stream may be premature.

Requested: \$40,000

Recommended: \$20,000

**Broome Aboriginal Media Association**

## 2025 Kullarri NAIDOC Festival

The 2025 Kullarri NAIDOC Festival is an inclusive regional celebration, running from 27 June to 13 July. The festival will involve up to 25 entities, including local organisations, schools, and remote communities, collaborating to deliver a dynamic program of events that highlight the region's unique Indigenous culture and heritage. Key events include the Reconciliation Walk and Opening Ceremony, the Kullarri NAIDOC Football Match, and the NAIDOC Awards Ceremony. Funding is recommended at the requested amount of \$10,000 per year for three years, covering catering and equipment hire. This support will help ensure the continued success and impact of the festival.

Requested: \$10,000

Recommended: \$10,000

**Purple Hands Foundation**

## Kimberley 9s Carnival &amp; Student Dining Experience

The Kimberley 9s Carnival & Student Dining Experience is a culmination event for students across the Kimberley, recognising their school participation and positive behaviour. The event brings 500 students to Broome for two days of football and personal growth, with a dining experience for 200 participants.

The inclusive event has strong outcomes in promoting Broome, engaging youth, fostering multi-stakeholder collaboration, and supporting local businesses, while being held during the off-season. The application is well-written and enjoys strong local support. However, due to budget constraints, funding is recommended at \$9,000, with support directed on expenses incurred in Broome. The applicant received \$10,000 in TAP funding for 2024/25 and has a history of delivering successful events with local and economic benefits. CDF support will be directed towards equipment, venue hire, and catering/meals to align with the event's scope.

Requested: \$36,000

Recommended: \$9,000

**Bidyadanga Aboriginal Community La Grange (BACLG)****From the Desert to the Seaside Music Festival**

The *From The Desert To The Seaside* music festival has garnered strong community support and presents a unique opportunity for collaboration between the Broome community and leadership and Bidyadanga leadership and community. The festival has seen good attendance at events in both Broome and Bidyadanga, with positive health and community outcomes. The event holds strong growth potential, with plans to expand into nearby campgrounds to facilitate attendance from Broome. Funding has been reduced from \$20,000 due to inconsistencies in accommodation costs, administrative fees, and cash contributions. The applicant received \$10,000 in 2024/25 and is requesting multiyear funding to support future growth, which is recommended for two years.

Requested: \$20,000

Recommended: \$10,000

**Australia's NorthWest****ANW Tourism Industry Forum & 2026 Season Launch (2027 & 2028)**

The ANW Tourism Industry Forum & 2026 Season Launch is an annual event held in March that has successfully attracted visitors to Broome, receiving strong support from local businesses and key stakeholders. The event contributes to the long-term economic benefit of Broome by promoting Broome as a key tourism destination. Recommended amount is less than requested due to budgetary constraints and to allow for the support of a range of new events that have not already been allocated funding in previous years.

Requested: \$10,000

Recommended: \$5,000

**CONSULTATION**

The CDF program was open from 10 January to 20 March 2025.

The CDF program was advertised via the Shire website, Facebook, the Shire News section in the Broome Advertiser, radio ads, poster advertising, media release and targeted emails to community and sporting groups. Previous applicants were also notified of the rounds' opening and closing dates.

One community engagement workshop was held on 24 February 2025 to provide guidance on the application process. Officers also meet with local applicants to discuss their projects whilst the CDF round was open for submissions.

**STATUTORY ENVIRONMENT**

Nil.

**POLICY IMPLICATIONS**

Council has the right to determine funding allocations as per the CDF Guidelines.

**FINANCIAL IMPLICATIONS**

The Community Development Fund for Streams 1, 2, and 3 is allocated through the annual budget. Council has the right to determine the funding allocations annually and across

each stream depending on the quality and quantity of funding applications. However, the annual budget for Stream 2 and 3 of CDF has been historically set at \$265,000 per year.

There are five events that have been recommended for multi-year funding, and the future cost implications of these recommended amounts is also shown in the table below.

#### RECOMMENDATIONS FOR FUNDING

<b>Applicant</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Swimming WA Inc	\$10,000		
Broome Bowling Club Inc	\$10,000		
Touch Football Australia	\$5,000		
Theatre Kimberley Incorporated (TK)	\$15,000	\$15,000	\$15,000
Ramu Productions Pty Ltd	\$20,000	\$20,000	
Broome Performing Arts Coop	\$6,000	\$6,000	\$6,000
Goolarri Media Enterprises Pty Ltd	\$10,000		
Marrugeku Inc	\$20,000		
Untamed Music Festival	\$20,000		
Broome Aboriginal Media Association	\$10,000	\$10,000	\$10,000
Purple Hands Foundation	\$9,000		
Bidyadanga Aboriginal Community La Grange (BACLG)	\$10,000	\$10,000	
Australia's NorthWest	\$5,000	\$5,000	\$5,000
<b>TOTAL</b>	<b>\$150,000</b>	<b>\$66,000</b>	<b>\$36,000</b>

There are existing agreements in place to fund two events, they are: Shinju Matsuri which was awarded \$100,000/year for three years in an agreement ending in 2027/28, and Kimberley Arts Network was allocated \$11,035 per year, for three years, in an agreement that ends in 2025/26.

If Council supports the recommendations as proposed, in 2025/26, the total amounts allocated will be \$261,035, leaving a remaining balance of \$3,965 from the \$265,000 budget.

#### RISK

	<b>Risk</b>	<b>Type</b>	<b>Rank</b>	<b>Mitigation</b>
<b>Community dissatisfaction with allocations</b>	Perception the Shire is not maximising opportunity to support organisations providing social and economic benefits	Reputational	Medium	Most applications were funded, however most at less than the requested amount. Where insufficient detail was provided or ineligible expenses were requested then officers will follow up with applicants for future years.
<b>Funding recipient dissatisfaction with allocations</b>	Perception the Shire is not maximising opportunity to support organisations providing social and economic benefits.	Reputational	Low	Guidelines have been put in place establishing eligibility criteria.

## STRATEGIC ASPIRATIONS

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

**Outcome 9 - A strong, diverse and inclusive economy where all can participate**

**Objective** 9.1 Increase Broome's domestic and international trade in tourism, agriculture, aquaculture, minerals and energy, culture and the arts, and other emerging industries.

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

That Council approves the allocation of the following amounts to the applicants under Stream 2 of the Community Development Fund and considers for inclusion in the 2025/26 annual budget:

- (a) Swimming WA Inc. Broome's Big Ocean Community Swim \$10,000
- (b) Broome Bowling Club Inc. Broome Bowling Events 2025/2026 \$10,000
- (c) Touch Football Australia. Beach Touch Footy – Broome Edition \$5,000
- (d) Theatre Kimberley Inc. Act Belong Commit Sandfly Circus Shows 2025–2027 \$15,000 per year, for three years.
- (e) Ramu Productions Pty Ltd. CinefestOZ Broome – First Nations Film Festival 2025 \$20,000 per year, for two years.
- (f) Broome Performing Arts Coop. BPAC End of Year Concert \$6,000 per year, for three years.
- (g) Goolarri Media Enterprises Pty Ltd. 6725 Postcode Event \$10,000
- (h) Marrugeku Inc. Ngurragabu [Yawuru: From the Last Night/Next/Tomorrow] \$20,000.
- (i) Untamed Music Festival, The Untamed Music Festival \$20,000.
- (j) Broome Aboriginal Media Association, 2025 Kullarri NAIDOC Festival \$10,000.
- (k) Purple Hands Foundation, Kimberley 9s Carnival & Student Dining Experience \$9,000.
- (l) Bidyadanga Aboriginal Community La Grange, From the Desert to the Seaside Music Festival \$10,000 per year, for 2 years.
- (m) Australia's NorthWest ANW Tourism Industry Forum & 2026 Season Launch \$5,000 per year, for three years.

## Attachments

There are no attachments for this report.

## 9.4 PERFORMANCE

### 9.4.1 POLICY - ELECTION CARETAKER PERIOD

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

#### SUMMARY:

Council is requested to consider and adopt the amended Council Election Caretaker Policy (**Attachment 2**).

## BACKGROUND

### Previous Considerations

12 December 2019	Adoption of Policy
16 November 2023	Item

It has been identified that the Council Election Caretaker Policy in **Attachment 1** is required to be amended due to recent changes in legislation. This report recommends the adoption of the tracked changes in **Attachment 2** to the Council Election Caretaker Policy.

## COMMENT

The State Government's Local Government Reform process has introduced a standardised caretaker period across all local governments in Western Australia. It prevents a local government from making significant decisions while an election is underway, particularly decisions that would bind a future Council to a particular course of action.

The caretaker period will apply to all ordinary local government elections from 2025 onwards. It will also apply to any election to elect a Council after it has been declared vacant or dismissed. It will not apply to extraordinary local government elections.

The caretaker period runs from the close of nominations to declaration of the poll.

While it is proposed that the Shire of Broome undertake a full review of Council Policies late in 2025, it has been identified that due to recent changes in legislation the Council Election Caretaker Policy requires amendment prior to the Election Caretaker Period commencing for the 2025 local government elections.

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

## CONSULTATION

WALGA have provided a template Caretaker Policy which has formed the consideration of the amendments resulting from the changes to section 3.73 of the *Local Government Act 1995*.

## **STATUTORY ENVIRONMENT**

### ***Local Government Act 1995***

#### ***Section 2.7. Role of council***

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

### **Caretaker Period**

Division 5 outlines what a local government may and may not do during the Caretaker Period, with section 1.4A of the *Local Government Act 1995* defines the Caretaker Period.

### **Division 5 — Caretaker Period**

#### **3.73. Restrictions on what local government may do during caretaker period**

- (1) In this section —
  - emergency means —
    - (a) the occurrence, or imminent occurrence, of an event, situation or condition that is a hazard under the definition of that term in the Emergency Management Act 2005 section 3; or
    - (b) a public health emergency as defined in the Public Health Act 2016 section 4(1);
  - land transaction has the meaning given in section 3.59(1);
  - major land transaction has the meaning given in section 3.59(1);
  - major trading undertaking has the meaning given in section 3.59(1);
  - senior employee means a senior employee under section 5.37;
  - significant act means any of the following —
    - (a) making a local law (including making a local law to amend or repeal a local law);
    - (b) entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;
    - (c) entering into a major land transaction;
    - (d) entering into a land transaction that is preparatory to entry into a major land transaction;
    - (e) commencing a major trading undertaking;
    - (f) entering into a contract, or other agreement or arrangement, in prescribed circumstances;
    - (g) inviting tenders in prescribed circumstances;
    - (h) deciding to do anything referred to in paragraphs (a) to (g);
    - (i) an act done under a written law or otherwise that is a prescribed act.
- (2) During a caretaker period, a local government must not do a significant act.
- (3) Subsections (4) to (6) apply despite subsection (2).



- (4) A local government may do a significant act during a caretaker period if — (a) the local government's decision to do the significant act was made before the caretaker period; and (b) any prescribed requirements are met.
- (5) A local government may do a significant act during a caretaker period if it is necessary for the local government to do the significant act during the caretaker period in order to comply with any of the following —
  - (a) a written law;
  - (b) an order of a court or tribunal; (c) a contractual obligation of the local government under a contract entered into by the local government before the caretaker period.
- (6) The Departmental CEO may authorise a local government to do a significant act during a caretaker period if the Departmental CEO is satisfied that it is necessary for the local government to do the significant act during the caretaker period —
  - (a) because of an emergency; or
  - (b) to ensure the proper operation of the local government.

#### **Section 4.87.    *Printing and publication of electoral material***

- (1) A person who prints, publishes or distributes electoral material or causes electoral material to be printed, published or distributed, commits an offence unless —
  - (a) in the case of all electoral material, the name and address (not being a post-office box) of the person who authorised the electoral material appears at the end of the electoral material; and
  - (b) in the case of electoral material that is printed otherwise than in a newspaper, the name and business address of the printer appears at the end of the electoral material.
- (2) Subsection (1) does not apply to electoral material on an item included in a prescribed class of items.
- (3) In this section —
  - electoral material means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result of an election but does not include an advertisement in a newspaper announcing the holding of a meeting;
  - print includes photocopy or reproduce by any means.

#### **Section 5.93    *Improper use of information***

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of the person's functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

#### **Section 5.103    *Model code of conduct for council members, committee members and candidates***

- (1) Regulations must prescribe a model code of conduct for council members, committee members and candidates.
- (2) The model code of conduct must include —
  - (a) general principles to guide behaviour; and
  - (b) requirements relating to behaviour; and
  - (c) provisions specified to be rules of conduct.
- (3) The model code of conduct may include provisions about how the following are to be dealt with —

- (a) alleged breaches of the requirements referred to in subsection (2)(b);
  - (b) alleged breaches of the rules of conduct by committee members.
- (4) The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).
- (5) Regulations may amend the model code of conduct.

## POLICY IMPLICATIONS

Nil.

## STRATEGIC ASPIRATIONS

**Performance – We will deliver excellent governance, service and value, for everyone.**

**Outcome Eleven – Effective leadership, advocacy and governance:**

11.2 Deliver best practice governance and risk management.

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council: :*

- 1. Notes the tracked changes to the Council Election Caretaker Policy in **Attachment 2**.*
- 2. Adopts the Council Election Caretaker Policy in **Attachment 2**.*

## Attachments

1. Shire of Broome Council Policy - Election Caretaker
2. Tracked Changes - Shire of Broome Council Policy - Election Caretaker Period

## COUNCIL POLICY



### Election Caretaker

## Policy Objective

To ensure the Shire's activities and those of Elected Members who are candidates in local government elections, are undertaken in a manner that supports a high standard of integrity during local government election periods.

The primary objectives of this Policy are to:

- avoid the Council of the Shire of Broome making major decisions, before an election that would bind an incoming Council;
- prevent the use of public resources in ways that are seen as advantageous to, or promoting, the sitting Elected Members who are seeking re-election, or new candidates; and
- ensuring the Shire of Broome Administration acts impartially in relation to candidates.

## Policy Scope

This Policy applies during a 'Caretaker Period' (see below for definition) to cover:

- a) Decisions that are made by the Council;
- b) Materials published by the Shire;
- c) Attendance and participation in functions and events;
- d) Use of the Shire's resources; and
- e) Access to Shire information.

## Policy Statement

### 1.1 Application

This Caretaker Policy applies to Elected Members, electoral candidates and employees of the Shire of Broome.

### 1.2 Scheduling Consideration of Major Policy Decisions

So far as reasonably practicable, the Chief Executive Officer should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that decisions are either:

- Considered by the Council before the Caretaker Period; or
- Scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the Chief Executive Officer may submit a major policy decision to the Council as per Section 3 of this policy.

### 1.3 Decisions Made Prior to a Caretaker Period

This Policy only applies to actual decisions made during a Caretaker Period, not the announcement of decisions made before the Caretaker Period. While the announcement of earlier decisions may be made during the Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins.

## 2. Implementation of Caretaker Practices

### 2.1 Role of the Chief Executive Officer in Implementing Caretaker Practices

The role of the Chief Executive Officer in implementing the caretaker practices outlined in this policy is as follows:

- a) The Chief Executive Officer will ensure as far as possible, that all Elected Members and Shire officers are aware of the Caretaker Policy and practices 30 days before the start of the Caretaker Period.
- b) The Chief Executive Officer will ensure, as far as possible, that any major policy or significant decisions required by the Council are scheduled for Council resolution before the Caretaker Period or deferred if appropriate for determination by the incoming Council.
- c) The Chief Executive Officer will endeavour to make sure all announcements regarding decisions made by the Council, before the Caretaker Period, are publicised before the Caretaker Period.

## 3. Extraordinary Circumstances Requiring Exemption

### 3.1 Extraordinary Circumstances

The Chief Executive Officer may, where extraordinary circumstances prevail, permit a matter defined as a 'major policy decision' to be submitted to the Council. The Chief Executive Officer is to have regard to a range of circumstances, including but not limited to:

- a) Whether the decision is 'significant';
- b) The urgency of the issue (that is – can it wait until after the election);
- c) The possibility of legal and/or financial repercussions if it is deferred;
- d) Whether the decision is likely to be controversial; and
- e) The best interests of the Shire of Broome.

### 3.2 Appointment or Removal of the Chief Executive Officer

Whilst the definitions of this policy establishes that a Chief Executive Officer may not be appointed or dismissed during a Caretaker Period, in the case of an emergency, the Council may act to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election, after which date a permanent decision can be made.

#### 4. Caretaker Statement

To ensure the Council complies with the commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in every report submitted to the Council for a decision. The Caretaker Statement will specify one of the following:

- a) "The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 'Elections - Caretaker Policy'."
- b) "The recommended decision is a 'Major Policy Decision' within the context of Council Policy 'Elections Caretaker Policy' however; an exemption should be made due to extraordinary circumstances (*insert the circumstances for making the exemption*)'."

#### 5. Shire of Broome Publications

##### 5.1 Prohibition on Publishing Local Government Electoral Material

The Shire shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the Shire any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the Caretaker Period.

##### 5.2 Electoral Material Relevant to Prohibition

Without limiting the generality of the definition of 'electoral material', the material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:

- a) The election; or
- b) A candidate in the election; or
- c) An issue is submitted to, or otherwise before, the voters in connection with the election.

##### 5.3 Candidate and/or Elected Member Publications

Candidates and/or Elected Members are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the Shire. For example, use of the Shire of Broome crest or logo is prohibited as is the use of any of the Shire's photographs or images.

##### 5.4 Election Announcements

The policy does not prevent publications by the Shire which merely announce the holding of the election or relate only to the election process itself.

##### 5.5 Shire of Broome Publications

Any reference to Elected Members in the Shire's publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the Shire's publications that are potentially affected by this policy will be reviewed by the Chief Executive Officer to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be construed as 'electoral material'.

#### **5.6 Shire of Broome Website**

During the Caretaker Period, the Shire's website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about Elected Members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council. Information about candidates on the Shire's website will be restricted to their candidate profiles only.

### **6. Public Consultation during the Caretaker Period**

#### **6.1 Prohibition**

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which is contentious unless the consultation is a mandatory statutory process or prior approval is given by the Chief Executive Officer.

### **7. Attendance and Participation at Events/Functions/Meetings**

#### **7.1 Public Events Hosted by External Bodies**

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

#### **7.2 Shire of Broome Organised Civic Events/Functions**

Civic events/functions organised by the Shire and held during the Caretaker Period will be limited to those essential to the operation of the Shire and should not in any way be associated with any issues considered topical and relevant to the election. All known candidates are to be invited to civic events/functions organised by the Shire during the Caretaker Period, however, only sitting Elected Members will be formally acknowledged at such events/functions.

#### **7.3 Addresses by Elected Members**

Elected Members that are also candidates should not, where possible, be permitted to make speeches or addresses at events/functions organised or sponsored by the Shire during the Caretaker Period. Elected Members may make short welcome speeches at events/functions organised or sponsored by the Shire during the Caretaker Period subject to prior approval of the Chief Executive Officer.

#### **7.4 Delegates to Community and Advisory Groups**

Elected Members appointed to community groups, advisory groups and other external organisations as representatives of the Shire shall not use their attendance at meetings of such groups to either recruit assistance with electoral campaigning or to promote their personal or other candidates' electoral campaigns.

#### **7.5 Questions and Statements at Council or Committee Meetings**

All candidates, whether current Elected Members or not, are required to declare that they are a candidate for the upcoming election before asking questions or making a statement at Council or Committee Meetings during the Caretaker Period.

## 8. The Use of the Shire of Broome's Resources

The Shire of Broome Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 provide that the Shire's resources are only to be utilised for authorised activities (for example – prohibits the use of employees for personal tasks and prohibits the use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes (for example – this would extend to the use of a Shire provided email address). It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to the Caretaker Period.

The Shire's staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the Chief Executive Officer.

## 9. Access to Council Information and Assistance

### 9.1 Elected Members Access to Information

During a Caretaker Period, Elected Members can access Council information relevant to the performance of their function as an Elected Member.

However, this access to information should be exercised with caution and limited to matters that the Council is dealing with within the objectives and intent of this policy. Any Council information so accessed must not be used for election purposes.

### 9.2 Electoral Information and Assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls) and information relevant to their election campaigns from the Shire administration. Information, briefing material and advice prepared or secured by Shire officers for an Elected Member must be necessary to the carrying out of the Elected Member's role and must not be related to election issues that might be perceived to be of an electoral nature. (refer to Section 8 of this policy).

Any assistance and advice provided to candidates as part of the conduct of the local government election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance. Types of assistance may include advice on the manipulation of electoral roll data and interpretation of legislative requirements, amongst other matters.

Candidates may obtain advice or assistance from the Western Australian Electoral Commission (WAEC) as they are responsible for managing the Shire of Broome elections.

### 9.3 Information Request Register

The Chief Executive Officer will maintain an Information Request Register during the Caretaker Period. This register will be a public document that records all requests for information made by Elected Members and candidates, and the response given to those requests, during the Caretaker Period. Shire officers will be required to provide details of requests to the Chief Executive Officer for inclusion in the Register.



#### 9.4 Media Advice

Any requests media advice or assistance from Elected Members during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that, sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member(s), the Chief Executive Officer may authorise the provision of a response to such a request.

#### 9.5 Publicity Campaigns

During the Caretaker Period, publicity campaigns, other than endeavour (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the Chief Executive Officer. In any event, the Shire's publicity during the Caretaker Period will be restricted to communicating normal Shire activities and initiatives.

#### 9.6 Media Attention

Elected Members will not use their position as an elected representative or their access to Shire staff or resources to gain media attention in support of their or any other candidate's election campaign.

#### 9.7 Shire of Broome Employees

During the Caretaker Period, no Shire employee may make any public statement that relates to an election issue unless the Chief Executive Officer has approved the statements.

#### 9.8 Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer. Where the matter is outside of the responsibilities of the Returning Officer, the matter will be referred to the Western Australian Electoral Commission.

### Definitions

**'Caretaker Period'** means the period of time when the caretaker practices are in place before the election. The caretaker practices will apply from the closing of nominations being 44 days before the Election Day per Section 4.49(a) of the Local Government Act 1995 until 6 pm on Election Day.

**'Election Day'** means the day fixed under the Local Government Act 1995 for the holding of any poll needed for an election.

**'Electoral Material'** means any digital communications, advertisements, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

- a) An advertisement in a newspaper announcing the holding of a meeting per Section 4.87(3) of the Local Government Act 1995.

- b) Any materials exempted under Regulation 78 of the Local Government (Elections) Regulations 1997.
- c) Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

**‘Events and Functions’** means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Shire and stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions.

**‘Local Government Election’** means all ordinary and extraordinary Elected Member elections.

**‘Major Policy Decision’** means any:

- a) Decisions relating to the recruitment, performance or termination of the Chief Executive Officer or designated senior officer.
- b) Decisions relating to the allocation of grants, sponsorships, donations or other direct funding to organisations.
- c) Decisions relating to entering the Shire into an arrangement that would constitute expenditure exceeding 0.5% of the Shire’s annual budgeted revenue (GST inclusive) in the relevant financial year.
- d) Decisions relating to changes to planning scheme, policies and local laws.
- e) Changes to the documents within the Integrated Planning and Reporting Framework or its informing strategies.
- f) Decisions relating to entering into a major trading undertaking or major land transaction as defined by section 3.59 of the *Local Government Act 1995*.
- g) Decisions that, in the CEO’s opinion, will have significant impact on the Shire of Broome or the community, or be publicly perceived as an election campaign issue.

**‘Public Consultation’** means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Governance		
Reviewer:	Manager Governance, Strategy & Risk			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Local Government Act 1995 - Part 4 Elections and other polls</a> <a href="#">Local Government (Elections) Regulations 1997</a>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	4 Yearly	Next Due:	12/2027	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	25 July 2019	Initial Adoption OMC Item 9.4.1					
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3.	18 November 2021	Minor amends					
4.	16 November 2023	Council Policy Review – Minute No. C/1123/041					

## COUNCIL POLICY



### Election Caretaker Period

## Policy Objective

To ensure the Shire of Broome's (Shire) activities, as well as ~~and~~ those of Elected Members who are candidates in local government elections, are ~~undertaken in a manner that supports~~ conducted with a high standard of integrity during local government election periods.

The primary objectives of this Policy ~~are~~ is to:

- ~~avoid~~ Prevent the Shire Council ~~of the Shire of Broome~~ making major decisions, ~~before prior to~~ an election that would bind ~~the~~ an incoming Council;
- ~~Safeguard against prevent the~~ use of public resources ~~that could be perceived as in ways that are seen as~~ advantageous to, or promoting, the sitting Elected Members ~~who are~~ seeking re-election, or new candidates; and
- ~~Ensure the Shire ensuring the Shire of Broome~~ Administration remains ~~acts impartially~~ impartial in its dealings with candidates during the election period, in relation to candidates.

## Policy Scope

This Policy applies during a 'Caretaker Period' (see below for definition) ~~to cover~~ and covers the following areas:

- a) Decisions that are made by the Shire Council;
- b) Decisions made under delegated authority;
- ~~a)c)~~ Decisions made administratively;
- ~~b)d)~~ Materials published by the Shire;
- ~~e)e)~~ Discretionary community consultation;
- ~~f)f)~~ Attendance and participation in functions and events;
- ~~e)g)~~ Use of the Shire's resources; and
- ~~f)h)~~ Access to Shire information.

## Policy Statement

### 1.1 Application

This Caretaker Policy applies to Elected Members, electoral candidates, and employees of the Shire ~~of Broome~~.

### 1.2 Scheduling Consideration of Significant Local Government Decisions

So far as reasonably practicable, the Chief Executive Officer (CEO) should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that decisions are either:

- Considered by the Council before the Caretaker Period; or
- Scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the ~~Chief Executive Officer~~CEO may submit a major policy decision to the Council as per Section 3 of this policy.

### 1.3 Decisions Made Prior to a Caretaker Period

This Policy only applies to actual decisions made during a Caretaker Period, not the announcement of decisions made before the Caretaker Period. While the announcement of earlier decisions may be made during the Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins.

## 2. Implementation of Caretaker Practices

### 2.1 Role of the ~~Chief Executive Officer~~CEO in Implementing Caretaker Practices

The role of the ~~Chief Executive Officer~~CEO in implementing the caretaker practices outlined in this policy is as follows:

- a) The ~~Chief Executive Officer~~CEO will ensure as far as possible, that all Elected Members and Shire officers are aware of the Caretaker Policy and practices 30 days before the start of the Caretaker Period.
- b) The ~~Chief Executive Officer~~CEO will ensure, as far as possible, that any major policy or significant decisions required by the Council are scheduled for Council resolution before the Caretaker Period or deferred if appropriate for determination by the incoming Council.
- c) The ~~Chief Executive Officer~~CEO will endeavour to make sure all announcements regarding decisions made by the Council, before the Caretaker Period, are publicised before the Caretaker Period.

## 3. Extraordinary Circumstances Requiring Exemption

### 3.1 Extraordinary Circumstances

1. The ~~Chief Executive Officer~~CEO may, where extraordinary circumstances prevail, permit a matter defined as a 'major significant Local Government policy decision' to be submitted to the Council. The ~~Chief Executive Officer~~CEO is to have regard to a range of circumstances, including but not limited to:
  - a) Whether the decision is 'significant';
  - b) The urgency of the issue (that is – can it wait until after the election);
  - c) The possibility of legal and/or financial repercussions if it is deferred;
  - d) Whether the decision is likely to be controversial; and
  - e) The best interests of the Shire of Broome.
2. An Electoral Caretaker Period Policy Statement, which details why Extraordinary Circumstances apply.

### 3.2 Appointment or Removal of the ~~Chief Executive Officer~~CEO

Whilst the definitions of this policy establishes that a ~~Chief Executive Officer~~CEO may not be appointed or dismissed during a Caretaker Period, in the case of an emergency, the Council may act to appoint an Acting ~~Chief Executive Officer~~CEO, or suspend the current ~~Chief Executive Officer~~CEO (in accordance with the terms of their contract), pending the election, after which date a permanent decision can be made.

### 3.3 Delegated Authority Decision Making in Extraordinary Circumstances

During a Caretaker Period, Employees who have Delegated Authority are required to consider if a proposed delegated authority decision may relate, or be subsider, to a Significant Local Government Decision or election campaign issue and if so, refer the mater to the CEO for review and consideration in accordance with clause 1.2 above.

## 4. Caretaker Statement

### 4.1 Caretaker Period

The caretaker period commences at the close of nominations for the election and ends once the election results are declared.

### 4.2 Prohibited Decisions

During the caretaker period, Council and the CEO will not:

1. Enter into any major contracts or undertakings exceeding the CEO's financial delegation.
2. Approve major policy decisions unrelated to ordinary business.
3. Commit the Shire to significant actions impacting the incoming Council's term.

To ensure the Council complies with the commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in every report submitted to the Council for a decision. The Caretaker Statement will specify one of the following:

- a) "The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 'Elections - Caretaker Policy'."
- b) "The recommended decision is a 'Major Policy Decision' within the context of Council Policy 'Elections Caretaker Policy' however; an exemption should be made due to extraordinary circumstances (*insert the circumstances for making the exemption*)".[c](#)

### 4.3 Permitted Decisions

Council may make decisions essential for operational continuity or legal obligations, provided they do not unfairly influence the election.

## 5. Communications During the Caretaker Period

**5.1 Elected Members and Candidates:**

Elected Members will avoid using Shire resources to support election campaigns.  
All election-related queries will be referred to the Returning Officer (RO).

**5.2 Shire Resources:**

Staff will maintain impartiality and ensure Shire facilities, equipment, and materials are not used for election purposes.

**5.3 Social Media and Publications:**

No promotional materials featuring current Elected Members will be published by the Shire during this period.

## **5.6. ~~5.~~ Shire of Broome Publications**

### **56.1 Prohibition on Publishing Local Government Electoral Material**

The Shire shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the Shire any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the Caretaker Period.

### **56.2 Electoral Material Relevant to Prohibition**

Without limiting the generality of the definition of 'electoral material', the material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:

- a) The election; or
- b) A candidate in the election; or
- c) An issue is submitted to, or otherwise before, the voters in connection with the election.

### **56.3 Candidate and/or Elected Member Publications**

Candidates and/or Elected Members are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the Shire. For example, use of the ~~Shire of Broome~~Shire crest or logo is prohibited as is the use of any of the Shire's photographs or images.

### **56.4 Election Announcements**

The policy does not prevent publications by the Shire which merely announce the holding of the election or relate only to the election process itself.

### **56.5 Shire of Broome Publications**

Any reference to Elected Members in the Shire's publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the Shire's publications that are potentially affected by this policy will be reviewed by the ~~Chief Executive Officer~~CEO to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be construed as 'electoral material'.

### **56.6 Shire of Broome Website**

During the Caretaker Period, the Shire's website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about Elected Members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council. Information about candidates on the Shire's website will be restricted to their candidate profiles only.



## 6. Public Consultation during the Caretaker Period

### 6.1 Prohibition

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which is contentious or relates to a Significant Local Government Decision unless the consultation is a mandatory statutory process or prior approval is given by the ~~Chief Executive Officer~~[CEO](#).

## 7. Attendance and Participation at Events/Functions/Meetings

### 7.1 Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

### 7.2 Shire of Broome Organised Civic Events/Functions

Civic events/functions organised by the Shire and held during the Caretaker Period will be limited to those essential to the operation of the Shire and should not in any way be associated with any issues considered topical and relevant to the election. All known candidates are to be invited to civic events/functions organised by the Shire during the Caretaker Period, however, only sitting Elected Members will be formally acknowledged at such events/functions.

### 7.3 Addresses by Elected Members

Elected Members that are also candidates should not, where possible, be permitted to make speeches or addresses at events/functions organised or sponsored by the Shire during the Caretaker Period. Elected Members may make short welcome speeches at events/functions organised or sponsored by the Shire during the Caretaker Period subject to prior approval of the ~~Chief Executive Officer~~[CEO](#).

### 7.4 Delegates to Community and Advisory Groups

Elected Members appointed to community groups, advisory groups and other external organisations as representatives of the Shire shall not use their attendance at meetings of such groups to either recruit assistance with electoral campaigning or to promote their personal or other candidates' electoral campaigns.

### 7.5 Questions and Statements at Council or Committee Meetings

All candidates, whether current Elected Members or not, are required to declare that they are a candidate for the upcoming election before asking questions or making a statement at Council or Committee Meetings during the Caretaker Period.

## 8. The Use of the Shire of Broome's Resources

The ~~Shire of Broome~~[Shire](#) Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 provide that the Shire's resources are only to be utilised for authorised activities (for example – prohibits the use of employees for personal tasks and prohibits the

use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes (for example – this would extend to the use of a Shire provided email address). It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to the Caretaker Period.

The Shire's staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the ~~Chief Executive Officer~~CEO.

## 9. Access to Council Information and Assistance

### 9.1 Elected Members Access to Information

During a Caretaker Period, Elected Members can access Council information relevant to the performance of their function as an Elected Member.

However, this access to information should be exercised with caution and limited to matters that the Council is dealing with within the objectives and intent of this policy. Any Council information so accessed must not be used for election purposes.

### 9.2 Electoral Information and Assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls) and information relevant to their election campaigns from the Shire administration. Information, briefing material and advice prepared or secured by Shire officers for an Elected Member must be necessary to the carrying out of the Elected Member's role and must not be related to election issues that might be perceived to be of an electoral nature. (refer to Section 8 of this policy).

Any assistance and advice provided to candidates as part of the conduct of the local government election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance. Types of assistance may include advice on the manipulation of electoral roll data and interpretation of legislative requirements, amongst other matters.

Candidates may obtain advice or assistance from the Western Australian Electoral Commission (WAEC) as they are responsible for managing the Shire ~~of Broome~~ elections.

### 9.3 Information Request Register

The ~~Chief Executive Officer~~CEO will maintain an Information Request Register during the Caretaker Period. This register will be a public document that records all requests for information made by Elected Members and candidates, and the response given to those requests, during the Caretaker Period. Shire officers will be required to provide details of requests to the ~~Chief Executive Officer~~CEO for inclusion in the Register.

### 9.4 Media Advice

Any requests media advice or assistance from Elected Members during the Caretaker Period will be referred to the ~~Chief Executive Officer~~CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific

Elected Members. If satisfied that, sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member(s), the ~~Chief Executive Officer~~CEO may authorise the provision of a response to such a request.

## 9.5 Publicity Campaigns

During the Caretaker Period, publicity campaigns, other than endeavour (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the ~~Chief Executive Officer~~CEO. In any event, the Shire's publicity during the Caretaker Period will be restricted to communicating normal Shire activities and initiatives.

## 9.6 Media Attention

Elected Members will not use their position as an elected representative or their access to Shire staff or resources to gain media attention in support of their or any other candidate's election campaign.

## 9.7 Shire of Broome Employees

During the Caretaker Period, no Shire employee may make any public statement that relates to an election issue unless the ~~Chief Executive Officer~~CEO has approved the statements.

## 9.8 ~~Local Government~~ Election ~~Process~~ Enquiries

All election ~~process~~enquiries from candidates, whether current Elected Members or not, will be directed to the ~~Returning Officer~~RO. Where the matter is outside of the responsibilities of the ~~Returning Officer~~RO, the matter will be referred to the Western Australian Electoral Commission.

# 10. Breaches of Policy

Any breach of this policy may result in disciplinary action in accordance with relevant legislation and Shire protocols.

## Definitions

'Caretaker Period' means the period of time prior to an Election Day, specifically being the period when the caretaker practices are in place before the election. The caretaker practices will apply from the closing of nominations being 37 days prior before to the Election Day in accordance with per Section 4.49(a) of the *Local Government Act 1995* until 6.00 pm on Election Day.

'CEO' means the Chief Executive Officer of the Shire of Broome.

'~~Local Government Election~~' means all ordinary and extraordinary Elected Member electionelection as defined in Part 4, Section 4.1 of the *Local Government Act 1995*.

'Election Day' means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election. For the purposes of this Policy, 'Election Day' meaning generally excludes an Extraordinary Election Day unless otherwise specified in this Policy.

~~but excludes extraordinary elections days, other than an extraordinary election of a new Shire President.~~

**‘Electoral Material’** means any ~~digital communications,~~ advertisements, ~~article, digital communications, email,~~ handbill, ~~letter, notice or~~ pamphlet, ~~notice, letter or article~~ that is intended or calculated to affect the result in an election but does not include:

- a) An advertisement in a newspaper announcing the holding of a meeting ~~in accordance with~~ per Section 4.87(3) of the *Local Government Act 1995*;
- b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; ~~or~~
- c) Any materials produced by the Shire of Broome relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

**‘Events and Functions’** means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Shire and stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions.

**‘Extraordinary Circumstances’** including a circumstance that requires the Council to make or announce a Significant Local Government Decision during the Caretaker Period because, in the CEO’s opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to:

- (a) incur or increase legal, financial and/ or reputational risk; or
- (b) cause detriment to the strategic objectives to the Shire of Broome.

**‘Public Consultation’** means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy ~~which may be perceived as or is actually an electoral/campaign issue, but does not include statutory consultation/submission periods prescribed in a written law.~~

~~‘Major Policy Decision’~~**‘Significant Local Government Decision’** ~~includes~~ ~~means~~ any decisions:

- a) ~~Decisions relating to the employment, recruitment, remuneration performance or termination of the Chief Executive Officer or any other designated Senior Employee in accordance with section 5.37 of Local Government Act 1995, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result; officer.~~
- b) ~~Decisions relating to the Shire of Broome entering into a sponsorship agreement with a total Shire of Broome contribution that would constitute Significant Expenditure, unless the Council resolved “in principle” support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget; relating to the allocation of grants, sponsorships, donations or other direct funding to organisations. Decisions relating to entering the Shire into an arrangement that would constitute expenditure exceeding 0.5% of the Shire’s annual budgeted revenue (GST inclusive) in the relevant financial year.~~
- d)c) Decisions relating to changes to planning scheme, policies and local laws. That initiates or adopts a new Local Planning Scheme, amendment to a Local Planning Scheme or Planning Policy;

- e)d) Relating to Cchanges to the documents within the Integrated Planning and Reporting Framework or its informing strategies;
- f)e) Decisions Relating to entering into a major trading undertaking or major land transaction as defined by section 3.59 of the *Local Government Act 1995*;
- g)f) That, in the CEO's opinion, will have significant expenditure or actions that, are significant to the impact on the Shire of Broome operations, strategic objectives and or will have significant impact on the ~~the~~ community, or be publicly perceived as an election campaign issue;
- h)g) To prepare a report, initiated by Administration, an Elected Member, candidate or member of the public that, in the CEO's opinion, may be perceived as or is actually an election campaign issue;
- i)h) Initiated through a Notice of Motion by an Elected Member, where the effect of that motion will change the status quo or, in the CEO's opinion, may be relevant to the circumstances described in sub-clauses a) to g) above;
- i) Significant Local Government Decision does NOT include any decision necessary in response to an Emergency, either declared by the State or Federal Government or by the Shire of Broome in accordance with s.6.8(1)(c) of the Local Government Act 1995.
- 'Significant Expenditure' means expenditure that exceeds 0.5% of the Shire's annual budgeted operating revenue (exclusive of GST) in the relevant financial year or \$250,000, whichever is the greater value.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Governance		
Reviewer:	Manager Governance, Strategy & Risk			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Electoral Act 1907</a> <a href="#">Electoral Act 1918 (Commonwealth)</a> <a href="#">Local Government Act 1995 – Sections 3.73, 4.87, 5.93 and 5.103</a> <a href="#">Local Government (Elections) Regulations 1997</a> <a href="#">Local Government (Model Code of Conduct) Regulations 2021.</a>						
Industry:							
Organisational:	<a href="#">Code of Conduct for Council Members, Committee Members and Candidates.</a>						
Document Management:							
Risk Rating:	Low	Review Frequency:	4 Yearly	Next Due:	12/2027	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	25 July 2019	Initial Adoption OMC Item 9.4.1					
2.	12 December 2019	Review and converted to new conversion to new Policy Template					
3.	18 November 2021	Minor amends					
4.	16 November 2023	Council Policy Review – Minute No. C/1123/041					
5.	** May 2025	Council Polciv Review – Minute No.					

**9.4.2 ANNUAL REVIEW OF DELEGATION OF AUTHORITY REGISTER**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ARE02
<b>AUTHOR:</b>	Manager Governance, Strategy And Risk
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The purpose of this report is for Council to consider the 2024/2025 annual review of delegations across various legislations.

**BACKGROUND**Previous Considerations

OMC 30 March 2023	Item 9.4.2
OMC 28 September 2023	Item 9.2.3
OMC 30 May 2024	Item 9.4.3

The Register of Delegated Authority was last presented to Council for a full review on 30 May 2024.

Section 5.46(2) of the *Local Government Act 1995* (the Act) requires that a local government keep a register of delegations of authority made under the Act and that these are reviewed at least once every financial year.

In simple terms the need for a delegation occurs where the legislation refers to the local government may do something. In the absence of a delegation from Council, a Council decision would be required each time. Functions able to be delegated are administrative in nature and a function of the Chief Executive Officer (CEO) in accordance with section 5.41(d) of the Act.

Delegations are also required for other legislation such as the *Building Act 2011*, *Bushfires Act 1954*, *Cat Act 2011*, *Dog Act 1974*, *Food Act 2008*, *Graffiti Vandalism Act 2016*, *Public Health Act 2016* and *Planning and Development Act 2005*.

**COMMENT**

Attain is a governance system which administers the delegation register. It is noted that there is one Delegation deletion recommended as detailed below:

<b>Delegation</b>	<b>Local Government Act 1995</b>	<b>Comments</b>
1.3.6	Destruction of Electoral Papers	Administrative update removing Senior Administration and Governance Officer.

**CONSULTATION**



## WALGA

**STATUTORY ENVIRONMENT****5.42** *Delegation of some powers and duties to CEO*

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under –
- (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*

**5.46.** *Register of, and records relevant to, delegations to CEO and employees*

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

**POLICY IMPLICATIONS**

Relevant policies are cross referenced throughout the Instrument of Delegation Register.

**FINANCIAL IMPLICATIONS**

Nil.

**RISK**

The Register of Delegated Authority is an important governance tool that provides the Chief Executive Officer with the authority to manage the day-to-day operations of the Shire in accordance with section 5.41 of the Act.

The annual review of delegations provides the opportunity for Elected Members to ensure that sufficient controls are in place to meet fiduciary duties whilst being cognisant of the need for operational efficiency.

For compliance purposes, this item will meet the requirements for a review of delegations in the 2024/25 financial year.

**STRATEGIC ASPIRATIONS**

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

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

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

**VOTING REQUIREMENTS**

*Absolute Majority*

REPORT RECOMMENDATION:

*That Council:*

1. *Notes the review of delegations; and*
2. *Adopts the Register of Delegated Authority 2024/25 as contained in **Attachment 1**.*

**Attachments**

1. Draft 2025 - Shire of Broome Delegations Register



## Shire of Broome Delegation Register

## REVIEW

Reviewed by	Date approved	References
Council	25 Mar 2021	2020/21 Annual Council Review C/0321/009
Council	29 Jul 2021	New Behaviour Complaints Committee Delegation 1.1.1 - C/0721/028
Council	28 Apr 2022	2021/2022 Annual Council Review - C/0422/017
Council	25 Aug 2022	Reinstatement Delegation 5.1.10 - Grant Exemption as to Number of Dogs Kept at Premises C/0822/109
Council	30 Mar 2023	Annual Review of Delegations
Council	28 Sep 2023	Amended Delegations 9.2.1, 9.2.3, 9.2.6 and 9.2.7 to retire Local Planning Scheme 6 and apply Local Planning Scheme No. 7 following Ministerial approval
Council	30 May 2024	Annual Review of Delegations

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## INTRODUCTION

### Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No. 17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

- (a) A local government from performing any of its functions by acting through a person other than the CEO"; or
- (b) A CEO from performing any of his or her functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

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### Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

*Planning and Development Act 2005 and associated regulations*  
*Dog Act 1976 and regulations;*  
*Cat Act 2011 and regulations*  
*Bush Fires Act 1954, regulations and local law created under that Act;*  
*Litter Act 1979 and regulations*  
*Local Government (Miscellaneous Provisions) 1960 as amended;*  
*Caravan Parks and Camping Grounds Act 1995;*  
*Control of Vehicles (Off-Road Areas) Act 1978 and regulations;*  
*Environmental Protection Act 1986*  
*Environmental Protection (Noise) Regulations 1997*  
*Building Act 2011*

N.B. – This is not an exhaustive list.

## DELEGATIONS

<b>Delegation</b>	<b>1.1.1 Behaviour Complaints Committee</b>
<b>Category</b>	Council to Committee
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees
<b>Express power or duty delegated</b>	Shire of Broome - Code of Conduct for Council Members, Committee Members and Candidates (CoC)  <i>Local Government (Model Code of Conduct) Regulations 2021:</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [CoC &amp; MCC.cl.12(1) and (3)] In making any finding the Committee must also determine reasons for the finding [CoC &amp; MCC.cl.12(7)]</li> <li>2. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> <li>a. take no further action [CoC &amp; MCC.cl.12(4a)]; or</li> <li>b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [CoC &amp; MCC.cl.12(4)(b), (5) and (6)]</li> </ol> </li> <li>3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [CoC &amp; MCC.cl.13(1) and (2)]</li> </ol>
<b>Delegates</b>	Behavioural Complaints Committee
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy - Code of Conduct Behaviour Complaints Management.</li> <li>b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act.</li> <li>c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item.</li> <li>d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent, and a Deputy Committee Member is in attendance.</li> </ol> <p><u>NOTE TO CONDITIONS(C) AND (D):</u> The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.</p>

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<b>Statutory framework</b>	<a href="#">Code of Conduct for Council Members, Committee Members and Candidates</a> Council - Behaviour Complaints Committee Terms of Reference <a href="#">Local Government Act 1995</a> <a href="#">Local Government (Model Code of Conduct) Regulations 2021</a>
<b>Policy</b>	<a href="#">Code of Conduct Behaviour Complaints Management</a>
<b>Record keeping</b>	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>1.2.1 Performing Functions Outside the District</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
<b>Function</b>	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.</li> <li>Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>1.2.2 Compensation for Damage Incurred when Performing Executive Functions</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
<b>Function</b>	<ol style="list-style-type: none"> <li>1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)].</li> <li>2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Delegation is limited to settlements which do not exceed a material value of \$10,000.</li> <li>▪ Council shall be informed of the details whenever this delegation is exercised.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's documents management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>1.2.3 Powers of Entry</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to give notice of entry [s.3.32].</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Authority to give notice and effect entry by opening a fence [s.3.36].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Development and Community Director Infrastructure Manager Engineering Manager Environmental Health, Emergency and Rangers Manager Operations
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's documents management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017

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<b>Last reviewed</b>	30 May 2024
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<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by the CEO.	---

<b>Delegation</b>	<b>1.2.4 Declare Vehicle is Abandoned Vehicle Wreck</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
<b>Function</b>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.5 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.</li> <li>Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's documents management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>1.2.5 Confiscated or Uncollected Goods</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]</li> <li>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> :Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.  <a href="#">Parking and Parking Facilities Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's documents management system.

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<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>1.2.6 Disposal of Sick or Injured Animals</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].</li> <li>2. Authority to recover expenses incurred for removing, impounding, and disposing of</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.</li> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	<p>Conditions on the Delegate also apply to the Subdelegates.</p> <p>Officers must liaise with an authorised veterinarian if practicable and must not destroy an animal unless –</p> <ol style="list-style-type: none"> <li>a. Because of the state of the animal, destroying it is urgent; or</li> <li>b. The Shire has taken reasonable steps to notify the owner and has complied with statutory requirements.</li> </ol>
<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Dog Local Law 2012</a></p>
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017

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Last reviewed	30 May 2024
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<b>Delegation</b>	<b>1.2.7 Close Thoroughfares to Vehicles</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ol style="list-style-type: none"> <li>1. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and</li> <li>2. consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> </ol> </li> <li>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</li> <li>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]</li> <li>5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</li> <li>▪ Maintain access to adjoining land [s.3.52(3)] (relevant only to townsites).</li> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Infrastructure Manager Engineering Manager Operations
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

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<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	---

<b>Delegation</b>	<b>1.2.8 Control Reserves and Certain Unvested Facilities</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)].</li> <li>2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Broome that the Shire of Broome could do under s.5 of the <a href="#">Parks and Reserves Act 1895</a>. [s.3.54(1)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Development and Community Manager Community Facilities Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Property and Public Places Local Law 2016</a>  <a href="#">Local Planning Policy 5.10</a> - Signs  <a href="#">Alcohol Management Policy</a>  <a href="#">Events Policy</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022



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<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>1.2.9 Obstruction of Footpaths and Thoroughfares</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things - Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare - Sch.9.1. cl.3(2)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> <li>a. prevent damage to the footpath; or</li> <li>b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</li> </ol> </li> <li>2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</li> <li>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</li> <li>4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</li> <li>5. Authority to require an owner occupier of land to remove any part of a structure, tree</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>▪ Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> <li>▪ Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</li> <li>▪ Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</li> <li>▪ Provided evidence of sufficient Public Liability Insurance.</li> <li>▪ Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ul> </li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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<b>Subdelegates</b>	Director Infrastructure Manager Engineering Manager Operations
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a></p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	---

<b>Delegation</b>	<b>1.2.10 Gates Across Public Thoroughfares</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</li> <li>2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.9(4)].</li> <li>4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</li> <li>5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>▪ Each approval provided must be recorded in the Shire of Broome's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 9(8).</li> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Infrastructure Manager Engineering Manager Operations
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>

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<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
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<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	---

<b>Delegation</b>	<b>1.2.11 Public Thoroughfare – Dangerous Excavations</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</li> <li>2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.11(6)].</li> <li>4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>▪ Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> <li>▪ Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.</li> <li>▪ Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.</li> <li>▪ Provided evidence of sufficient Public Liability Insurance.</li> <li>▪ Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ul> </li> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Infrastructure Manager Engineering Manager Operations
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.

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<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO.	---



<b>Delegation</b>	<b>1.2.12 Crossing – Construction, Repair and Removal</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)].</li> <li>2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)].</li> <li>3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].</li> <li>4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Infrastructure Manager Engineering Manager Operations
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p> <p>Refer also Delegation 1.4.1 under the Template Activities in <i>Thoroughfares and Public Places and Trading Local Law</i></p>

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<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO.	---

<b>Delegation</b>	<b>1.2.13 Private Works on, over or under Public Places</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].</li> <li>2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</li> <li>▪ Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> <li>▪ Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works.</li> <li>▪ Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works.</li> <li>▪ Provided evidence of sufficient Public Liability Insurance.</li> <li>▪ Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ul> </li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Infrastructure Manager Engineering Manager Operations
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.

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<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>– prescribe applicable statutory procedures</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	---

<b>Delegation</b>	<b>1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
<b>Function</b>	1. Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ <i>ULP r.21(1)</i> ].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Infrastructure Manager Engineering Manager Operations
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures  Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	---

<b>Delegation</b>	<b>1.2.15 Expressions of Interest for Goods and Services</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</li> <li>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.</li> <li>▪ Must comply with Council's Purchasing Policy.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Corporate Services Director Development and Community Director Infrastructure
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p><a href="#">WALGA Subscription Service</a></p> <p>– Procurement Toolkit</p> <p><a href="#">Council Policy - Purchasing</a></p>
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022



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<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>1.2.16 Tenders for Goods and Services</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services

<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to call tenders [F&amp;G r.11(1)].</li> <li>2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&amp;G r.11(f)].</li> <li>3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget [F&amp;G.r.11 (2)].</li> <li>4. Authority to invite tenders although not required to do so [F&amp;G r.13].</li> <li>5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14(2a)].</li> <li>6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14(4)(a)].</li> <li>7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14 (5)].</li> <li>8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&amp;G r.18(4)].</li> <li>9. Authority to accept, or reject tenders, only within the \$500,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&amp;G r.18(2) and (4)].</li> <li>10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$500,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer before entering into a contract [F&amp;G r.20(1) and (3)].</li> <li>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> <li>12. Authority to decline any tender [F&amp;G r.18(5)].</li> <li>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&amp;G r.20(2)]</li> <li>14. Authority to: <ol style="list-style-type: none"> <li>i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$500,000 whichever is the lesser value.</li> <li>ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&amp;G r.21A].</li> </ol> </li> <li>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&amp;G r.18(6) &amp; (7)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer

<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Sole supplier arrangements may only be approved where a record is retained that evidences: <ul style="list-style-type: none"> <li>▪ A detailed specification;</li> <li>▪ The outcomes of market testing of the specification;</li> <li>▪ The reasons why market testing has not met the requirements of the specification; and</li> <li>▪ Rationale for why the supply is unique and cannot be sourced through other suppliers;</li> </ul> </li> <li>▪ Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> <li>▪ proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,</li> <li>▪ current supply contract expiry is imminent,</li> <li>▪ value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and</li> <li>▪ The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</li> </ul> </li> <li>▪ In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget.</li> <li>▪ Must comply with the Council's Purchasing Policy.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Corporate Services Director Development and Community Director Infrastructure
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures  <a href="#">WALGA Subscription Service</a> – Procurement Toolkit
<b>Policy</b>	<a href="#">Council Policy - Purchasing</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>1.2.17 Panels of Pre-Qualified Suppliers for Goods and Services</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&amp;G r.24AC(1)(b)].</li> <li>2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&amp;G r.24AD(3)].</li> <li>3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&amp;G r.24AD(6)].</li> <li>4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&amp;G r.24AH(2)].</li> <li>5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&amp;G r.24AH(3)].</li> <li>6. Authority to request clarification of information provided in a submission by an applicant [F&amp;G r.24AH(4)].</li> <li>7. Authority to decline to accept any application [F&amp;G r.24AH(5)].</li> <li>8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget.</li> <li>▪ Must comply with Council's Purchasing Policy</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Corporate Services Director Development and Community Director Infrastructure

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<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures  <a href="#">WALGA Subscription Service</a> – Procurement Toolkit
<b>Policy</b>	<a href="#">Council Policy - Purchasing</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>1.2.18 Application of Regional Price Preference Policy</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Functions and General) Regulations 1996:</i> r.24G Adopted regional price preference policy, effect of
<b>Function</b>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
<b>Delegates</b>	Chief Executive Officer
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Corporate Services Director Development and Community Director Infrastructure
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	<a href="#">Council Policy - Purchasing</a> <a href="#">Council Policy - Regional Price Preference</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024



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<b>Delegation</b>	<b>1.2.19 Disposing of Property</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to dispose of property to: <ol style="list-style-type: none"> <li>the highest bidder at public auction [s.3.58(2)(a)].</li> <li>the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]</li> </ol> </li> <li>Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</li> <li>▪ In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$500,000 or less.</li> <li>▪ When determining the method of disposal:</li> <li>▪ Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> <li>○ Reserve price has been set by independent valuation.</li> <li>○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> </li> <li>▪ Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.</li> <li>▪ Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> <li>○ Negotiate the sale of the property up to a -10% variance on the valuation; and</li> <li>○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded.</li> </ul> </li> <li>▪ Where the market value of the property is determined as being less than \$20,000 (F&amp;G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> <li>○ Without reference to Council for resolution; and</li> <li>○ In any case, be undertaken to ensure that the best value return is achieved</li> </ul> </li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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<b>Subdelegates</b>	Director Corporate Services Director Development and Community Director Infrastructure
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – s.3.58 Disposal of Property  <a href="#">Local Government (Functions and General) Regulations 1995</a> – r.30 Dispositions of property excluded from Act s. 3.58
<b>Policy</b>	<a href="#">Council Policy - Disposal of Assets</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>1.2.20 Payments from the Municipal or Trust Funds</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
<b>Function</b>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Authority to make payments is subject to annual budget limitations.</li> <li>Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Accountant Director Corporate Services Director Development and Community Director Infrastructure Manager Community Facilities Manager Financial Services Manager People & Culture Senior Finance Officer
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5.</li> <li>Payments by Cheque and EFT transactions must be approved jointly by two Delegates.</li> <li>Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.</li> <li>Must comply with all relevant Policies</li> </ul>
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a>  <a href="#">Local Government (Financial Management) Regulations 1996</a> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.  <a href="#">Local Government (Audit) Regulations 1996</a>
<b>Policy</b>	<a href="#">Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</a>  <a href="#">Department of Local Government, Sport and Cultural Industries: Accounting Manual</a>

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<b>Record keeping</b>	Delegations exercised are to be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.3 Minute No. C/0524/073
<b>Last reviewed</b>	30 May 2024

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
11 Sep 2023	Amended delegation	Added sub delegate - approved via memo to CEO	
12 Sep 2023	Amended delegation	Added Senior Finance Officer as a sub delegate temporarily until the role of the Coordinator of Financial Services has been filled.	Approved by Sam Mastrolembo CEO 12.09.2023
18 Dec 2024	Amended delegation	Manager of People and Culture and Manager of Community Facilities added as subdelegate. Coordinator of Financial Services renamed as Accountant.	Approved by CEO 18 December 2024 (See Synergy Record N250109-57564)

<b>Delegation</b>	<b>1.2.21 Defer, Grant Discounts, Waive or Write Off Debts</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire of Broome [s.6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the Shire of Broome [s.6.12(1) (b)].</li> <li>3. Write off an amount of money which is owed to the Shire of Broome [s.6.12(1)(c)]</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Broome. <ul style="list-style-type: none"> <li>▪ Limited to individual debts valued below \$2,000 (GST exclusive). Write off of debts greater than these values must be referred for Council decision.</li> </ul> </li> <li>▪ The waiving or refunding of fees and charges for applications made under the following legislation and local laws administered by the Development Services Directorate must comply with Council's Policy – Waiving and Refunding of Fees: <ul style="list-style-type: none"> <li>○ <i>Building Act 2011</i></li> <li>○ <i>Bush Fires Act 1954</i></li> <li>○ <i>Food Act 2008</i></li> <li>○ <i>Local Government Act 1995</i></li> <li>○ <i>Planning and Development Act 2005</i></li> <li>○ <i>Public Health Act 2016</i></li> <li>○ Local Government Property and Public Places Local Law 2012</li> <li>○ Trading, Outdoor Dining and Street Entertainment Local Law 2003</li> </ul> </li> <li>▪ Amounts provided via the Quick Response Grants are to be reported to Council on a quarterly basis via the Councillor Information Bulletin.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Corporate Services Director Development and Community Manager Environmental Health, Emergency and Rangers Manager Financial Services Manager Planning and Building Services

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<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>Conditions on the Delegate also apply to the Subdelegates.</li> <li>Director Development Services, Manager Planning and Building Services and Manager Environmental Health, Emergency and Rangers delegation is limited to the waiver or refund of fees related to the legislation and local laws administered by the Development Services Directorate listed above, and must comply with Council's Policy – Waiving and Refunding of Fees.</li> <li>Sundry Debtor write offs must comply with Council's Policy - Debt Recovery</li> </ul>
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	<a href="#">Council Policy - Debt Recovery</a> <a href="#">Council Policy - Waiving and Refunding of Fees</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	30 March 2023
<b>Adoption references</b>	Item 9.4.3 Minute No. C/0524/073
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
8 Dec 2022	Amended delegation	Manager Financial Services added as sub delegate to provide operational efficiency.	CEO approved (See Synergy Record N221213-50609)
30 Mar 2023	Amended delegation	Update of Director Title following restructure at condition 2	

<b>Delegation</b>	<b>1.2.22 Power to Invest and Manage Investments</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ All investment activity must comply with the Financial Management Regulation 19C and Council Investment Policy.</li> <li>▪ A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>▪ Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]</li> <li>▪ Must comply with Council's Investment Policy</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Accountant Director Corporate Services Director Development and Community Director Infrastructure Manager Financial Services
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>▪ Conditions on the Delegate also apply to the Subdelegates.</li> <li>▪ A decision to invest must be jointly confirmed by two Delegates.</li> </ul>
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Financial Management) Regulations 1996</a> – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
<b>Policy</b>	<a href="#">Council Policy - Investment</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Shire's document management system.



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<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
30 Jan 2025	Amended delegation	Coordinator Financial Services role changed to Accountant	Approved by Acting CEO 30 January 2025 (See Synergy Record N250130-57563)

<b>Delegation</b>	<b>1.2.23 Rate Record Amendment</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
<b>Function</b>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Delegates must comply with the requirements of s.6.40 of the Act.</li> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Financial Operations Director Corporate Services Manager Financial Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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Amendments			
Date	Type	Amendment	References
30 Jan 2025	Amended delegation	Coordinator Financial Services sub delegation amended to Coordinator Financial Operations	Approved by Acting CEO - (See Synergy Record N250130-57563)

<b>Delegation</b>	<b>1.2.24 Agreement as to Payment of Rates and Service Charges</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
<b>Function</b>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	1. Decisions under this delegation must comply with Council Policy – Debt Recovery. 2. Agreements must be in writing and appropriate internal controls maintained to monitor compliance with the agreed repayment schedule.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Financial Operations Director Corporate Services Manager Financial Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	<a href="#">Council Policy - Debt Collection</a>  Business Operating Procedure - Financial Hardship
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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Amendments			
Date	Type	Amendment	References
8 Dec 2022	Amended delegation	Coordinator Financial Operations added as sub delegate to provide operational efficiency.	Approved by CEO (See Synergy record N221213-50609)



<b>Delegation</b>	<b>1.2.25 Determine Due Date for Rates or Service Charges</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
<b>Function</b>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Broome [s.6.50].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Corporate Services Manager Financial Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>1.2.26 Recovery of Rates or Service Charges</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under this delegation must comply with Council Policy – Debt Collection</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Corporate Services Manager Financial Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	<a href="#">Council Policy - Debt Collection</a>  Business Operating Procedure - Financial Hardship
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Broome [s.6.60(2)].</li> <li>2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Decisions under this delegation must comply with Council Policy – Debt Collection.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Corporate Services Manager Financial Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
<b>Policy</b>	<a href="#">Council Policy - Debt Collection</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> <li>lease the land, or</li> <li>sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> <li>cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or</li> <li>cause the land to be transferred to the Shire of Broome [s.6.71].</li> </ol> </li> </ol> </li> <li>Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Decisions under this delegation must comply with Council Policy – Debt Collection.</li> <li>In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.</li> <li>Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.</li> <li>Council Members are to be informed as soon as practicable after the exercise of this delegation.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Corporate Services Manager Financial Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.

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<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government Act 1995</a> – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a> – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p>
<b>Policy</b>	<p><a href="#">Council Policy - Debt Collection</a></p>
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	<p>28 April 2022</p>
<b>Adoption references</b>	<p>Item 9.4.1 Minute No. C/0422/017</p>
<b>Last reviewed</b>	<p>30 May 2024</p>



<b>Delegation</b>	<b>1.2.29 Rate Record – Objections</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)].</li> <li>2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.</li> <li>▪ New rate exemptions are to be reported to Council via the Councillor Information Bulletin.</li> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Corporate Services Manager Financial Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Policy</b>	<a href="#">Council Policy - Rating</a>  <a href="#">Council Policy - Rate Exemption Charitable Use</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022

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<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>1.2.30 Renewal or Extension of Contracts during a State of Emergency</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
<b>Function</b>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> <li>contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and</li> <li>contracts formed through a public tender.</li> </ul>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: <ul style="list-style-type: none"> <li>It is exercised at the sole discretion of the Local Government;</li> <li>It is in the best interests of the Local Government;</li> <li>It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration;</li> <li>It has potential to promote local and/or regional economic benefits.</li> </ul> </li> <li>This authority may only be exercised where the total consideration for the renewal or extension is \$500,000 or less.</li> <li>Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Shire President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c).</li> <li>The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</li> <li>The CEO cannot sub-delegate this authority.</li> </ul>
<b>Statutory framework</b>	<a href="#"><i>Local Government (Functions and General) Regulations 1996</i></a>
<b>Policy</b>	<a href="#">WALGA Subscription Service – Procurement Toolkit</a>  <a href="#">Council Policy – Purchasing</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.

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<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>1.2.31 Procurement of Goods or Services required to address a State of Emergency</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
<b>Function</b>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> <li>1. Determine that particular goods or services with a purchasing value &gt;\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&amp;G r11(3)(b)]; and</li> <li>2. Undertake tender exempt purchasing activity to obtain the supply of those goods or</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe.</li> <li>▪ Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan.</li> <li>▪ Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Shire President (i.e. before the expense is incurred) in accordance with LGA s.6.8.</li> <li>▪ The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration.</li> <li>▪ The CEO cannot sub-delegate this authority.</li> </ul>
<b>Statutory framework</b>	<a href="#"><i>Local Government (Functions and General) Regulations 1996</i></a>
<b>Policy</b>	<a href="#">WALGA Subscription Service – Procurement Toolkit</a> <a href="#">Council Policy - Purchasing</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.

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<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>1.3.1 Determine if an Emergency for Emergency Powers of Entry</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.34(2) Entry in emergency
<b>Function</b>	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
<b>Delegates</b>	Director Corporate Services Director Development and Community Director Infrastructure Manager Environmental Health, Emergency and Rangers
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ The Delegate is to inform the CEO and Council Members as soon as practicable after the exercise of this delegation.</li> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
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<b>Delegation</b>	<b>1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
<b>Function</b>	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9: <ol style="list-style-type: none"> <li>1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)].</li> <li>2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)].</li> <li>3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].</li> </ol>
<b>Delegates</b>	Director Infrastructure Manager Engineering Manager Operations
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares.</li> <li>▪ Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</li> <li>▪ Must comply to all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	<p>This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares.</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#"><i>Local Government (Uniform Local Provisions) Regulations 1996</i></a> Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>

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<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO	---

<b>Delegation</b>	<b>1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
<b>Function</b>	When determining to grant permission for a dangerous excavation under Delegated Authority 1.2.11:  <ol style="list-style-type: none"> <li>1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)].</li> <li>2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)].</li> <li>3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.</li> </ol>
<b>Delegates</b>	Director Infrastructure Manager Engineering Manager Operations
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations.</li> <li>▪ Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</li> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  This delegated authority is effective only in alignment with Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations.  <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>  Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.

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<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	---

<b>Delegation</b>	<b>1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)].</li> <li>2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].</li> </ol>
<b>Delegates</b>	Director Infrastructure Manager Engineering Manager Operations
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply to all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>This delegated authority is effective only in alignment with Delegated Authority 1.2.13 Private Works on, over or under Public Places</p>
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	---



<b>Delegation</b>	<b>1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.4.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)].</li> <li>2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)].</li> <li>3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)].</li> <li>4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)].</li> <li>5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13 (2)].</li> <li>6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)].</li> <li>7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34].</li> <li>8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination.</li> <li>9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].</li> <li>10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].</li> </ol>
<b>Delegates</b>	Director Corporate Services Manager Governance, Strategy & Risk
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).</li> <li>Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil

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<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Department of Local Government, Sport and Cultural Industries: Returning Officer Manual</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	30 March 2023
<b>Adoption references</b>	Item 9.4.2 Minute No. C/0323/028
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
30 Mar 2023	Amended delegation	Correction to legislative reference at function point 3.	

<b>Delegation</b>	<b>1.3.6 Destruction of Electoral Papers</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
<b>Function</b>	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
<b>Delegates</b>	Director Corporate Services Manager Governance, Strategy & Risk <del>Senior Administration and Governance Officer</del>
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Must comply to all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Department of Local Government, Sport and Cultural Industries: Returning Officer Manual</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.3 Minute No. C/0524/073
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>1.3.7 Appoint Authorised Persons</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: <ol style="list-style-type: none"> <li><a href="#">Local Government Act 1995</a> and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act..</li> <li><i>Caravan Parks and Camping Grounds Act 1995</i>;</li> <li><i>Cat Act 2011</i>;</li> <li><i>Cemeteries Act 1986</i>;</li> <li><i>Control of Vehicles (Off-road Areas) Act 1978</i>;</li> <li><i>Dog Act 1976</i>;</li> <li><a href="#">Graffiti Vandalism Act 2016</a> – refer s.15; and</li> <li>any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>.</li> </ol> </li> <li>Authority to appoint authorised persons for the purposes of section 9.16 of the <i>Local Government Act 1995</i>, <u>as a precondition</u> for appointment as authorised officers in accordance with Regulation 70(2) of the <a href="#">Building Regulations 2012</a> and section 6(b) of the <i>Criminal Procedure Act 2004</i>.</li> </ol>
<b>Delegates</b>	Director Corporate Services Director Development and Community Director Infrastructure
<b>Conditions</b>	<ul style="list-style-type: none"> <li>A register of Authorised Persons is to be maintained as a Local Government Record.</li> <li>Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</li> <li>Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

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<b>Record keeping</b>	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>1.3.8 Information to be Available to the Public</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)].</li> <li>2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)].</li> <li>3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B].</li> <li>4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)].</li> <li>5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the</li> </ol>
<b>Delegates</b>	Director Corporate Services Manager Governance, Strategy & Risk
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	30 March 2023
<b>Adoption references</b>	Item 9.4.2 Minute No. C/0323/028
<b>Last reviewed</b>	30 May 2024

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Amendments			
Date	Type	Amendment	References
30 Mar 2023	Amended delegation	Correction to legislative reference under Power or duty.	

<b>Delegation</b>	<b>1.3.9 Financial Management Systems and Procedures</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> <li>i. Collection of money owed to the Shire of Broome;</li> <li>ii. Safe custody and security of money collected or held by the Shire of Broome;</li> <li>iii. Maintenance and security of all financial records, including payroll, stock control and costing records;</li> <li>iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;</li> <li>v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;</li> <li>vi. Making of payments in accordance with Delegated Authority 1.2.20;</li> <li>vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.</li> </ol> </li> </ol>
<b>Delegates</b>	Director Corporate Services Manager Financial Services
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles</li> <li>▪ Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government Act 1995</a></p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a></p> <p><a href="#">Local Government (Audit) Regulations 1996</a></p> <p><a href="#">Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</a></p>

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<b>Record keeping</b>	Delegations exercised are to be recorded in the Shire's document management system.
<b>Date adopted</b>	30 March 2023
<b>Adoption references</b>	Item 9.4.2 Minute No. C/0323/028
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
30 Mar 2023	Amended delegation	Administrative correction to delegated authority reference at function 1.vi	

<b>Delegation</b>	<b>1.3.10 Audit – CEO Review of Systems and Procedures</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government (Audit) Regulations 1996:</i> r.17 CEO to review certain systems and procedures
<b>Function</b>	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire of Broome's systems and procedures in relation to <ul style="list-style-type: none"> <li>i. risk management; and</li> <li>ii. internal controls; and</li> <li>iii. legislative compliance [r.17(1)].</li> </ul>
<b>Delegates</b>	Director Corporate Services Manager Governance, Strategy & Risk
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Audit) Regulations 1996</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.3 Minute No. C/0321/009
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>1.3.11 Infringement Notices – Withdrawal and Extension of Time</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice <i>Building Regulations 2012:</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)].</li> <li>2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19].</li> <li>3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].</li> </ol>
<b>Delegates</b>	Director Development and Community Manager Environmental Health, Emergency and Rangers Manager Planning and Building Services
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.</li> <li>▪ Delegation for Dog Act, Cat Act, Dogs Local Law 2012, Parking and Parking Facilities Local Law 2012, Parking Local Law, Property and Public Places Local Law 2016 and Trading, Outdoor Dining and Street Entertainment Local Law 2016 Infringement Notices is limited to the following listed positions ONLY: <ul style="list-style-type: none"> <li>▪ <b>Director Development Services</b></li> <li>▪ <b>Manager Environmental Health, Emergency and Rangers</b></li> </ul> </li> <li>▪ The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an "Approved Officer" in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices: <ul style="list-style-type: none"> <li>▪ <b>Director Development Services</b></li> <li>▪ <b>Manager Planning and Building</b></li> </ul> </li> </ul> <p>NOTE: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.</p> <ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil

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<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Parking and Parking Facilities Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>1.4.1 Cemeteries Local Law 2012</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<p><i>Local Government Act 1995</i> s.5.42 Delegation of some powers of duties to the CEO s.5.43 Limitations on delegations to the CEO</p> <p><i>Cemeteries Local Law 2012</i> cl.2.1 Powers and functions of the CEO</p>
<b>Express power or duty delegated</b>	<p>Cemeteries Local Law 2012 Part 4 - Funeral Directors     Clause 4.3 Application refusal Part 5 - Funerals     Clause 5.6 Conduct of funeral by the Board (Shire of Broome)     Clause 5.7 Disposal of ashes Part 7 - Memorials and Other Work     Clause 7.5 Removal of sand, soil or loam     Clause 7.6 Hours of work     Clause 7.8 Use of wood     Clause 7.16 Monumental mason's licence     Clause 7.18 Carrying out monumental work     Clause 7.20 Cancellation of a monumental mason's licence Part 8 - General     Clause 8.3 Damaging and removing objects     Clause 8.6 Advertising</p>
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. refuse an application for a single funeral permit [cl.4.3]</li> <li>2. grant approval to conduct a funeral by the Board (Shire of Broome) [cl.5.6]</li> <li>3. grant permission for ashes to be disposed [cl.5.7]</li> <li>4. approve removal of sand, soil or loam [cl.7.5]</li> <li>5. approve hours of work [cl.7.6]</li> <li>6. approve use of wood [cl.7.8]</li> <li>7. approve applications for monumental mason's licence [cl.7.16(1)]</li> <li>8. approve conditions on monumental mason's licence [cl.7.16(2)]</li> <li>9. authorise monumental work other than by the holder or employee of a current monumental mason's licence [cl.7.18(c)]</li> <li>10. cancel a monumental mason's licence [cl.7.20(1)]</li> <li>11. approve the removing of objects [cl.8.3]</li> <li>12. approve application to advertise or carry on any trade, business or profession within the cemetery and determine any conditions [cl.8.6 (1) &amp; (2)]</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>• Must comply with conditions contained in the Cemeteries Local Law 2012</li> <li>• Must comply with all relevant Policies</li> </ul>



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<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>  <b>Subdelegate conditions</b>	Director Corporate Services Director Infrastructure Manager Governance, Strategy & Risk  Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Note - The Objections and Review provisions of Division 1 of Part 9 of the <i>Local Government Act 1995</i> and regulation 33 of <i>Local Government (Functions and General) Regulations 1996</i> apply.
<b>Record keeping</b>  <b>Date adopted</b>  <b>Adoption references</b>	Delegations exercised are to be recorded in the Attain Compliance System  Any supporting information should be recorded in the Shire's record management system  28 April 2022  Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>1.4.2 Local Government Property and Public Places Local Law 2016</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<p><i>Local Government Act 1995</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
<b>Express power or duty delegated</b>	<p><i>Local Government Property and Public Places Local Law 2016</i></p> <p>Part 2 - Determinations in respect of local government property</p> <p>Clause 2.3 Discretion to erect sign</p> <p>Part 3 - Permits</p> <p>Clause 3.2 Activities needing a permit</p> <p>Clause 3.5 Application for permit</p> <p>Clause 3.6 Decision on application for permit</p> <p>Clause 3.9 Compliance with and variation of conditions</p> <p>Clause 3.12 Transfer of permit</p> <p>Clause 3.14 Cancellation of permit</p> <p>Part 4 - Behaviour in public places</p> <p>Clause 4.7 No refund of fees</p> <p>Clause 4.8 Signs</p> <p>Part 5 - Hiring of local government property</p> <p>Clause 5.1 Application for hire</p> <p>Clause 5.2 Decision on application where 2 or more applicants</p> <p>Part 6 - Swimming pools and water parks</p> <p>Clause 6.8 Closure of pool premises</p> <p>Part 7 - Beaches and bathing</p> <p>Clause 7.3 Surf lifesaving activities</p> <p>Part 8 - Activities on verges and footpaths</p> <p>Clause 8.6 Enforcement</p> <p>Part 10 - Damage to and closed thoroughfares</p> <p>Clause 10.1 Notice to repair damage to thoroughfare</p> <p>Part 12 - Secured sum</p> <p>Clause 12.1 Security for restoration and reinstatement</p> <p>Part 13 - Remedy for breach</p> <p>Clause 13.1 Notice requiring works to be done</p>

<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. erect a sign to give notice of the effect of a determination [cl.2.3]</li> <li>2. exempt a person from needing a permit [cl.3.2(3)]</li> <li>3. require an applicant to provide additional information for a permit application [cl.3.5(3)]</li> <li>4. require applicant to give local public notice of the application for a permit [cl.3.5(5)]</li> <li>5. refuse to consider an application for a permit which is not in accordance with subclause (2) [cl.3.5(5)]</li> <li>6. approve an application for a permit unconditionally or subject to any conditions or refuse to approve an application for a permit [cl.3.6(1)]</li> <li>7. vary the conditions of a permit [cl.3.9(2)]</li> <li>8. approve the transfer of a permit [cl.3.12(2)]</li> <li>9. cancel a permit [cl.3.14(1)]</li> <li>10. where the hire of local government property is cancelled, authorise refund of part or all of the amount paid [cl.4.7(2)]</li> <li>11. erect a sign specifying any conditions of use which apply [cl.4.8(1)]</li> <li>12. approve applications to hire local government property [cl.5.1(1)]</li> <li>13. determine that application and permit requirements do not apply to the hiring of a particular local government property or a class of local government property [cl.5.1(2)]</li> <li>14. determine which, if any applicant will be granted an approval to hire where 2 or more applicants [cl.5.2]</li> <li>15. approve closure of pool premises [cl.6.8(1) &amp; (2)]</li> <li>16. authorise members of surf life saving club or local government employee to perform functions in the interests of maintaining safety at beaches [cl.7.3]</li> <li>17. give a notice, requiring the owner or occupier of any land adjacent to a verge to make good, give satisfactory reason why the verge treatment should be retained without alteration, or why extra time should be given to comply with notice [cl.8.6]</li> <li>18. issue notice to repair or replace that portion of the thoroughfare damaged [cl.10.1]</li> <li>19. require payment of a bond [cl.12.1(1)]</li> <li>20. issue breach notice and require rectification within specified time [cl.13.1(1)]</li> <li>21. remedy breach where approval holder or person fails to do so [cl.13.1(3)]</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>• Must comply with conditions contained in the Local Government Property and Public Places Local Law 2016</li> <li>• Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<p><i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
<b>Subdelegates</b>	<p>Director Corporate Services Director Development and Community Director Infrastructure Manager Community Facilities Manager Engineering Manager Environmental Health, Emergency and Rangers Manager Operations Manager Planning and Building Services</p>
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Note - The Objections and Review provisions of Division 1 of Part 9 of the <i>Local Government Act 1995</i> and regulation 33 of <i>Local Government (Functions and General) Regulations 1996</i> apply

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<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System  Any supporting information should be recorded in the Shire's record management system
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	---

<b>Delegation</b>	<b>1.4.3 Trading, Outdoor Dining and Street Entertainment Local Law 2016</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<p><i>Local Government Act 1995</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
<b>Express power or duty delegated</b>	<p><i>Trading, Outdoor Dining and Street Entertainment Local Law 2016</i></p> <p>Part 2 - Application for licence and and issue of licence</p> <p>Clause 2.3 Determination of application</p> <p>Clause 2.4 Issue of licence</p> <p>Clause 2.5 Licence renewal</p> <p>Clause 2.7 Cancellation of licence</p> <p>Clause 2.8 Suspension of licence rights and privileges</p> <p>Part 3 - Outdoor Dining</p> <p>Clause 3.2 Limitations on outdoor dining</p> <p>Clause 3.4 Outdoor dining licence</p> <p>Clause 3.6 Cancellation of an outdoor dining licence</p> <p>Part 4 - Markets</p> <p>Clause 4.2 Limitations on markets</p> <p>Clause 4.6 Responsibilities of licensee</p> <p>Part 5 - Trading</p> <p>Clause 5.2 Limitations on trading</p> <p>Part 6 - Street Entertainment</p> <p>Clause 6.7 Cancellation or variation of a street entertainment licence</p> <p>Part 7 - Secured sum</p> <p>Clause 7.1 Security for restoration and reinstatement</p> <p>Clause 7.2 Use by local government of secured sum</p> <p>Part 8 - Miscellaneous</p> <p>Clause 8.2 Notice requiring works to be done to remedy breach</p>

<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. approve licence application [cl.2.3.1(b)]</li> <li>2. refuse licence application [cl.2.3.1(a)]</li> <li>3. determine licence conditions [cl.2.3.3]</li> <li>4. vary the terms and conditions of a licence [cl.2.4.4]</li> <li>5. approve the renewal of a licence [cl.2.5.1]</li> <li>6. cancel a licence [cl.2.7(a) - (g)] *</li> <li>7. suspend a licence [cl.2.8.2] *</li> <li>8. approve the transfer of an outdoor trading licence [cl.3.2.1(b)] *</li> <li>9. approve the commencement of outdoor dining [cl.3.4.2]</li> <li>10. cancel an outdoor dining licence [cl.3.6.1] *</li> <li>11. approve the transfer of a market licence [cl.4.2.1] *</li> <li>12. approve the post market stall area return condition [cl.4.6.3]</li> <li>13. approve the transfer of a trading licence [cl.5.2.1] *</li> <li>14. cancel or vary a street entertainment licence [cl.6.7] *</li> <li>15. determine when a bond, bank guarantee or other form of security required [cl.7.1.1]</li> <li>16. determine the amount of bond, bank guarantee or other form of security [cl.7.1.3] *</li> <li>17. issue a notice requiring restoration and reinstatement work [cl.7.2.1]</li> <li>18. complete restoration and reinstatement work where licensee fails to do so [cl.7.2.1] *</li> <li>19. recover costs of restoration and reinstatement work from licensee [cl.7.2.2]</li> <li>20. apply the proceeds from security held towards costs incurred [cl.7.2.3] *</li> <li>21. issue a notice to licensee to remedy breach [cl.8.2.1]</li> <li>22. remedy breach where licensee fails to do so [cl.8.2.3] *</li> <li>23. recover costs from licensee for remedying breach [cl.8.2.4]</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>• Must comply with conditions contained in the Trading, Outdoor Dining and Street Entertainment Local Law 2016.</li> <li>• Must comply with Council's Trading in Public Places Policy</li> <li>• Must comply with Council's Local Planning Policy - Outdoor Dining</li> <li>• In accordance with Schedule 1, Clause 3 of the Trading in Public Places Policy this delegation does not extend to granting a trading licence on Cable Beach beyond the maximum six trading licences. This would require a Council decision.</li> </ul>
<b>Express power to subdelegate</b>	<p><i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
<b>Subdelegates</b>	<p>Coordinator Planning Services Director Development and Community Manager Environmental Health, Emergency and Rangers Manager Planning and Building Services</p>
<b>Subdelegate conditions</b>	<p>Conditions on the Delegate also apply to the Subdelegates.</p> <p>* Delegation of Functions 6, 7, 8, 10, 11, 13, 14, 16, 18, 20, 22 is limited to the Director Development Services</p>
<b>Statutory framework</b>	Note - Decisions exercised under this delegation may be referred for review by the State Administrative Tribunal
<b>Policy</b>	<p><a href="#">Trading, Outdoor Dining and Street Entertainment Local Law 2016</a>  <a href="#">Trading in Public Places Policy</a>  <a href="#">Local Planning Policy - Outdoor Dining</a></p>

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<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System  Any supporting information should be recorded in the Shire's record management system
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>2.1.1 Grant a Building Permit</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)].</li> <li>4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Coordinator Building Services Development Support Officer Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegate.



<b>Statutory framework</b>	<p><a href="#"><u>Building Act 2011</u></a>  s.119 Building and demolition permits – application for review by SAT  s.23 Time for deciding application for building or demolition permit  s.17 Uncertified application to be considered by building surveyor</p> <p><a href="#"><u>Building Regulations 2012</u></a> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011</i> – Section 7</p> <p><i>Home Building Contracts Act 1991</i> – Part 3A, Division 2 – Part 7, Division 2</p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
<b>Record keeping</b>	Delegations exercised are to be recorded to the property file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - approved by CEO March 2025	CEO approved March 2025 (See Synergy Record N250320-58118)

<b>Delegation</b>	<b>2.1.2 Demolition Permits</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)].</li> <li>4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Coordinator Building Services Development Support Officer Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.

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<b>Statutory framework</b>	<a href="#">Building Act 2011</a> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit  <i>Building Services (Complaint Resolution and Administration) Act 2011</i> -- Part 7, Division 2  <i>Building and Construction Industry Training Levy Act 1990</i>  <i>Heritage Act 2018</i>
<b>Record keeping</b>	Delegations exercised are to be recorded to the property file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - CEO approved March 2025	CEO approved March 2025 (See Synergy Record N250320-58118)

<b>Delegation</b>	<b>2.1.3 Occupancy Permits or Building Approval Certificates</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration  <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55].</li> <li>2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].</li> <li>4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Coordinator Building Services Development Support Officer Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.

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<b>Statutory framework</b>	<a href="#"><u>Building Act 2011</u></a> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT  <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i>  <i>Building and Construction Industry Training Levy Act 1990</i>  <i>Heritage Act 2018</i>
<b>Record keeping</b>	Delegations exercised are to be recorded to the property file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - CEO approved March 2025	CEO approved March 2025 (See Synergy Record N250320-58118)

<b>Delegation</b>	<b>2.1.4 Designate Employees as Authorised Persons</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person [s.96(3)].</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol> <p>NOTE: An authorised person for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i>.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Director Corporate Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegate.
<b>Statutory framework</b>	<u><i>Building Act 2011:</i></u> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
<b>Record keeping</b>	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022

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<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024



<b>Delegation</b>	<b>2.1.5 Building Orders</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to make Building Orders in relation to: <ol style="list-style-type: none"> <li>Building work</li> <li>Demolition work</li> <li>An existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>Authority to revoke a building order [s.117].</li> <li>If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>take any action specified in the order ; or</li> <li>commence or complete any work specified in the order; or</li> <li>if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> <li>Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i>.</li> <li>Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Coordinator Building Services Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates,

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<b>Statutory framework</b>	<a href="#"><u>Building Act 2011:</u></a> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
<b>Record keeping</b>	Delegations exercised are to be recorded to the property file within the Shire's document management system
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>2.1.6 Inspection and Copies of Building Records</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
<b>Function</b>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Coordinator Building Services Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	<a href="#">Building Act 2011</a> - s.146 Confidentiality
<b>Record keeping</b>	Delegations exercised are to be recorded to the property file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>2.1.7 Referrals and Issuing Certificates</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.145A Local Government functions
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</li> <li>2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Broome's District [s.145A(2)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i>.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Coordinator Building Services Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Record keeping</b>	Delegations exercised are to be recorded to the property file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>2.1.8 Private Pool Barrier – Alternative and Performance Solutions</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)]</li> <li>2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]</li> <li>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Coordinator Building Services Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Record keeping</b>	Delegations exercised are to be recorded to the property file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>2.1.9 Smoke Alarms – Alternative Solutions</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].</li> <li>2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i>.</li> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Coordinator Building Services Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Record keeping</b>	Delegations exercised are to be recorded to the property file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>2.1.10 Appointment of approved officers and authorised officers</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers"</i>.</li> <li>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2).</li> </ol> <p><i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i></p>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Director Corporate Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegate.
<b>Statutory framework</b>	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment
<b>Record keeping</b>	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017

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<b>Delegation</b>	<b>3.1.1 Make Request to FES Commissioner – Control of Fire</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
<b>Function</b>	1. Authority to request on behalf of the Shire of Broome that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	Note: Any reference to CEO in the Bush Fires Act 1954 means the CEO of the Department of Biodiversity, Conservation and Attractions. No powers / duties are assigned to a Local Government CEO in this Act.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>3.1.2 Prohibited Burning Times - Vary</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to shire president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17 (7)].
<b>Delegates</b>	Chief Bush Fire Control Officer Shire President
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Decisions under s,17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024



<b>Delegation</b>	<b>3.1.3 Prohibited Burning Times – Control Activities</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>6. Authority to recover the cost of measures taken by the Shire of Broome or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017

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<b>Delegation</b>	<b>3.1.4 Restricted Burning Times – Vary and Control Activities</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> <li>Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</li> </ol> </li> <li>Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</li> <li>Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</li> <li>Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</li> <li>Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>Authority to recover the cost of measures taken by the Shire of Broome or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>

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<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"><li>▪ Must comply with all relevant Policies.</li></ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>3.1.5 Control of Operations Likely to Create Bush Fire Danger</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> <li>a person operating a bee smoker device during a prescribed period [r.39CA(5)].</li> <li>a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)].</li> <li>a person using explosives [r.39D(2)].</li> <li>a person using fireworks [r.39E(3)].</li> </ol> </li> <li>Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
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<b>Delegation</b>	<b>3.1.6 Burning Garden Refuse / Open Air Fires</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25
<b>Function</b>	<i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of  <ol style="list-style-type: none"> <li>Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</li> <li>Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> <li>Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].</li> <li>Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> <li>camping or cooking [s.25(1)(a)].</li> <li>conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].</li> </ol> </li> <li>Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].</li> <li>Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Must comply to all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022

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<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>3.1.7 Firebreaks</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Broome: <ol style="list-style-type: none"> <li>a. clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].</li> </ol> </li> <li>2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply to all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024



<b>Delegation</b>	<b>3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> <li>a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and</li> <li>b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].</li> </ol> </li> <li>2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Broome [s.38 (5A)]</li> <li>3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> <li>a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority</li> </ol> </li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>3.1.9 Control and Extinguishment of Bush Fires</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> <li>a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to</li> </ol> </li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>3.1.10 Recovery of Expenses Incurred through Contraventions of this Act</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
<b>Function</b>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Broome or those on behalf of the Shire of Broome to do [s.58].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>3.1.11 Prosecution of Offences</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59].</li> <li>2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire’s document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>4.1.1 Cat Registrations</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	04 Cat Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</li> <li>3. Authority to cancel a cat registration [s.10].</li> <li>4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</li> <li>5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Broome's District [Regs. Sch. 3 cl.1 (4)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers Senior Ranger
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	<i>Cat Regulations 2012</i> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2))  Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i> .

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<b>Record keeping</b>	Delegations exercised are to be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>4.1.2 Cat Control Notices</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	04 Cat Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
<b>Function</b>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Broome's District [s.26].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	<i>Cat Regulations 2012</i> – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024



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<b>Delegation</b>	<b>4.1.3 Approval to Breed Cats</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	04 Cat Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].</li> <li>3. Authority to cancel an approval to breed cats [s.38].</li> <li>4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	<i>Cat Regulations 2012:</i> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017

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<b>Delegation</b>	<b>4.1.4 Recovery of Costs – Destruction of Cats</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	04 Cat Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
<b>Function</b>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information is to be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>4.1.5 Reduce or Waiver Registration Fee</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	04 Cat Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
<b>Function</b>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .b.
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Record keeping</b>	Delegations exercised are to be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>4.2.1 Infringement Notices – Extensions and Withdrawals</b>
<b>Category</b>	CEO to Employees
<b>Head of power</b>	04 Cat Act 2011 Delegations
<b>Delegator</b>	Chief Executive Officer
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Express power or duty delegated</b>	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64].</li> <li>2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].</li> </ol>
<b>Delegates</b>	Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024



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<b>Delegation</b>	<b>5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	05 Dog Act 1976 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$210 [s.10A(1)(a) and (3)].</li> <li>2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Council extends the sterilisation subsidy to <b>Cats</b> for eligible persons under the same conditions as contained in the <i>Dog Act 1976</i> [s.10A.]</li> <li>b. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> </ol>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers Senior Ranger
<b>Statutory framework</b>	<a href="#">Dogs Local Law 2012</a>  <a href="#">Cat Act 2011 - cl 18 Cats to be sterilised</a>
<b>Policy</b>	<p>Note - The <i>Cat Act 2011</i> at clause 18 requires all cats that have reached the age of 6 months to be sterilised, unless the cat is exempt from sterilisation.</p> <p>The <i>Cat Act 2011</i>, is silent on the payment of sterilisation costs and it is a policy position of the Council of the Shire of Broome to extend this payment to Cats as well as Dogs.</p>
<b>Record keeping</b>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's record management system.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>5.1.2 Refuse or Cancel Registration</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	05 Dog Act 1976 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)].</li> <li>2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> <li>i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; or</li> <li>ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or</li> <li>iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept</li> <li>iv. the dog is required to be microchipped but is not microchipped; or</li> <li>v. the dog is a dangerous dog [s.16(3) and s.17A(2)].</li> </ol> </li> <li>3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Broome's District [s15(4A)].</li> <li>4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)].</li> <li>5. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate apply to the Subdelegates.

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<b>Statutory framework</b>	<i>Dog Act 1976</i> <ul style="list-style-type: none"><li>▪ s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)</li><li>▪ Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)</li></ul> <a href="#">Dogs Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance Software.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>5.1.3 Kennel Establishments</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	05 Dog Act 1976 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments <i>Dogs Local Law 2012:</i> Part 4 - Approved Kennel Establishments
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].</li> <li>2. Authority to approve, or refuse to approve the transfer of a licence [cl 4.14(3)]</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Subject to conditions contained within Schedule 2 - <i>Dog Local Law 2012</i></li> <li>▪ Variation applications to Schedule 2 - <i>Dog Local Law 2012</i> are to be referred to Council for decision.</li> <li>▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal <a href="#">Dogs Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>5.1.4 Recovery of Moneys Due Under this Act</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	05 Dog Act 1976 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
<b>Function</b>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>▪ Conditions on the Delegate also apply to the Subdelegates.</li> <li>▪ The Subdelegate is to inform the CEO prior to the exercise of this delegation.</li> </ul>
<b>Statutory framework</b>	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)  <a href="#">Dogs Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>5.1.5 Dispose of or Sell Dogs Liable to be Destroyed</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	05 Dog Act 1976 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
<b>Function</b>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>▪ Proceeds from the sale of dogs are to be directed into the Municipal Fund.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	<a href="#">Dogs Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
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<b>Delegation</b>	<b>5.1.6 Declare Dangerous Dog</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	05 Dog Act 1976 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
<b>Function</b>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> </ul>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Manager Environmental Health, Emergency and Rangers
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal  <a href="#">Dogs Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	05 Dog Act 1976 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) Local government may revoke declaration or proposal to destroy
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</li> <li>2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</li> <li>3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]</li> <li>4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>▪ Delegation of the s 33F power to deal with an objection to a dangerous dog declaration should not be delegated to the same person or position who is authorised to exercise s 33E powers enabling the declaration of a dangerous dog.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Director Development and Community
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegate.
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal  <a href="#">Dogs Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022

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<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	05 Dog Act 1976 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: <ol style="list-style-type: none"> <li>a. a notice declaring a dog to be dangerous; or</li> <li>b. a notice proposing to cause a dog to be destroyed</li> </ol> </li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]</li> <li>▪ Delegation of the s.33H(5) power to deal with an objection should not be delegated to the same person / position who is delegated / authorised to exercise s.33H(1) and (2)</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Director Corporate Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegate.
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal <a href="#">Dogs Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	05 Dog Act 1976 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
<b>Function</b>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ The Chief Executive Officer permitted to sub-delegate to suitably capable employees [s.10AA(3)].</li> <li>▪ Delegation does not include s.33M(1)(b) as the setting of a fixed fee is recommended to occur by Council resolution in accordance with s.6.16 of the Local Government Act 1995.</li> </ul>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal <a href="#">Dog Regulations 2013</a> - Reg 31 Local government expenses as to dangerous dogs <a href="#">Dogs Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance Software.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>5.1.10 Grant Exemption as to Number of Dogs Kept at Premises</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	05 Dog Act 1976 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.26(3) Limitation as to numbers
<b>Function</b>	1. Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ol style="list-style-type: none"> <li>The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>Decisions under this delegation must comply with the <i>Dog Act 1976</i> and the <i>Shire of Broome Dogs Local Law 2012</i>, including: <ul style="list-style-type: none"> <li>Consider and be satisfied that for any particular premises the provisions of the <i>Dog Act 1976</i> relating to kennel establishments need not be applied in the circumstances [s.26(3)].</li> <li>Apply the provisions of s.26(4).</li> </ul> </li> <li>Conditions that must be applied to an approved exemption, include: <ul style="list-style-type: none"> <li>Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO.</li> <li>Registrations for each dog subject of the approved exemption must be current and maintained.</li> <li>An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog.</li> </ul> </li> <li>Must comply with all relevant Policies</li> </ol>
<b>Express power to subdelegate</b>	<i>Dog Act 1976</i> s10AA(3) Delegation of local government powers and duties
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Note - Decisions under this delegation may be referred for review by the State Administrative Tribunal. <a href="#">Dogs Local Law 2012</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	25 August 2022

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<b>Adoption references</b>	C/0822/109
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<b>Delegation</b>	<b>6.1.1 Determine Compensation</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].</li> <li>2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer Director Development and Community
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>▪ Compensation under this delegation may only be determined upon documented losses up to a maximum of \$2000. Compensation requests above this value are to be reported to Council.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
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<b>Delegation</b>	<b>6.1.2 Prohibition Orders</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].</li> <li>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer Coordinator Environmental Health & Event Approval Environmental Health Officer Manager Environmental Health, Emergency and Rangers
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
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<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>6.1.3 Food Business Registrations</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</li> <li>2. Authority to vary the conditions or cancel the registration of a food business [s.112].</li> </ol>
<b>Delegates</b>	Chief Executive Officer Coordinator Environmental Health & Event Approval Environmental Health Officer Manager Environmental Health, Emergency and Rangers
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> <li>○ Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA</li> <li>○ Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1</li> <li>○ WA Priority Classification System</li> <li>○ Verification of Food Safety Program Guideline</li> </ul> </li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Food Regulations 2009 do not provide for sub-delegation
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Delegations exercised are to be recorded in the Shire's record management system.
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<b>Delegation</b>	<b>6.1.4 Appoint Authorised Officers and Designated Officers</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)].</li> <li>2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)].</li> <li>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer Director Development and Community
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> <li>○ Appointment of Authorised Officers as Meat Inspector</li> <li>○ Appointment of Authorised Officers</li> <li>○ Appointment of Authorised Officers – Designated Officers only</li> <li>○ Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer</li> </ul> </li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.
<b>Statutory framework</b>	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers. s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
<b>Record keeping</b>	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>



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<b>Delegation</b>	<b>6.1.5 Debt Recovery and Prosecutions</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3).</li> <li>2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].</li> </ol>
<b>Delegates</b>	Chief Executive Officer Director Development and Community
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
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<b>Delegation</b>	<b>6.1.6 Abattoir Inspections and Fees</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Regulations 2009:</i> r.43 Local government may require security r.45 Withdrawal of inspection services
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: <ol style="list-style-type: none"> <li>require a person to provide security,</li> <li>determine the form that security is to be provided, and</li> <li>discharge a security held by the Shire of Broome [r.43].</li> </ol> </li> <li>Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].</li> </ol>
<b>Delegates</b>	Chief Executive Officer Coordinator Environmental Health & Event Approval Manager Environmental Health, Emergency and Rangers
<b>Conditions</b>	<ul style="list-style-type: none"> <li>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
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<b>Delegation</b>	<b>6.1.7 Food Businesses List – Public Access</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Regulations 2009:</i> r.51 Enforcement agency may make list of food
<b>Function</b>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
<b>Delegates</b>	Chief Executive Officer Coordinator Environmental Health & Event Approval Manager Environmental Health, Emergency and Rangers
<b>Conditions</b>	<ul style="list-style-type: none"> <li>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
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<b>Delegation</b>	<b>7.1.1 Give Notice Requiring Obliteration of Graffiti</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	07 Graffiti Vandalism Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</li> <li>2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Coordinator Community Safety & Ranger Services Manager Environmental Health, Emergency and Rangers Senior Ranger
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
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<b>Delegation</b>	<b>7.1.2 Notices – Deal with Objections and Give Effect to Notices</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	07 Graffiti Vandalism Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to deal with an objection to a notice [s.22(3)].</li> <li>2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> <li>i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and</li> <li>ii. to give notice to the affected person, before taking the necessary actions [s.24 (3)].</li> </ol> </li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Director Corporate Services Director Development and Community
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
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<b>Delegation</b>	<b>7.1.3 Obliterate Graffiti on Private Property</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	07 Graffiti Vandalism Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
<b>Function</b>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Subject to exercising Powers of Entry.</li> <li>▪ Must comply with all relevant Policies</li> </ul>
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
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<b>Delegation</b>	<b>7.1.4 Powers of Entry</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	07 Graffiti Vandalism Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].</li> <li>2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Director Development and Community Manager Environmental Health, Emergency and Rangers
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
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<b>Delegation</b>	<b>8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	08 Public Health Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
<b>Express power or duty delegated</b>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
<b>Function</b>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)]</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.
<b>Statutory framework</b>	<i>Criminal Procedure Act 2004 – Part 2</i>
<b>Record keeping</b>	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<b>Date adopted</b>	28 April 2022
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<b>Delegation</b>	<b>8.1.2 Enforcement Agency Reports to the Chief Health Officer</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	08 Public Health Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Broome [s.22(1)]</li> <li>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
<b>Statutory framework</b>	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
<b>Date adopted</b>	28 April 2022
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<b>Delegation</b>	<b>8.1.3 Designate Authorised Officers</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	08 Public Health Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> <li>i. The <i>Public Health Act 2016</i> or other specified Act</li> <li>ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act</li> <li>iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. Including: <ol style="list-style-type: none"> <li>a. an environmental health officer or environmental health officers as a class; OR</li> <li>b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> <li>c. a mixture of the two. [s.24(1) and (3)].</li> </ol> </li> </ol> </li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Subject to each person so appointed being; <ul style="list-style-type: none"> <li>○ Appropriately qualified and experienced [s.25(1)(a)]; and</li> <li>○ Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31].</li> </ul> </li> <li>▪ A Register (list) of authorised officers is to be maintained in accordance with s.27.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

<b>Statutory framework</b>	<p><i>Public Health Act 2016</i></p> <p>s.20 Conditions on performance of functions by enforcement agencies.</p> <p>s.25 Certain authorised officers required to have qualifications and experience.</p> <p>s.26 Further provisions relating to designations</p> <p>s.27 Lists of authorised officers to be maintained</p> <p>s.28 When designation as authorised officer ceases</p> <p>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</p> <p>s.30 Certificates of authority</p> <p>s.31 Issuing and production of certificate of authority for purposes of other written laws</p> <p>s.32 Certificate of authority to be returned.</p> <p>s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>
<b>Record keeping</b>	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
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<b>Delegation</b>	<b>8.1.4 Determine Compensation for Seized Items</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	08 Public Health Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	<i>Public Health Act 2016</i> s.264 Compensation
<b>Function</b>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>▪ Compensation is limited to a maximum value of \$2,000, with any proposal for compensation above this value to be referred for Council's determination.</li> <li>▪ Must comply with all relevant Policies.</li> </ul>
<b>Express power to subdelegate</b>	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
<b>Statutory framework</b>	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded in the Shire's record management system.
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<b>Delegation</b>	<b>9.1.1 Illegal Development</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	09 Planning and Development Act 2005 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>a. to remove, pull down, take up, or alter the development; and</li> <li>b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<ul style="list-style-type: none"> <li>• The Chief Executive Officer is to have regard to the Compliance and Enforcement</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Development and Community
<b>Subdelegate conditions</b>	The Director Development Services is to have regard to the Compliance and Enforcement Policy
<b>Statutory framework</b>	Part 13 of the <a href="#">Planning and Development Act 2005</a>
<b>Policy</b>	<a href="#">Council Policy - Compliance and Enforcement</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded on the property file within the Shire's document management system.
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<b>Delegation</b>	<b>9.2.1 PLA1 Built Strata Certificate of Approval – Forms 24 and 26</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	09 Planning and Development Act 2005 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 cl.82
<b>Express power or duty delegated</b>	<i>Strata Titles Act 1985</i> Part 2 Strata Schemes and Survey Strata Schemes Division 3 Creation of lots and common property Section 24, 25 Certificate of Commission
<b>Function</b>	1. The Chief Executive Officer is delegated authority under the <i>Strata Title Act 1985</i> to issue a preliminary approval strata plan (Form 24) and certificate of approval (Form
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	Any applications are to be determined be in accordance with Local Planning Scheme No 6.
<b>Subdelegates</b>	Coordinator Planning Services Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Record keeping</b>	Documentation to be recorded to the relevant property or strata subdivision file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.2.3 Minute No. C/0923/005
<b>Last reviewed</b>	30 May 2024



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<b>Delegation</b>	<b>9.2.2 PLA4 Delegation to Waive/Refund Planning Fees</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	09 Planning and Development Act 2005 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Planning and Development Act 2005</i> s.261 Local government fees for planning matters etc., regulations as to
<b>Express power or duty delegated</b>	<i>Planning and Development Regulations 2009</i> Part 7 - Local government planning charges Division 2 - Fees and other charges Section 52 - Local government may waive or refund fees
<b>Function</b>	1. Authority to waive or refund, in whole or in part, payment of a fee for a planning service
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	Waiving and Refunding of Fees must be in accordance with the Council adopted Policy and schedule of fees and charges.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Planning Services Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Policy</b>	Waiving and Refunding of Fees
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System  Any supporting documentation should be recorded to the relevant property and/or subdivision file in the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>9.2.3 <del>PLA5</del>-Determine Development Application</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	09 Planning and Development Act 2005 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Division 2 - Delegations Clause 82 Delegations by local government
<b>Express power or duty delegated</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Deemed Provisions  <i>Local Planning Scheme No.7</i> Clause 18 Interpretation of the Zoning Table Clause 23 Change of Non-Conforming Use Clause 26 Modification of R-Codes Clause 34 Variations to site and development requirements Schedule 4 Car parking Schedule 4 Service areas Schedule 4 Height of buildings Schedule 4 Urban Design Schedule 4 Inappropriate or incongruous development Schedule 4 Landscaping and existing trees

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<b>Function</b>	<ul style="list-style-type: none"> <li>• Make determinations on the sufficiency of information provided with applications for development approval pursuant to clause 63 of the Deemed Provisions.</li> <li>• Advertise and provide notice of applications for development approval or consent pursuant to clause 64 of the Deemed Provisions.</li> <li>• Determine applications pursuant to clause 68 of the Deemed Provisions of LPS7 for development approval or refusal including: <ul style="list-style-type: none"> <li>○ Any conditions to be imposed or reasons for refusal;</li> <li>○ The period of validity; and</li> <li>○ The scope of the development approval.</li> </ul> </li> <li>• Allow for the extension of the term of any development approval in accordance with clause 71 of the Deemed Provisions.</li> <li>• Determine applications where variations to Development Requirements of LPS7 pursuant to clauses, 23 (Change of Non-Conforming Use), 26 Modification of R-Codes, 34 (Variation to Site and Development Requirements) including variations to Schedule 4 Additional site and development requirements that apply to the scheme area) (Car Parking), (Service Areas), (Height of Buildings), (Urban Design), (Inappropriate or incongruous development), and (Landscaping and Tree Retention) are proposed.</li> <li>• Any matter described in the Residential Design Codes including variations and determinations under design principles and clause 4.2 and 4.3 (Residential Design Codes) of <del>LPS6-LPS7</del>.</li> <li>• Prescribe, vary, specify and determine requirements, standards or limitations which may be prescribed, varied, specified or determined under the Scheme with respect to the use or development of land or buildings.</li> <li>• Determine any works or uses that are temporary and in existence longer than 48 hours pursuant to clause 61(1)(f) and 61(2)(d) of the Deemed Provisions.</li> <li>• Determine any amendment applications pursuant to clause 77 (Amending or cancelling development approval) of the Deemed Provisions.</li> <li>• Determine any retrospective application pursuant to clause 65 (Subsequent approval of development) of the Deemed Provisions.</li> <li>• Make determinations to vary provisions pursuant to clause 12 of the Deemed Provisions to facilitate the conservation of a place entered in the Register of Places under the Heritage Western Australia Act 1990 or Listed in the Heritage List under clause 8 of the Deemed Provisions.</li> <li>• Determining applications in accordance with Structure Plans pursuant to clause 27 of the Deemed Provisions.</li> <li>• In accordance with clause 75(1)(c) of the Deemed Provisions agree to the extension of the Deemed Refusal time frame.</li> <li>• Make any determination and exercise any discretionary powers contained in LPS7 and its Schedules and the Deemed Provisions.</li> <li>• Determine the land use pursuant to clause 18 of LPS7.</li> <li>• Determine development applications which modifies or varies a Local Development Plan pursuant to clause 56 of the Deemed Provisions.</li> </ul>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<p>Authority only to be exercised following appropriate consideration of the matters listed in clause 67 of the Deemed Provisions and:</p> <ol style="list-style-type: none"> <li>1. Required consultation has to be conducted, delegation can be exercised where concerns raised through consultation is not relevant planning consideration or where concerns can be addressed by way of conditions or mitigated design. Where concerns raised are relevant planning considerations that cannot be addressed or mitigated through conditions a report to Council shall be prepared.</li> <li>2. Delegation can only be exercised to the extent that the Scheme or Council policy provides for variations, where variation to Council policy is proposed a report will be prepared to Council.</li> </ol>

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<b>Express power to subdelegate</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>  <b>Subdelegate conditions</b>	Coordinator Planning Services Director Development and Community Manager Planning and Building Services  Conditions on the Delegate also apply to the Subdelegates.
<b>Policy</b>  <b>Record keeping</b>  <b>Date adopted</b>	<a href="#">Local Planning Policies</a>  Delegations exercised are to be recorded to the relevant property or reserve file within the Shire's document management system.  28 April 2022
<b>Adoption references</b>  <b>Last reviewed</b>	Item 9.2.3 Minute No. C/0923/005  30 May 2024

<b>Delegation</b>	<b>9.2.4 <del>PLAS</del>-Local Development Plans</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	09 Planning and Development Act 2005 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Division 2 - Delegations Clause 82 Delegations by local government
<b>Express power or duty delegated</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Deemed Provisions  Clause 48 - Preparation of local development plan Clause 49 - Action by local government on receipt of application Clause 50 - Advertising of local development plan Clause 51 - Consideration of submissions Clause 52 - Decision of local government
<b>Function</b>	<ul style="list-style-type: none"> <li>Consider the material provided by the applicant and determine whether sufficient information is provided or if further information from the applicant is required before the local development plan can be accepted for assessment under clause 49(1).</li> <li>Determine under clause 50(3) whether the local development plan is to be advertised.</li> <li>Consider submissions and take such actions as may be required under clause 51.</li> <li>Determine whether the local development plan is approved, is required to be modified or resubmitted or refused under clause 52.</li> </ul>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<p>Authority only to be exercised following appropriate consideration of the matters listed under clause 48 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and the local development plan is consistent with Local Planning Scheme No6 and the Local Planning Strategy.</p> <p>Authority to not advertise a local development plan can only be exercised where it can be demonstrated that it would not adversely affect the owners or occupiers within the area covered by the plan or an adjoining area.</p>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Development and Community
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegate.
<b>Record keeping</b>	Delegations exercised are to be recorded to the relevant property or subject file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017

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<b>Delegation</b>	<b>9.2.5 <del>PLA9</del> Structure Plans</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	09 Planning and Development Act 2005 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Division 2 - Delegations Clause 82 Delegations by local government
<b>Express power or duty delegated</b>	<i>Planning and Development (Local Planning Schemes) regulations 2015</i> Schedule 2 Deemed Provisions  Clause 16 - Preparation of structure plan Clause 17 - Action by local government on receipt of application Clause 18 - Advertising structure plan Clause 19 - Consideration of submissions
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Consider the material provided by the applicant and determine whether sufficient information is provided or if further information from the applicant is required before the structure plan can be accepted for assessment under clause 17(1).</li> <li>2. Advertise the structure plan in accordance with clause 18.</li> <li>3. Consider submissions and take such actions as may be required under clause 19.</li> <li>4. Prepare a report on the proposed structure plan and provide it to the Western Australian Planning Commission in accordance with clause 20.</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<p>Authority only to be exercised following appropriate consideration of the matters listed under clause 16 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) regulations 2015</i> and the structure plan is consistent with Local Planning Scheme 6 and the Local Planning Strategy.</p> <p>Any applications are to be determined in accordance with Local Planning Scheme No 6.</p>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.544 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Planning Services Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	<p>Conditions on the Delegate also apply to the Subdelegates.</p> <p>Manager Planning and Building Services (excludes power outlined in item 4) Coordinator Planning Services (excludes power outlined in item 4)</p>
<b>Policy</b>	<p>Local Planning Policy 5.22  <a href="#">Shire of Broome Structure Plan and Subdivision Standards</a> </p>
<b>Record keeping</b>	Delegations exercised are to be recorded to the relevant property or subject file within the Shire's document management system.

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<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>9.2.6 PLA10 Subdivision and Amalgamation Applications and Clearance</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	09 Planning and Development Act 2005 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Division 2 - Delegations Clause 82 Delegations by local government
<b>Express power or duty delegated</b>	<i>Planning and Development Act 2005</i> Part 10 - Subdivision and development control Division 2 - Approval for subdivision and certain transactions Section 142 - Consultation requirements as to proposed subdivision Section 145 - Diagram or plan of survey of approved plan of subdivision, approval of
<b>Function</b>	Authority to respond to the Western Australian Planning Commission (WAPC) regarding applications for subdivision or amalgamation or strata submissions and the clearance of any subdivision conditions imposed by the Western Australian Planning Commission.
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<p>Authority to provide a response to the WAPC on an application for subdivision/amalgamation is to be exercised only when the response provided (either support with or without conditions or not to support) is consistent with an approved Structure Plan, Development Approval or the site and development requirements under Local Planning Scheme No 7 and the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>Authority to provide a response to the WAPC on a request for clearance of subdivision conditions is only to be exercised where the proponent has with Council's requirements of subdivisional works; this is to include the acceptance of bonds or securities as performance guarantees against unfulfilled conditions.</p>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Planning Services Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates.
<b>Policy</b>	Local Planning Policy - 5.22 <a href="#">Shire of Broome Structure Plans and Subdivision Standard</a>
<b>Record keeping</b>	Delegations exercised are to be recorded to the relevant subdivision file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.2.3 Minute No. C/0923/005

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Last reviewed	30 May 2024
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<b>Delegation</b>	<b>9.2.7 PLA11 Submit Responsible Authority Report</b>
<b>Category</b>	Council to CEO
<b>Head of power</b>	09 Planning and Development Act 2005 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Division 2 - Delegations Clause 82 Delegations by local government
<b>Express power or duty delegated</b>	<i>Planning and Development Act 2005</i> Part 11A - Development Assessment Panels and development control Division 1 - Functions of DAP's Section 171A - Prescribed development applications, DAP to determine and regulations for Section 171B - DAP to carry out delegated functions  <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> Reg 11 - Local government must notify DAP of DAP application Reg 12 - Responsible authority must report to DAP
<b>Function</b>	Authority to submit the Responsible Authority Report to the presiding member of the Development Assessment Panel (DAP)
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	Authority only to be exercised where: <ol style="list-style-type: none"> <li>1. Consideration has been given to the matters listed in clause 67(2)(a) - (zb) - 'matters to be considered by local government' of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</li> <li>2. Required consultation has been conducted, delegation can be exercised where concerns raised through consultation is not relevant planning consideration or where concerns can be addressed by way of conditions or mitigated design. Where concerns raised are relevant planning considerations that cannot be addressed or mitigated through conditions, a report to Council shall be prepared.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Director Development and Community Manager Planning and Building Services
<b>Subdelegate conditions</b>	Conditions on the Delegate also apply to the Subdelegates
<b>Policy</b>	<a href="#">Local Planning Policies</a>
<b>Record keeping</b>	Delegations exercised are to be recorded in the Attain Compliance System.  Any supporting information should be recorded on the property file within the Shire's document management system.
<b>Date adopted</b>	28 April 2022

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<b>Adoption references</b>	Item 9.2.3 Minute No. C/0923/005
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>10.1.1 Noise Control - Environmental Protection Notices [Reg.65(1)]</b>
<b>Head of power</b>	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
<b>Delegator</b>	Department of Water and Environmental Regulation
<b>Express power or duty delegated</b>	<p>Published by: GOVERNMENT GAZETTE No.47. 19-Mar-2004 Environment Western Australia Page 919</p> <hr/> <p><b>EV401</b></p> <p><b>ENVIRONMENTAL PROTECTION ACT 1986</b></p> <p><b>Section 20</b></p> <p>Delegation No. 52</p> <p>Pursuant to section 20 of the <i>Environmental Protection Act 1986</i>, the Chief Executive Officer hereby delegates as follows—</p> <p>Powers and duties delegated—</p> <p>All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.</p> <p>Persons to whom delegation made—</p> <p>This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.</p> <p>Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i>, Delegation No. 32, dated 4 February 2000 is hereby revoked.</p> <p>Dated this 9th day of January 2004.</p> <p>Approved—</p> <p>FERDINAND TROMP, A/Chief Executive Officer.</p> <p>Dr JUDY EDWARDS MLA, Minister for the Environment.</p>
<b>Delegates</b>	Chief Executive Officer
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

<b>Delegation</b>	<b>10.1.2 Noise Management Plans - Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events</b>
<b>Head of power</b>	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
<b>Delegator</b>	Department of Water and Environmental Regulation
<b>Express power or duty delegated</b>	<p>Published by: <b>GOVERNMENT GAZETTE</b> No.232, 20-Dec-2013 Environment Western Australia Page: 6282</p> <p>-----</p> <p><b>EV402</b></p> <p><b>ENVIRONMENTAL PROTECTION ACT 1986</b> <b>Delegation No. 112</b></p> <p>I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to--</p> <p>(a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;  (b) bellringing or amplified calls to worship--the keeping of a log of bell ringing or amplified calls to worship requested under regulation 15(3)(c)(vi);  (c) community activities--noise control notices in respect of community noise under regulation 16;  (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;  (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;  (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;  (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--  (i) Subregulation 18(13)(b) is not delegated.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.</p> <p>Dated the 12th day of December 2013.</p> <p>JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by--</p> <p>JOHN DAY, Acting Minister for Environment; Heritage.</p>
<b>Delegates</b>	Chief Executive Officer
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>10.1.3 Noise Management Plans - Constructions Sites</b>
<b>Head of power</b>	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
<b>Delegator</b>	Department of Water and Environmental Regulation
<b>Express power or duty delegated</b>	<p>Published by: GOVERNMENT GAZETTE No.71, 16-May-2014 Environment Western Australia Page: 1548</p> <p>-----</p> <p><b>EV405</b></p> <p><b>ENVIRONMENTAL PROTECTION ACT 1986</b> <b>Delegation No. 119</b></p> <p>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of-</p> <p>(a) Chief Executive Officer under the <i>Local Government Act 1995</i>; and</p> <p>(b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,</p> <p>all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.</p> <p>Dated the 1st day of May 2014.</p> <p>JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by-</p> <p>Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.</p>
<b>Delegates</b>	Chief Executive Officer
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

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<b>Delegation</b>	<b>10.2.1 Sign Development Applications for Crown Land as Owner - Local Government CEOs - Instrument of Authorisation</b>
<b>Head of power</b>	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
<b>Delegator</b>	Department of Planning, Lands and Heritage
<b>Express power to delegate</b>	<b>Column 2</b> Shire of Broome
<b>Express power or duty delegated</b>	<p><b>DoL FILE 1738/2002v8; 858/2001v9</b></p> <p><b>PLANNING AND DEVELOPMENT ACT 2005</b></p> <p><b>INSTRUMENT OF AUTHORISATION</b></p> <p>I, <b>Donald Terrence Redman MLA</b>, Minister for Lands, a body corporate continued by section 7 (1) of the <i>Land Administration Act 1997</i>, under section 267A of the <i>Planning and Development Act 2005</i>, HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.</p> <p>Dated the 2nd day of June 2016</p> <p><b>HON DONALD TERRENCE REDMAN MLA</b> <b>MINISTER FOR LANDS</b></p>

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<b>Function</b>	<p><b>This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the <i>Planning and Development Act 2005</i></b></p> <p><b>Column 1</b></p> <p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> <li>a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or</li> <li>the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a 'minor encroachment' in the <i>Building Regulations 2012</i> (Regulation 45A), or is an 'awning, verandah or thing' (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road.</li> </ul> <p>in respect of development applications being made under or referred to in:</p> <ol style="list-style-type: none"> <li>section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</li> <li>section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as the term is defined in that Act);</li> <li>section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</li> <li>section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</li> <li>section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</li> <li>section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</li> <li>section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed</li> </ol>
<b>Delegates</b>	Chief Executive Officer
<b>Conditions</b>	<p><b>Column 3</b></p> <p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement:</p> <p>Signed only as an acknowledgement that a development applications is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provisions of the <i>Planning and Development Act 2005</i> (including any planning scheme).</p> <p>The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Broome

<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024



<b>Delegation</b>	<b>10.2.2 WA Planning Commission - Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)</b>
<b>Head of power</b>	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
<b>Delegator</b>	Western Australian Planning Commission
<b>Express power or duty delegated</b>	<p>29 January 2021 <b>GOVERNMENT GAZETTE, WA</b> 449</p> <p>-----</p> <p><b>PL402</b></p> <p><b>PLANNING AND DEVELOPMENT ACT 2005</b> Instrument of Delegation Del 2020/01 Powers of Local Governments Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the <i>Strata Titles Act 1985</i></p> <p><b>Preamble</b> Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function under the Act or any other written law to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.</p> <p><b>Resolution under section 16 of the Act (delegation)</b> On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED-</p> <ul style="list-style-type: none"> <li>A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</li> <li>B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the <i>Strata Titles Act 1985</i> as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</li> <li>C. TO AMEND "Del 2020/01 - Powers of Local Governments" to give effect to its resolutions and to publish an updated, consolidated instrument.</li> </ul> <p>SAM FAGAN, Western Australian Planning Commission</p>

<p><b>Function</b></p>	<p style="text-align: center;"><b>Schedule 1</b></p> <p><b>1. Applications made under section 15 of the <i>Strata Titles Act 1985</i></b>  Power to determine applications under section 15 of the <i>Strata Titles Act 1985</i>, except those applications that -</p> <ul style="list-style-type: none"> <li>a. propose the creation of a vacant lot;</li> <li>b. propose vacant air stratas in multi-tiered strata scheme developments;</li> <li>c. propose the creation of postponement of a leasehold scheme;</li> <li>d. propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the <i>Strata Titles Act 1985</i>);</li> <li>e. in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to - <ul style="list-style-type: none"> <li>i. a type of development; and/or</li> <li>ii. land within an area,</li> </ul> </li> </ul> <p>which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.</p> <p><b>2. Applications under section 21 and 22 of the <i>Strata Titles Act 1985</i></b>  Power to determine applications under-</p> <ul style="list-style-type: none"> <li>a. section 21 of the <i>Strata Titles Act 1985</i>;</li> <li>b. section 22 of the <i>Strata Titles Act 1985</i> where the amendment or repeal of scheme by-laws requires the approval of the WAPC.</li> </ul> <p><b>3. Reporting requirements</b>  A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC</p> <p><b>Delegates</b></p> <p>Chief Executive Officer  Coordinator Planning Services  Director Development and Community  Manager Planning and Building Services</p>
<p><b>Date adopted</b></p>	<p>28 April 2022</p>
<p><b>Adoption references</b></p>	<p>Item 9.4.1 Minute No. C/0422/017</p>
<p><b>Last reviewed</b></p>	<p>30 May 2024</p>

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<b>Delegation</b>	<b>10.3.1 Traffic Management - Events on Roads</b>
<b>Head of power</b>	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
<b>Delegator</b>	Main Roads Western Australia

Express power or duty delegated	<p style="text-align: center;"><b>WESTERN AUSTRALIA</b>  <b>ROAD TRAFFIC CODE 2000</b>  <b>REGULATION 297(2)</b>  INSTRUMENT OF AUTHORISATION  RELATING TO  TRAFFIC MANAGEMENT FOR EVENTS</p> <p>Pursuant to Regulation 297(2) of the <i>Road Traffic Code 2000</i> the Commissioner of Main Roads ("the Commissioner ") hereby authorises the Shire of Broome ("Authorised Body") by itself, its employees, consultants ,agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:</p> <ul style="list-style-type: none"> <li>i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>;</li> <li>ii. race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or</li> <li>iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>;</li> </ul> <p>or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:</p> <p>(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a> or by contacting Main Roads by phone;</p> <p>(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and</p> <p>(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.</p> <p>By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.</p> <p>The powers in this Instrument of Authorisation do not change or replace:</p> <ol style="list-style-type: none"> <li>1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and</li> <li>2) any powers and responsibilities of any relevant local government provided in regulation 9 of the Road Traffic (Events on Roads) Regulations 1991.</li> </ol>
Delegates	<p>Chief Executive Officer  Director Infrastructure  Manager Engineering  Manager Operations</p>

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<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

Amendments			
Date	Type	Amendment	References
31 Mar 2023	Amended delegation	Manager Engineering added as a delegate.	---

<b>Delegation</b>	<b>10.3.2 Traffic Management - Road Works</b>
<b>Head of power</b>	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
<b>Delegator</b>	Main Roads Western Australia
<b>Express power or duty delegated</b>	<p style="text-align: center;"><b>WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION</b></p> <p>Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises the Shire of Broome ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:</p> <ol style="list-style-type: none"> <li>a. the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from <a href="#">Main Roads Website</a> or by contacting Main Roads by phone;</li> <li>b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and</li> <li>c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.</li> </ol> <p>By executing and returning the acknowledgement at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.</p> <p>This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 292(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non- regulatory signage.</p>
<b>Delegates</b>	Chief Executive Officer Director Infrastructure Manager Engineering Manager Operations
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017

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<b>Last reviewed</b>	30 May 2024
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<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO	---

<b>Delegation</b>	<b>10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles</b>
<b>Head of power</b>	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
<b>Delegator</b>	Department of Transport
<b>Express power or duty delegated</b>	<p style="text-align: center;"><b>ROAD TRAFFIC (VEHICLES) ACT 2012</b>  <i>Road Traffic (Vehicles) Regulations 2014</i>  <b>RTVR-2017-202046</b></p> <p style="text-align: center;">APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES</p> <p>Pursuant to the <i>Road Traffic (Vehicles) Regulations 2014</i> (the <i>Regulations</i>), I Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:</p> <ul style="list-style-type: none"> <li>a. the <i>Local Government Act 1995</i>;</li> <li>b. regulations made under the <i>Local Government Act 1995</i>;</li> <li>c. a local law;</li> <li>d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1976</i>); or</li> <li>e. any combination of the above paragraphs (a) to (d);</li> </ul> <p>as special use vehicles for the purposes of paragraph "f" of the definition of "<i>special use vehicle</i>" in regulation 327(4) of the <i>Regulations</i>, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the <i>Regulations</i>, subject to the following conditions:</p> <p>Christopher Davers  Assistant Director, Strategy and Policy  Driver and Vehicle Services  Department of Transport</p> <p>5th September 2017</p> <p><a href="https://transport.wa.gov.au">Approval for ranger vehicles to fit and use yellow flashing lights (transport.wa.gov.au)</a></p>
<b>Delegates</b>	Chief Executive Officer Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers



<b>Conditions</b>	<ol style="list-style-type: none"> <li>Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.</li> <li>At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.</li> <li>No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.</li> <li>If more than one flashing lights is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.</li> <li>An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.</li> <li>Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.</li> <li>Any vehicle fitted with flashing lights for the purposes of this approval must: <ol style="list-style-type: none"> <li>have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and</li> <li>where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services" or words to similar unambiguous effect clearly set out on the back of the vehicle.</li> </ol> </li> </ol> <p>This condition 7 is not intended to prevent the use of additional words on the vehicle.</p>
<b>Date adopted</b>	28 April 2022
<b>Adoption references</b>	Item 9.4.1 Minute No. C/0422/017
<b>Last reviewed</b>	30 May 2024

## AMENDMENTS

## Review

Delegation	Date	Type	Amendment	References
1.2.3 Powers of Entry	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by the CEO.	Nil
1.2.7 Close Thoroughfares to Vehicles	13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	Nil
1.2.9 Obstruction of Footpaths and Thoroughfares	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	Nil
1.2.10 Gates Across Public Thoroughfares	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	Nil
1.2.11 Public Thoroughfare – Dangerous Excavations	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO.	Nil
1.2.12 Crossing – Construction, Repair and Removal	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO.	Nil
1.2.13 Private Works on, over or under Public Places	13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	Nil
1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	Nil
1.2.20 Payments from the Municipal or Trust Funds	11 Sep 2023	Amended delegation	Added sub delegate - approved via memo to CEO	Approved by Sam Mastrolemba CEO 12.09.2023  Approved by CEO 18 December 2024 (See Synergy Record N250109 -57564)
1.2.20 Payments from the Municipal or Trust Funds	12 Sep 2023	Amended delegation	Added Senior Finance Officer as a sub delegate temporarily until the role of the Coordinator of Financial Services has been filled.	
1.2.20 Payments from the Municipal or Trust Funds	18 Dec 2024	Amended delegation	Manager of People and Culture and Manager of Community Facilities added as subdelegate. Coordinator of Financial Services renamed as Accountant.	

Delegation	Date	Type	Amendment	References
1.2.21 Defer, Grant Discounts, Waive or Write Off Debts	8 Dec 2022	Amended delegation	Manager Financial Services added as sub delegate to provide operational efficiency.	CEO approved (See Synergy Record N221213 -50609)
1.2.21 Defer, Grant Discounts, Waive or Write Off Debts	30 Mar 2023	Amended delegation	Update of Director Title following restructure at condition 2	Approved by Acting CEO 30 January 2025 (See Synergy Record N250130 -57563)
1.2.22 Power to Invest and Manage Investments	30 Jan 2025	Amended delegation	Coordinator Financial Services role changed to Accountant	
1.2.23 Rate Record Amendment	30 Jan 2025	Amended delegation	Coordinator Financial Services sub delegation amended to Coordinator Financial Operations	Approved by Acting CEO - (See Synergy Record N250130 -57563)
1.2.24 Agreement as to Payment of Rates and Service Charges	8 Dec 2022	Amended delegation	Coordinator Financial Operations added as sub delegate to provide operational efficiency.	Approved by CEO (See Synergy record N221213-50609)
1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO	Nil
1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	Nil
1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	Nil
1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll	30 Mar 2023	Amended delegation	Correction to legislative reference at function point 3.	
1.3.8 Information to be Available to the Public	30 Mar 2023	Amended delegation	Correction to legislative reference under Power or duty.	

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Delegation	Date	Type	Amendment	References
1.3.9 Financial Management Systems and Procedures	30 Mar 2023	Amended delegation	Administrative correction to delegated authority reference at function 1.vi	Nil  CEO approved March 2025 (See Synergy Record N250320-58118)  CEO approved March 2025 (See Synergy Record N250320-58118)  CEO approved March 2025 (See Synergy Record N250320-58118)
1.4.2 Local Government Property and Public Places Local Law 2016	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	
2.1.1 Grant a Building Permit	13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - approved by CEO March 2025	
2.1.2 Demolition Permits	13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - CEO approved March 2025	
2.1.3 Occupancy Permits or Building Approval Certificates	13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - CEO approved March 2025	
10.3.1 Traffic Management - Events on Roads	31 Mar 2023	Amended delegation	Manager Engineering added as a delegate.	Nil
10.3.2 Traffic Management - Road Works	13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO	Nil

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**9.4.3 APPOINTMENT OF PRESIDING MEMBERS - COMMITTEES OF COUNCIL**

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

**SUMMARY:**

The purpose of this report is for Council to appoint Presiding Members for its Council Committees due to changes in legislation stemming from *Local Government Act 1995* reforms which came into effect on 7 December 2024 and must be enacted by 1 July 2025.

**BACKGROUND**Previous Considerations

OMC 27 April 2023	Item 9.4.4
OMC 16 November 2023	Item 9.4.1
OMC 27 June 2024	Item 9.4.5

After the 2023 Ordinary Local Government Election at the Ordinary Meeting of Council (OMC) on 16 November 2023, Elected members were appointed for the following Council committees:

- Audit and Risk Committee; and
- Behaviour Complaints Committee.

**Audit and Risk Committee**

At the Audit and Risk Management Committee meeting held on 28 November 2023, elected member Cr Desiree Male was appointed as the Chairperson/Presiding Member.

**Behaviour Complaints Committee**

At the OMC meeting held on 16 November 2023 Shire President C Mitchell, Cr J Lewis and Cr P Taylor were appointed members and Cr Male, Cr Mamid, Cr Matsumoto, Cr Smith, Cr Virgo and a vacant position were appointed as deputy committee members.

Elected member's representation on each of Council's committees was for the term ceasing at the next ordinary local government election on 18 October 2025.

**COMMENT**

To achieve compliance with the new section 5.12 of the *Local Government Act 1995 (Act)*, Council is requested to formally consider the appointment of one elected member as the presiding member on each of the following established Council committees:

- Audit and Risk Committee; and
- Behaviour Complaints Committee.

The election of presiding members from the membership of Council's committees as detailed in the background section of this report complied with the requirements of the **Act** following the conduct of the last ordinary election.

However, new legislation came into effect on 7 December 2024, requiring presiding and members of committees established under Section 5.8 of the Act to be appointed by the Council, not elected by the membership. In accordance with clause 67 of Schedule 9.3, the Act requires all local governments to enact this change by 1 July 2025.

To ensure the established committees can continue to function effectively to support Council and comply with the legislative requirements, it is recommended that Council reaffirm the presiding member of each of the listed committees, by formally appointing the incumbent Presiding Member, without change, as follows:

<b>Audit and Risk Committee</b>		<b>Current Representatives</b>
<del>Chairperson</del> Presiding Member		Cr D Male
<b>Behaviour Complaints Committee</b>		<b>Current Representatives</b>
Presiding Member		Members of committee are to elect a presiding member from amongst themselves (s.5.12)

The Terms of Reference for each committee have been amended to reflect the changes and are outlined in Audit and Risk Committee, **Attachment 1** and Behaviour Complaints Committee, **Attachment 2**.

The Presiding Member for Behaviour Complaints Committee has been nominated as the first member nominated, being Shire President C Mitchell in **Attachment 2**.

It is noted that the following committees have not been formed under section 5.8 of the Act, they are only guided and not bound by the Act.

- Bush Fire Advisory Committee; and
- Local Emergency Management Committee.

It is further noted that following the October 2025 local government elections all committee memberships, including presiding and deputy members, are vacated and will require appointment by the incoming Council.

## **CONSULTATION**

Updated Council Committees Appointments circulated and presented to Elected Members at the May Council Workshop held on Tuesday, 13 May 2025.

## **STATUTORY ENVIRONMENT**

### **Local Government Act 1995**

#### **5.8. Establishment of committees**

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

\* Absolute majority required.

### **Part 5, Subdivision 2 — Committees and their meetings, of the Local Government Act 1995**

The *Local Government Amendment Act 2024* introduced amendments to the *Local Government Act 1995* regarding presiding and deputy presiding members of committees. These new provisions, as detailed below commenced on 7 December 2024.

### **5.12. Presiding members and deputies**

- (1) The local government must appoint
  - \* a member of a committee to be the presiding member of the committee.
  - \* Absolute majority required.
- (2) The local government may appoint
  - \* a member of a committee to be the deputy presiding member of the committee.
  - \* Absolute majority required. The prior provisions under Section 5.12 of the Act (now repealed, enabled the members of a committee established under the Act) to elect their own presiding member and deputy presiding member from the committee membership.

There were no express transitional provisions in the recent legislative amendments enabling the current elected presiding and deputy presiding members to be recognised.

Clause 67 of Schedule 9.3 of the Act mandates that all local governments enact new presiding members and deputies no later than 1 July 2025.

### **POLICY IMPLICATIONS**

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

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

### **FINANCIAL IMPLICATIONS**

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

### **RISK**

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

### **STRATEGIC ASPIRATIONS**

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

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

**Objective** 11.1 Strengthen leadership, advocacy and governance capabilities.

### **VOTING REQUIREMENTS**

*Absolute Majority*

#### **REPORT RECOMMENDATION:**

*That Council reaffirms, and formally appoints the following incumbent elected members, as presiding and deputy presiding members of the Shire of Broome committees, as listed,*

*as required by section 5.12 of the Local Government Act 1995, for a term expiring on 18 October 2025:*

1. *Audit and Risk Committee*
  - i. *Cr D Male as the Presiding Member.*
  - ii. *Accepts the Amended Terms of Reference for the Audit and Risk Committee in Attachment 1.*
2. *Behaviour Complaints Committee*
  - i. *Shire President C Mitchell as the Presiding Member.*
  - ii. *Accepts the Amended Terms of Reference for the Behaviour Complaints Committee in Attachment 2.*

**Attachments**

1. Tracked Changes Terms of Reference - Audit and Risk Committee
2. Tracked Changes Terms of Reference - Behaviour Complaints Committee





## Audit and Risk Committee

<b>Voting Members</b>	3 x Shire Councillors
<b>3 x Councillors</b>	
<b>(2 x Deputies)</b>	
<b><u>Chairperson</u></b>	<del>Shire Councillor and Voting Member as</del>
<b><u>Presiding Member</u></b>	<del>appointed by Council</del> Cr Desiree Male
<b>Deputies</b>	2 x Shire Councillor
<b>Non-voting</b>	Chief Executive Officer
<b>Members</b>	Director Corporate Services
<b>3 x Shire Staff</b>	Manager Financial Services (Includes
<b>(All non-voting)</b>	Secretariat role)
<b>Community</b>	Nil
<b>Delegates</b>	
<b>Officer Responsible</b>	Director Corporate Services
<b>Meeting Schedule</b>	At least 4 times per year
<b>Meeting Location</b>	Function or Committee Room, Shire of Broome
<b>Quorum</b>	2 voting members
<b>Delegated Authority</b>	Nil

## **FUNCTIONS:**

### **1. NAME**

The name of the Committee is the Audit and Risk Committee (the Committee).

### **2. DISTRICT/AREA OF CONTROL**

Local Government boundaries of the Shire of Broome.

### **3. AUTHORITY AND PURPOSE**

The purpose of the Committee is to support Council in discharging its legislative responsibility associated with overseeing the allocation of the Shire's finances and resources, and the effective management of risk. The Committee will promote transparency and accountability in the Shire's financial reporting and promote effective and responsible management of risks to protect the Shire's assets.

The Committee is to oversee:

- The enhancement of the integrity, credibility and objectivity of external financial reporting;
- The framework and systems which are designed to ensure effective management of financial and other risks and the protection of Council assets;
- The framework and systems which are designed to ensure compliance with relevant statutory and regulatory requirements as well as use of best practice guidelines; and
- The scope of work, objectivity, performance and independence of the external auditor including but not limited to coordination of the internal audit function with the external audit and the provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

### **4. STATUTE**

*Part 7 — Audit, of the Local Government Act 1995*  
*Local Government (Audit) Regulations 1996*

### **5. ESTABLISHMENT**

The Committee has been established in accordance with Part 7 of the *Local Government Act 1995*.

The Committee was established as per Council Resolution of 24 May 2005 and was last reviewed on 28 October 2021.

### **6. MEMBERSHIP**

#### **6.1 Composition**

Council shall appoint 3 elected members as delegates and 2 elected members as deputies to those delegates on the Committee.

Council shall appoint ~~one of the 3 elected members as Committee Chairperson~~ the Presiding Member.-

The CEO and employees are non-voting members of the committee. The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

## 6.2 Tenure of Membership

The tenure of members' appointment to the Committee must be compliant with section 5.11 of the Act, being up to two years terminating on the day of the Ordinary Council elections, at which time all elected members will be eligible for reappointment.

## 6.3 Committee Member Entitlements

All Committee members will be:

- Entitled to receive reimbursement of reasonable expenses
- Provided with appropriate training and professional development to be determined by the Committee and provided that adequate funds are available in the Council budget for this purpose.

## 7. DELEGATED AUTHORITY

The Audit and Risk Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have management functions and cannot involve itself in management processes or procedures.

More specifically, the Committee is to:

- Review the internal and external annual audit plans and the outcomes/results of all audits undertaken;
- Meet with the Shire's appointed external auditors as necessary;
- Review the annual Compliance Audit Return (CAR) and report to the Council the results of that review, prior to adoption of the return by Council.
- Consider proposals from the CEO as to whether the compliance audit, and the reviews of risk management, internal control and legislative compliance, are undertaken internally or an external party is contracted to undertake the task. In the case of an external party the Audit Committee would have responsibility to receive the review report from the CEO and make recommendations on it to full Council.
- Monitoring and reporting on the appropriateness and effectiveness of Council's programs for risk management, internal control and legislative compliance and receive a report from the CEO on risk management matters and the progress of actions from the Improvement Plan.
- Monitoring and reporting on the appropriateness and effectiveness of Council's financial management systems and procedures not less than once in every three financial years and the CEO, through the Audit Committee is to report to Council the results of those reviews.

## 8. COMMITTEE STRUCTURE

### 8.1 ~~Chairperson~~Presiding Member

As appointed by Council (is the ~~Chairperson~~Presiding Member).

### 8.2 Secretariat

The Manager Financial Services will fulfil this administrative non-voting role.

### 8.3 Standing Ex-Officio Members

Nil.

## 9. COMMITTEE MEETINGS

### 9.1 Frequency

The Committee shall meet at least quarterly; within fourteen (14) days of receiving the Annual Financial Report and Audit Report from Council's Auditor.

The Manager Financial Services generally calls meetings when required on behalf of the Director Corporate Services.

### 9.2 Quorum

Quorum is 2 voting members in accordance with section 5.19 of the *Local Government Act 1995*.

### 9.3 Who Acts if no Presiding member

In the ~~Chairperson~~[Presiding Member](#)'s absence, Committee members who are present will select a ~~Chairperson~~[Presiding Member](#) for that particular meeting in accordance with the *Local Government Act 1995* section 5.14.

### 9.4 Voting

Only elected member representatives are allowed to vote in accordance with section 5.21 of the *Local Government Act 1995*.

### 9.5 Agenda

An agenda will be distributed at least five days prior to the meeting wherever possible, along with the minutes of the previous meeting, action items, reporting registers and other attachments or reports to be addressed.

### 9.6 Minutes & Reporting

In accordance with the *Local Government Act 1995* section 5.22 and 5.25, and *Local Government (Administration) Regulations 1996*.

The minutes are to be submitted to the next Committee meeting for confirmation and are to be signed by the ~~Chairperson~~[Presiding Member](#) from the meeting at which the minutes are confirmed.

Unconfirmed minutes are to be available for inspection by members of the public within 5 business days after the meeting and Reports and Recommendations arising from the minutes shall be presented to Council at the next Ordinary Meeting for endorsement and/or action, or if this is not possible, then the earliest available Council Meeting.

### 9.7 Public Attendance at Meetings

Closed to the public pursuant to section 5.23(2) of the ***Local Government Act 1995*** and is not required to have questions from the public as there are no Council delegations.

### 9.8 Members Interests to be Disclosed

Committee members must declare conflict of interest or pecuniary interests in accordance with Local Government (Model Code of Conduct) Regulations 2021 section 22 Disclosure of interests, to the Chief Executive Officer before or at the relevant Committee meeting.

Document Control Box							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Director Corporate Services			<b>Owner Business Unit:</b>	Corporate Services		
<b>Reviewer:</b>	Manager Financial Services			<b>Decision Maker:</b>	Council		
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	<a href="#">Local Government Act 1995 section 7.1A - Audit committee</a> <a href="#">Local Government (Audit) Regulations 1996</a>						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium		<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	[09/2025]	<b>Records Ref:</b>
<b>Version #</b>	<b>Decision Reference:</b>			<b>Synopsis:</b>			
1.	28 October 2021			Minor updates to reflect changes in Regulations and Org Structure			
2.	16 November 2023			Minor updates to reflect changes.			
<u>3.</u>	<u>22 May 2025</u>			<u>Changes made to reflect legislative changes.</u>			



## Behaviour Complaints Committee

### Terms of Reference



## Behaviour Complaints Committee

<b>Voting Members</b>	Three (3) x Shire Councillors
<b>3 x Councillors</b>	
<b>(6 x Deputies)</b>	
<b>Presiding Member</b>	<del>Members of committee are to elect a presiding member from amongst themselves (s5.12)</del> <a href="#">Shire President C Mitchell</a>
<b>Deputy Presiding Members</b>	<b>6 x Shire Councillors</b>
<b>Officer Responsible</b>	Senior Governance & Administration Officer (includes Secretariat role)
<b>Meeting Schedule</b>	As required
<b>Meeting Location</b>	Function or Committee Room, Shire of Broome
<b>Quorum</b>	2 voting members
<b>Delegated Authority</b>	Yes





## Behaviour Complaints Committee Terms of Reference

### Policy Objective

To establish Terms of Reference for the Behaviour Complaints Committee of the Shire of Broome.

### Policy Scope

This Policy applies exclusively to the Shire of Broome Behaviour Complaints Committee.

### Committee Function

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the *Local Government Act 1995* (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates. (Code of Conduct)

The extent of authority provided to the Behaviour Complaints Committee is specified in the relevant Delegated Authority, and includes:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur *[clause 12(3) of the Code of Conduct]*.
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
  - To take no further action; or
  - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

The extent of authority of the Behaviour Complaints Committee is limited by the Conditions of the Delegated Authority.

### Membership

The Behaviour Complaints Committee is a Committee of Council Members only in accordance with s.5.9(2)(a) of the Act.

Membership of the Behaviour Complaints Committee will comprise of three (3) Council Members, appointed by Council in accordance with s.5.10 of the Act.

In addition, all remaining six (6) Council Members will be appointed as Deputy Committee Members in accordance with s.5.11A of the Act.

The Delegated Authority Condition prescribes that if an appointed Committee Member is identified in the Complaint as either the Complainant or the Respondent, they are to recuse themselves from the Committee's Function by providing an apology. They are to be replaced for the duration of the handling of the subject Complaint by a Deputy Committee Member, selected by the Presiding Member of the Committee.

## Meeting Schedule

Meetings are to be schedule as required by the CEO or Behaviour Complaints Officer in consultation with the Behaviour Complaints Committee Presiding Member.

## Delegated Authority

The Behaviour Complaints Committee will act under Delegated Authority in accordance with s.5.16 of the Act. The delegation is recorded in the Shire of Broome Register of Delegations.

It is a Condition of Delegated Authority that the Behaviour Complaints Committee will be unable to exercise delegated authority if the Complainant or Respondent attend as a Complaints Committee Member.

## Committee Governance

Behaviour Complaints Committee are required to:

- Be called and convened by the CEO, as required, in consultation with the Committee's Presiding Member;
- Include public question time *[Admin.r.5]*;
- Make the Committee Notice Papers and Agenda publicly available *[s.5.94(p), s.5.96A(f)]*, with the exception of agenda content that relates to that part of the meeting which will be closed to members of the public under s.5.23(2) *[Admin.r.14]*; and
- Make Committee minutes publicly available *[s.5.94(n), s.5.96A(h)]*, with the exception of Minutes content that relates to that part of the meeting which was closed to the public or was determined as confidential under s.5.23(2).

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Office of the CEO		
Reviewer:	Manager Governance, Strategy & Risk			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Model Code of Conduct) Regulations 2021</a>						
Industry:							
Organisational:	Shire of Broome – Code of Conduct for Council Members, Committee Members and Candidates Council Policy – Code of Conduct Behaviour Complaints Management Delegated Authority – 1.1.1 Behaviour Complaints Committee						
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	5/2024	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	29 July 2021		Initial Adoption Resolution C/0721/028				
2.	<a href="#">22 May 2025</a>		<a href="#">Changes made due to legislative changes.</a>				

**9.4.4 MONTHLY PAYMENT LISTING - APRIL 2025**

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

**SUMMARY:**

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

**BACKGROUND**

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

**COMMENT**

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

**CONSULTATION**

Nil.

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

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

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

#### 13A. Payments by employees via purchasing cards

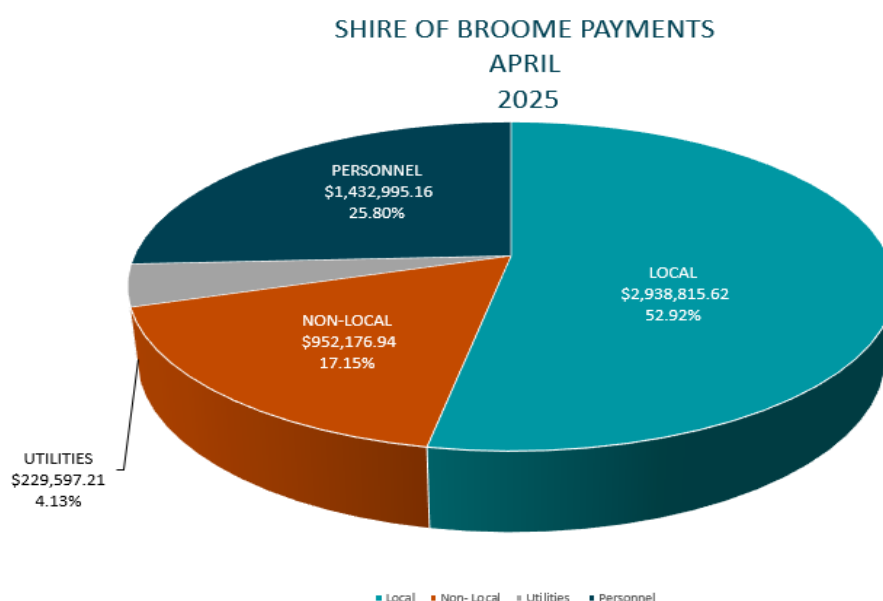
- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
- (a) the payee's name;
  - (b) the amount of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

### POLICY IMPLICATIONS

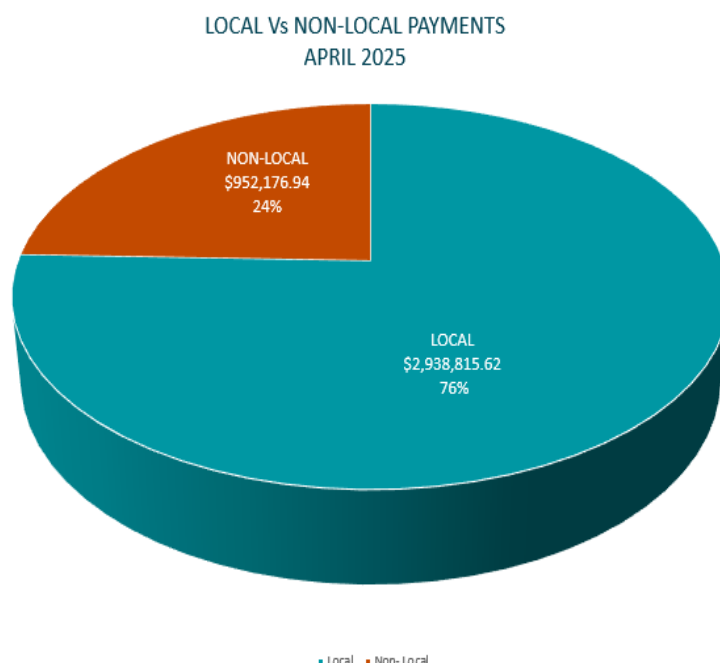
Nil.

### FINANCIAL IMPLICATIONS

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



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



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for April 2025 after \$1,432,995.16 in personnel payments, \$229,597.21 in utilities and other non-local sole suppliers were excluded.

### YEAR TO DATE CREDITOR PAYMENTS

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

Month	Cheques	EFT Payments	Direct Debit	Credit Card	Trust	Payroll	Total Creditors
Jul-24	\$ 577.84	\$ 2,589,926.74	\$ 417,706.68	\$ 40,214.86	\$ -	\$ 810,379.14	\$ 3,858,805.26
Aug-24	\$ -	\$ 3,339,215.48	\$ 216,884.00	\$ 44,550.61	\$ -	\$ 811,035.25	\$ 4,411,685.34
Sep-24	\$ 1,522.00	\$ 4,377,814.98	\$ 206,644.31	\$ 30,455.57	\$ -	\$ 871,605.88	\$ 5,488,042.74
Oct-24	\$ 319.90	\$ 3,429,201.48	\$ 321,266.66	\$ 30,283.93	\$ -	\$ 1,253,165.45	\$ 5,034,237.42
Nov-24	\$ 4,500.00	\$ 5,328,066.11	\$ 309,561.39	\$ 40,280.98	\$ -	\$ 846,765.67	\$ 6,529,174.15
Dec-24	\$ -	\$ 5,369,457.99	\$ 525,594.31	\$ 37,847.27	\$ -	\$ 825,236.68	\$ 6,758,136.25
Jan-25	\$ 388.90	\$ 5,167,307.63	\$ 289,099.49	\$ 19,948.17	\$ -	\$ 798,876.19	\$ 6,275,570.38
Feb-25	\$ -	\$ 2,459,287.62	\$ 229,572.09	\$ 39,852.13	\$ -	\$ 825,248.60	\$ 3,553,960.44
Mar-25	\$ -	\$ 3,567,009.20	\$ 266,839.87	\$ 27,168.16	\$ -	\$ 837,433.86	\$ 4,698,451.09
Apr-25	\$ -	\$ 4,222,516.98	\$ 423,758.24	\$ 45,293.36	\$ -	\$ 862,016.35	\$ 5,553,584.93
May-25							
Jun-25							
<b>TOTAL</b>	<b>\$ 7,308.64</b>	<b>\$ 39,849,804.21</b>	<b>\$ 3,206,927.04</b>	<b>\$ 355,895.04</b>	<b>\$ -</b>	<b>\$ 8,741,763.07</b>	<b>\$ 52,161,648.00</b>

### RISK

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

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

### STRATEGIC ASPIRATIONS

**Performance - We will deliver excellent governance, service & value for everyone.****Outcome 13 - Value for money from rates and long term financial sustainability****Objective** 13.1 Plan effectively for short- and long-term financial sustainability**VOTING REQUIREMENTS***Simple Majority***REPORT RECOMMENDATION:***That Council:*

1. *Receives the list of payments made from the Municipal and Trust Accounts in April 2025, totalling \$5,553,584.93 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:*
  - a) *EFT Vouchers EFT79149- EFT79597 totalling \$4,222,516.98;*
  - b) *Municipal Cheque Vouchers 00000 - 00000 totalling \$0.00;*
  - c) *Trust Cheque Vouchers 00000 - 00000 totalling \$0.00; and*
  - d) *Municipal Direct Debits DD34259.1- DD34382.1 including payroll totalling \$1,285,774.59*
2. *Receives the list of payments made by credit cards in April 2025, totalling \$45,293.36 (contained within Attachment 1) per the requirements of Regulation 13A of the Local Government (Financial Management) Regulations 1996 covering EFT Vouchers EFT79617 – EFT79643.*
3. *Notes the local spend of \$2,938,815.62 included in the amount above, equating to 76% of total payments excluding personnel, utility, and other external sole supplier costs.*

**Attachments**

1. Payment Listing - April 2025

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT #	Date	Name	Description	Amount
EFT79401	23/04/2025	A PLUS EVENTS & HIRE	Furniture Hire- Waste Event	\$ 385.00
EFT79344	15/04/2025	A. AHTONG	Relocation Reimbursement- People & Culture	\$ 3,459.58
EFT79235	04/04/2025	AARON MANSON (POOL WISDOM)	Pool Chemicals- BRAC	\$ 5,932.29
EFT79283	10/04/2025	AARON MANSON (POOL WISDOM)	Water Quality Testing- Town Beach Water Park	\$ 291.50
EFT79402	23/04/2025	AARON MANSON (POOL WISDOM)	Pool Chemicals- BRAC	\$ 1,822.40
EFT79472	29/04/2025	AARON MANSON (POOL WISDOM)	Water Quality Testing- Town Beach Water Park	\$ 874.50
EFT79236	04/04/2025	ABLE ELECTRICAL (WA) PTY LTD	Electrical Maintenance- BRAC	\$ 825.00
EFT79531	30/04/2025	ACURIX NETWORKS PTY LTD	Public Wi-Fi- Library	\$ 497.20
EFT79284	10/04/2025	A. & M. EVANS	Rates Refund- A305239	\$ 2,534.86
EFT79237	04/04/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	V Belt For Cutting Deck- Depot	\$ 1,047.07
EFT79285	10/04/2025	AIT SPECIALISTS PTY LTD	Monthly Review of Fuel Tax Credits- Finance	\$ 622.60
EFT79403	23/04/2025	A.MORRIS	Staff Reimbursement- Travel Costs	\$ 122.91
EFT79404	23/04/2025	ALLOY & STAINLESS PRODUCTS	Mulch- Parks & Gardens	\$ 1,167.10
EFT79158	01/04/2025	ALLPEST (BROOME PEST CONTROL)	Rental Vacate Fumigation- Residential	\$ 250.00
EFT79345	15/04/2025	ALLPEST (BROOME PEST CONTROL)	Bi-Annual Pest Inspection- Men's Shed	\$ 104.00
EFT79159	01/04/2025	A.RANN	Umpire Payments- BRAC	\$ 315.00
EFT79286	10/04/2025	A.RANN	Umpire Payments- BRAC	\$ 35.00
EFT79238	04/04/2025	ARTISTALIA	Licence Fee- Youth Week Movie Night	\$ 660.00
EFT79160	01/04/2025	A. LOVETT	Umpire Payments- BRAC	\$ 105.00
EFT79405	23/04/2025	ASK WASTE MANAGEMENT PTY LTD	Landfill Closure Management Plan- WMF	\$ 880.00
EFT79161	01/04/2025	AUSSIE BROADBAND LIMITED	NBN Charges- ICT	\$ 2,526.70
EFT79346	15/04/2025	AUSSIE BROADBAND LIMITED	NBN Charges- ICT	\$ 2,526.70
EFT79347	15/04/2025	AUSTRALIA & NEW ZEALAND RECYCLING PLATFORM LTD	E-Waste Disposal - WMF	\$ 273.35
EFT79348	15/04/2025	AUSTRALIA POST	Postage- Shire Administration	\$ 1,830.50
EFT79162	01/04/2025	AUSTRALIAN PUMP	High Pressure Powered Pump- Depot	\$ 830.28
EFT79227	04/04/2025	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	\$ 709.50
EFT79393	22/04/2025	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	\$ 709.50
EFT79228	04/04/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	\$ 133,500.00
EFT79394	22/04/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	\$ 137,553.00
EFT79349	15/04/2025	AVIAIR	Interregional Flight Network- Sponsorship Contribution C/1222/026	\$ 17,678.10
EFT79287	10/04/2025	BCA CONSULTANTS PTY LTD	HVAC Redesign- Administration Building RFQ25/05	\$ 11,110.00
EFT79406	23/04/2025	BCA CONSULTANTS PTY LTD	Air-condition Redesign- Shire Administration RFQ25/05	\$ 846.45
EFT79163	01/04/2025	BLACKWOODS	Megaphone With Siren- People And Culture	\$ 572.35
EFT79239	04/04/2025	BLACKWOODS	Vice Chain Pipe & Bottom Screw- Depot	\$ 3,218.25
EFT79473	29/04/2025	BLACKWOODS	Lifebuoy Covers- Infrastructure	\$ 1,517.01
EFT79532	30/04/2025	BLACKWOODS	PPE- Depot	\$ 2,896.97
EFT79350	15/04/2025	BLUE SEAS TACKLE CO	Head Socks & Buffs- Depot	\$ 777.00
EFT79351	15/04/2025	BOC LIMITED	Gas Bottles- Depot	\$ 116.65

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79474	29/04/2025	BOYA EQUIPMENT	Lever Control Switch- Depot	\$ 683.15
EFT79407	23/04/2025	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	\$ 22,144.02
EFT79533	30/04/2025	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	\$ 16,856.48
EFT79352	15/04/2025	BRENNAN IT PTY LTD	Mimecast Renewal- ICT	\$ 29,173.30
EFT79475	29/04/2025	BRENNAN IT PTY LTD	Windows Server- ICT	\$ 3,664.32
EFT79408	23/04/2025	B. HART	Electricity Reimbursement- Staff Rent	\$ 32.00
EFT79240	04/04/2025	BROOME AVIATION PTY LTD / NORTHWEST REGIONAL AIRLINES	Charter Regional Flight- Office of the CEO	\$ 4,600.00
EFT79353	15/04/2025	BROOME BUILDERS PTY LTD	Crossover Subsidy	\$ 1,000.00
EFT79241	04/04/2025	BROOME CAMPUS NORTH REGIONAL TAFE	Area Warden Training- Depot	\$ 846.34
EFT79409	23/04/2025	BROOME CAMPUS NORTH REGIONAL TAFE	Refund Of Credit- Finance	\$ 63.66
EFT79476	29/04/2025	BROOME CHAMBER OF COMMERCE & INDUSTRY (INC)	Newsletter Advert- Old Broome Lock Up Lease Opportunity	\$ 55.00
EFT79288	10/04/2025	BROOME PLUMBING & GAS	Repair Water Leak- Administration Building	\$ 412.00
EFT79355	15/04/2025	BROOME PLUMBING & GAS	Replacement Urinal Cistern- Library	\$ 1,887.00
EFT79477	29/04/2025	BROOME PLUMBING & GAS	Plumbing Maintenance- Male Oval	\$ 764.00
EFT79164	01/04/2025	BROOME PROGRESSIVE SUPPLIES	Kisok Stock- BRAC	\$ 366.09
EFT79410	23/04/2025	BROOME PROGRESSIVE SUPPLIES	Milk- Shire Administration	\$ 69.43
EFT79478	29/04/2025	BROOME PROGRESSIVE SUPPLIES	Kisok Stock BRAC	\$ 731.02
EFT79534	30/04/2025	BROOME PROGRESSIVE SUPPLIES	Milk- Shire Administration	\$ 103.79
EFT79165	01/04/2025	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Filter Element- Depot	\$ 110.00
EFT79166	01/04/2025	BROOME SENIOR HIGH SCHOOL P&C	Quick Response Grant- Broome Senior High School	\$ 1,100.00
EFT79229	04/04/2025	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 500.00
EFT79395	22/04/2025	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 600.00
EFT79230	04/04/2025	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 1,080.00
EFT79396	22/04/2025	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 1,140.00
EFT79289	10/04/2025	BROOME SMALL ENGINE SERVICES	Air Filter- Depot	\$ 76.18
EFT79411	23/04/2025	BROOME SMALL ENGINE SERVICES	Fire Pump- Depot	\$ 939.00
EFT79290	10/04/2025	BROOME SOCCER ASSOCIATION	Community Development Fund- C/0624/066	\$ 6,000.00
EFT79291	10/04/2025	BROOME SURF LIFE SAVING CLUB INC	Venue Hire- Community Development	\$ 415.00
EFT79412	23/04/2025	BROOME TOURIST BUREAU INC	Visitor & Information Services For Broome C/0323/026	\$ 137,500.00
EFT79292	10/04/2025	BROOME TOWING & SALVAGE	Vehicle Towing- Ranger Services	\$ 495.00
EFT79413	23/04/2025	BROOME TOWING & SALVAGE	Vehicle Towing- Ranger Services	\$ 605.00
EFT79479	29/04/2025	BROOME TOWING & SALVAGE	Vehicle Towing- Ranger Services	\$ 330.00
EFT79457	24/04/2025	BROOME VACATION VILLAGE	Staff Rent- May 2025	\$ 2,563.69
EFT79414	23/04/2025	BROOME VETERINARY HOSPITAL	Monthly Vet Fees- Ranger Services	\$ 986.00
EFT79293	10/04/2025	BROOME CRETE	Cracker Dust- Depot	\$ 825.00
EFT79356	15/04/2025	BROOME CRETE	Geotextile- Works & Operations	\$ 2,227.50
EFT79480	29/04/2025	BROOME CRETE	Sandstone- Parks & Gardens	\$ 2,640.00
EFT79535	30/04/2025	BROOME CRETE	Metal Sheets- Depot	\$ 6,198.50
EFT79415	23/04/2025	BULLDOGS ELECTRICAL & MAINTENANCE	Crossover Subsidy	\$ 1,000.00



PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79294	10/04/2025	CABLE BEACH PAINTING SERVICES PTY LTD	Steel Frames Hand Rails- Broome Visitor Centre	\$ 4,501.50
EFT79357	15/04/2025	CABLE BEACH PAINTING SERVICES PTY LTD	Stage Painting- Civic Centre	\$ 1,254.00
EFT79295	10/04/2025	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE	Vehicle Tyres- Depot	\$ 1,191.00
EFT79416	23/04/2025	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE	Vehicle Service- Depot	\$ 730.00
EFT79536	30/04/2025	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE	Supply & Fit New Toyo Nitto- Depot	\$ 519.00
EFT79417	23/04/2025	CARPET PAINT & TILE CENTRE	Timber Oil- Depot	\$ 1,980.00
EFT79481	29/04/2025	CARPET PAINT & TILE CENTRE	Consumables- Parks & Gardens	\$ 548.00
EFT79242	04/04/2025	CASEY WAIDEMAN TA MOVE COLLECTIVE CO	Pilates Pop up- Town Beach	\$ 150.00
EFT79458	24/04/2025	CHARTER PROPERTY GROUP PTY LTD	Staff Rent- May 2025	\$ 3,910.71
EFT79418	23/04/2025	CHI MAYI KITCHEN (A.K KEARNEY & D.G KITCHEN)	Easter Trails - Smoothie vouchers x 100	\$ 990.00
EFT79231	04/04/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	\$ 717.14
EFT79397	22/04/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	\$ 717.14
EFT79482	29/04/2025	CHRISSY LEE CARTER	Rainbow Bracelet Table- Easter Event	\$ 1,305.00
EFT79537	30/04/2025	C. CAREY	Rates Refund- A109227	\$ 2,055.50
EFT79149	01/04/2025	CR. R. MITCHELL	Monthly Councillor Sitting Fee and Allowances	\$ 8,821.50
EFT79538	30/04/2025	CJD EQUIPMENT PTY LTD	Vehicle Filter Service- Depot	\$ 396.98
EFT79539	30/04/2025	CLARK EQUIPMENT SALES PTY LTD	Blade Kit- Depot	\$ 1,839.23
EFT79358	15/04/2025	CLARK POOLS & SPAS BROOME ( NEW)	Pool Chemicals- Staff Housing	\$ 440.53
EFT79483	29/04/2025	CLARK POOLS & SPAS BROOME ( NEW)	Pool Chemicals- Staff Housing	\$ 172.27
EFT79296	10/04/2025	CLEANAWAY CO PTY LTD	Emptying Recycling Bins (cardboard) RFQ 23 - 16	\$ 30.80
EFT79359	15/04/2025	CLEANAWAY CO PTY LTD	Kerbside Waste Collection- WMF RFQ 23- 16	\$ 69,031.27
EFT79419	23/04/2025	CLEANAWAY CO PTY LTD	Waste Removal- Kimberley Regional Office	\$ 2,784.14
EFT79484	29/04/2025	CLEANAWAY CO PTY LTD	Residential Two Bin Service- RFQ 23- 16	\$ 134,190.81
EFT79540	30/04/2025	CLEANAWAY CO PTY LTD	Fluro Light Disposal- WMF	\$ 6,176.76
EFT79297	10/04/2025	CLEAVE CONSOLIDATED PTY LTD T/A GRATEFUL GARDENS	Yard Clean Up- Residential	\$ 1,815.00
EFT79243	04/04/2025	CMA CONTRACTING PTY LTD	Cable Beach Foreshore Redevelopment- RFT 23/12 Contract Claim 12	\$ 602,089.82
EFT79168	01/04/2025	COAST & COUNTRY ELECTRICS	Electrical Maintenance- Broome Visitors Centre	\$ 143.00
EFT79244	04/04/2025	COAST & COUNTRY ELECTRICS	Solenoid- Town Beach Waterpark	\$ 214.50
EFT79298	10/04/2025	COAST & COUNTRY ELECTRICS	Investigate Storm Damage- Father Mac Lights	\$ 797.50
EFT79420	23/04/2025	COAST & COUNTRY ELECTRICS	Electrical Maintenance- Haynes Oval Lights	\$ 143.00
EFT79485	29/04/2025	COAST & COUNTRY ELECTRICS	Battery And Pipe Cement- BRAC	\$ 924.04
EFT79541	30/04/2025	COAST & COUNTRY ELECTRICS	Repair Boom Gate- WMF	\$ 1,045.32
EFT79542	30/04/2025	CONNECT CALL CENTRE SERVICES	Annual Call Centre Charges- Governance	\$ 353.54
EFT79299	10/04/2025	CORNERSTONE LEGAL	Legal Advice- Ranger Services	\$ 14,679.50
EFT79169	01/04/2025	CRUISE BROOME INCORPORATED	Cruise Ship Visitation Services 2024/25 C/0524/070	\$ 12,535.60
EFT79300	10/04/2025	CS LEGAL	Debt Collection Fees- Rates	\$ 1,014.80
EFT79543	30/04/2025	CS LEGAL	Debt Recover- Rates	\$ 1,385.37
EFT79486	29/04/2025	DAN GUIDERA	Musician- Easter Egg Trail Event	\$ 400.00
EFT79360	15/04/2025	DATAFUEL FINANCIAL SYSTEMS PTY LTD	Annual Licence Renewal- ICT	\$ 544.50

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79487	29/04/2025	DC DATA COMMS	SMS Module Fire Pannel - Kimberley Regional Offices	\$ 2,929.74
EFT79421	23/04/2025	DEAN DB & FJ (TA CABLE BEACH ELECTRICAL SERVICE)	Weatherproof Power Point- Depot	\$ 187.00
EFT79488	29/04/2025	DEAN DB & FJ (TA CABLE BEACH ELECTRICAL SERVICE)	Reticulation Pump Investigation- BRAC	\$ 3,036.00
EFT79544	30/04/2025	DEAN DB & FJ (TA CABLE BEACH ELECTRICAL SERVICE)	Replace Faulty Fill Float Switch- Gibson Park	\$ 649.00
EFT79301	10/04/2025	D. HAYWARD	Umpire Payments- BRAC	\$ 35.00
EFT79545	30/04/2025	D. HAYWARD	Umpire Payment- BRAC	\$ 35.00
EFT79281	04/04/2025	DEPARTMENT OF MINES, INDUSTRY AND SAFETY - BUILDING &	Building Services Levy- February 2025	\$ 5,070.80
EFT79150	01/04/2025	CR. D. MALE	Monthly Councillor Sitting Fee and Allowances	\$ 3,822.91
EFT79170	01/04/2025	D. RANN	Umpire Payments- BRAC	\$ 245.00
EFT79302	10/04/2025	D. RANN	Umpire Payments- BRAC	\$ 35.00
EFT79489	29/04/2025	DRAGONFLY CAFE (CREMA BROOME PTY LTD)	Coffee Vouchers- Easter Trail Event	\$ 600.00
EFT79232	04/04/2025	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	\$ 8,980.79
EFT79398	22/04/2025	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	\$ 8,593.36
EFT79490	29/04/2025	EFTSURE PTY LTD	Annual Subscription- Finance	\$ 6,452.13
EFT79422	23/04/2025	ELITE POOL COVERS PTY LTD	Blanket Buddy- BRAC	\$ 15,400.00
EFT79151	01/04/2025	CR. E. SMITH	Monthly Councillor Sitting Fee and Allowances	\$ 2,394.75
EFT79361	15/04/2025	ENVISIONWARE AUSTRALIA PTY LTD	Self Service Printing & Copying System- Library	\$ 4,070.00
EFT79546	30/04/2025	FE TECHNOLOGIES	Circulation Assist Device - Library	\$ 38.78
EFT79423	23/04/2025	FERRANTE ADVISORY	Analysis of Development Costs- McMahan Estate Development	\$ 3,506.25
EFT79547	30/04/2025	FIELDFORCE4 PTY LIMITED	Service Review- Parks & Gardens	\$ 25,410.00
EFT79362	15/04/2025	FIRE & SAFETY SERVICES COMPANY	Fire Equipment Servicing- Kimberley Regional Offices	\$ 68.20
EFT79491	29/04/2025	FIRE & SAFETY SERVICES COMPANY	Fire Equipment Servicing- Civic Centre	\$ 717.20
EFT79245	04/04/2025	FIRST NATIONAL REAL ESTATE BROOME	Staff Rent- April 25	\$ 5,301.18
EFT79459	24/04/2025	FIRST NATIONAL REAL ESTATE BROOME	Staff Rent- May 2025	\$ 5,822.62
EFT79303	10/04/2025	FIT2WORK	Police Checks- People & Culture	\$ 528.00
EFT79492	29/04/2025	FLOWERS ON SAVILLE STREET	Flower Wreath - ANZAC Day Event	\$ 160.00
EFT79304	10/04/2025	FOCUS NETWORKS (PROGRESSIVE CREATIVE SOLUTIONS)	Migrate Server- ICT	\$ 3,707.00
EFT79363	15/04/2025	FOCUS NETWORKS (PROGRESSIVE CREATIVE SOLUTIONS)	Proactive Service Monthly- ICT	\$ 35,772.00
EFT79246	04/04/2025	FOOTBALL FUTURES FOUNDATION	Flight Contributions- Shire All Abilities Come & Try Day	\$ 1,227.60
EFT79171	01/04/2025	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Entry Clean- Residential	\$ 363.00
EFT79424	23/04/2025	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning- Shire Housing	\$ 3,723.50
EFT79493	29/04/2025	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning- Australia Day Ceremony	\$ 193.60
EFT79247	04/04/2025	FORCH WA PTY LTD	Workshop Consumables- Depot	\$ 12.65
EFT79305	10/04/2025	FORMS EXPRESS PTY LTD	Data Processing- Rates	\$ 1,256.45
EFT79306	10/04/2025	FRANYART	Graphic Design For Brochure- Library	\$ 235.00
EFT79248	04/04/2025	FULTON HOGAN INDUSTRIES PTY LTD / PIONEER ROAD SERVICES	Cold mix For Pothole Repairs- Works	\$ 1,795.20
EFT79172	01/04/2025	FUNERGY (DIX INITIATIVES PTY LTD)	2025 Youth Week Opening Party- Community Engagement	\$ 2,082.00
EFT79249	04/04/2025	GALVINS PLUMBING SUPPLIES	Cast Iron Access Cover & Frame- Depot	\$ 808.86
EFT79460	24/04/2025	GARRY & JACQUELINE KING	Staff Rent- May 2025	\$ 3,764.33

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79494	29/04/2025	GARWOOD INTERNATIONAL PTY LTD	Sweep Blade Rubbers- Depot	\$ 988.50
EFT79364	15/04/2025	GO GO MEDIA	Centre Radio- BRAC	\$ 198.00
EFT79307	10/04/2025	GOOD EARTH GARDEN PRODUCTS PTY LTD	Potting Mix- Parks & Gardens	\$ 643.50
EFT79308	10/04/2025	GPC ASIA PACIFIC PTY LTD T/AS REPCO	Driveshaft- Depot	\$ 284.90
EFT79365	15/04/2025	GPC ASIA PACIFIC PTY LTD T/AS REPCO	Tablet Software Update- Depot	\$ 2,078.60
EFT79425	23/04/2025	GPC ASIA PACIFIC PTY LTD T/AS REPCO	Constant Velocity Driveshaft- Depot	\$ 504.35
EFT79426	23/04/2025	GROUND BREAKING ENERGY PTY LTD	Rates Refund- A306821	\$ 1,276.55
EFT79173	01/04/2025	H & M TRACEY CONSTRUCTION PTY LTD	Shire Dwellings Design & Construction- Progress Claim #7 RFT 24-06	\$ 247,420.45
EFT79495	29/04/2025	H & M TRACEY CONSTRUCTION PTY LTD	Design & Construction- Shire Devilling RFT 24-06	\$ 122,700.85
EFT79174	01/04/2025	HAMES SHARLEY	Planning Consultants- Cable Beach & Chinatown/Old Broome RFQ22/20	\$ 19,563.54
EFT79427	23/04/2025	HAMES SHARLEY	Broome Housing Diversity & Affordability Analysis- Survey RFQ24-18	\$ 7,559.20
EFT79548	30/04/2025	HARBY ENTERPRISES PTY LTD T/A HARBY STUDIOS	Marketing- Cable Beach Redevelopment RFQ 25/08	\$ 8,493.65
EFT79496	29/04/2025	HARMONY HORTICULTURE	Weed Spraying- WMF	\$ 4,147.00
EFT79250	04/04/2025	HARVEY NORMAN AV IT SUPERSTORE BROOME	Samsung Tablet- Library	\$ 698.00
EFT79497	29/04/2025	HARVEY NORMAN AV IT SUPERSTORE BROOME	iPhone Equipment- Ranger Services	\$ 218.85
EFT79498	29/04/2025	HEALINGTHRUTHEARTS	Musician- Fusion Moon April 2025	\$ 350.00
EFT79428	23/04/2025	HERBERT SMITH FREEHILLS	Draft Lease- Kimberley Regional Offices	\$ 5,828.77
EFT79549	30/04/2025	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	Hydraulic Cylinder- Depot	\$ 1,375.00
EFT79251	04/04/2025	HOLDFAST FLUID POWER NW PTY LTD	Replacement Hydraulic Hoses- Depot	\$ 929.06
EFT79175	01/04/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Shire Housing	\$ 1,493.91
EFT79429	23/04/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Parks & Reserves	\$ 10,364.73
EFT79499	29/04/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- SES Building	\$ 959.88
EFT79176	01/04/2025	HT CLEANING SERVICES PTY LTD	Cleaning Consumables - Shire Venues	\$ 9,892.39
EFT79309	10/04/2025	HT CLEANING SERVICES PTY LTD	Event Cleaning- Civic Centre	\$ 1,260.18
EFT79430	23/04/2025	HT CLEANING SERVICES PTY LTD	Cleaning- Various Shire Facilities RFT23-04	\$ 52,087.84
EFT79500	29/04/2025	HT CLEANING SERVICES PTY LTD	Cleaning- Various Shire Facilities	\$ 62,128.58
EFT79550	30/04/2025	HT CLEANING SERVICES PTY LTD	Mould Removal- Civic Centre	\$ 65.86
EFT79461	24/04/2025	HUTCHINSON REAL ESTATE	Staff Rent- May 2025	\$ 2,851.56
EFT79501	29/04/2025	IANNELLO DESIGN	Informational Brochures- Animal Management Plan	\$ 1,320.00
EFT79252	04/04/2025	INDUSTRIAL AUTOMATION GROUP	Relay for Lights- Father Mac Oval	\$ 532.40
EFT79366	15/04/2025	INFOCOUNCIL PTY LTD	Infocouncil Training- Governance	\$ 660.00
EFT79367	15/04/2025	INTELLIHR SYSTEMS PTY LTD	Annual Licence- ICT	\$ 61.01
EFT79502	29/04/2025	INTERNATIONAL LIVESTOCK EXPORT	Compost Collection- Parks & Gardens	\$ 1,980.00
EFT79551	30/04/2025	J. BENS	Compost Rebate	\$ 124.50
EFT79462	24/04/2025	J. HEARSCH	Staff Rent- May 2025	\$ 2,607.14
EFT79310	10/04/2025	J. WATT	Staff Utility And Flight Reimbursement	\$ 2,601.04
EFT79152	01/04/2025	CR. J. LEWIS	Monthly Councillor Sitting Fee and Allowances	\$ 2,394.75
EFT79253	04/04/2025	JAPANESE TRUCK AND BUS SPARES PTY LTD	Fan Blade- Depot	\$ 634.15
EFT79254	04/04/2025	JOCAPH SUPER FUND	Staff Rent- APRIL 2025	\$ 3,693.45

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79463	24/04/2025	JOCAPH SUPER FUND	Staff Rent- May 2025	\$ 3,693.45
EFT79153	01/04/2025	CR. J. MAMID	Monthly Councillor Sitting Fee and Allowances	\$ 2,394.75
EFT79431	23/04/2025	J. RIMINGTON	Reimbursement- Dividing Fence	\$ 3,999.78
EFT79432	23/04/2025	JOSH BYRNE & ASSOCIATES	Waterpark & Plaza Renders- Cable Beach Redevelopment	\$ 6,771.60
EFT79503	29/04/2025	JUURLU BABA YAMITJI PTY LTD	Traffic Management Plan - Fusion Moon Event	\$ 687.50
EFT79311	10/04/2025	K. HIRSCHMANN	Relocation Travel Costs- Staff	\$ 1,017.43
EFT79504	29/04/2025	KARRATHA ASPHALT (CORPS & MANNING PAVEMENT SERVICES	Bitumen Emulsion- Works & Operations	\$ 3,080.00
EFT79509	29/04/2025	KIMBERLEY CIVIL & DRAINAGE PTY LTD TA KIMBERLEY TRAFFIC	Traffic Management- Infrastructure	\$ 8,723.00
EFT79505	29/04/2025	KIMBERLEY CONTRACTING	Posi Shell Application- WMF RFT 23-07	\$ 37,510.00
EFT79506	29/04/2025	KIMBERLEY CONTRACTING TA MCKENO BLOCKS & PAVERS	Tyre Shredding- WMF	\$ 2,930.40
EFT79552	30/04/2025	KIMBERLEY CONTRACTING TA MCKENO BLOCKS & PAVERS	Tyre Shredding- WMF	\$ 5,623.20
EFT79507	29/04/2025	KIMBERLEY FITNESS & SUPPORT SERVICES	Group Fitness- BRAC	\$ 1,452.00
EFT79255	04/04/2025	KIMBERLEY FUEL & OIL SERVICES	Oils & Lubricants- Depot	\$ 5,743.07
EFT79312	10/04/2025	KIMBERLEY FUEL & OIL SERVICES	Batteries- Depot	\$ 1,974.50
EFT79368	15/04/2025	KIMBERLEY FUEL & OIL SERVICES	Vehicle Battery- Depot	\$ 1,806.37
EFT79553	30/04/2025	KIMBERLEY FUEL & OIL SERVICES	Engine Oil- Works & Operations	\$ 9,987.66
EFT79554	30/04/2025	KIMBERLEY GOLD PURE DRINKING WATER	Water Cooler Rental- WMF	\$ 132.00
EFT79177	01/04/2025	KIMBERLEY PHYSIOTHERAPY	Functional Assessment- People & Culture	\$ 300.00
EFT79256	04/04/2025	KIMBERLEY PROPERTY SETTLEMENTS	Rates Refund- A303971	\$ 11,474.06
EFT79313	10/04/2025	KIMBERLEY PROPERTY SETTLEMENTS	Rates Refund- A121021	\$ 1,510.20
EFT79555	30/04/2025	KIMBERLEY PROPERTY SETTLEMENTS	Rates Refund- A305741	\$ 3,412.07
EFT79508	29/04/2025	KIMBERLEY SECURITY SHREDDING	Records Destruction- Records	\$ 480.00
EFT79178	01/04/2025	KIMBERLEY SECURITY SYSTEMS	New Swipe Card Door Striker- Administration Building	\$ 872.10
EFT79179	01/04/2025	KIMBERLEY TREE CARE	Weed Slashing- Parks & Gardens	\$ 14,333.00
EFT79556	30/04/2025	KIMBERLEY TREE CARE	Green Waste Removal- Parks & Gardens	\$ 5,390.00
EFT79557	30/04/2025	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Harness Double Shoulder- Parks & Gardens	\$ 744.40
EFT79369	15/04/2025	KIMBERLEY WASHROOM SERVICES	Sharps Containers- Infrastructure	\$ 2,520.00
EFT79510	29/04/2025	KIMBERLEY WASHROOM SERVICES	Sanitary Waste & Sharps Disposal- Various Shire Facilities	\$ 1,476.00
EFT79180	01/04/2025	K. JOL	Umpire Payments- BRAC	\$ 140.00
EFT79314	10/04/2025	K. JOL	Umpire Payments- BRAC	\$ 35.00
EFT79511	29/04/2025	KISMET GROUP HOLDINGS TRADING AS SUNNY SCOOPS	Ice Cream- Chinatown Easter Event	\$ 1,600.00
EFT79370	15/04/2025	KISS REFRIGERATION	Coffee Machine Repairs- BRAC	\$ 1,465.00
EFT79257	04/04/2025	KO CONTRACTING PTY LTD	Footpath Repair- Cable Beach West	\$ 1,100.00
EFT79258	04/04/2025	KOLORS PTY LTD (PINDAN PRINTING)	Replacement Street Signs- Depot	\$ 2,469.50
EFT79371	15/04/2025	KOLORS PTY LTD (PINDAN PRINTING)	Street Blades Signs- Celtic Loop	\$ 660.00
EFT79512	29/04/2025	KOLORS PTY LTD (PINDAN PRINTING)	Triplicate Books- Ranger Services	\$ 891.00
EFT79181	01/04/2025	K. BECKINGHAM	Umpire Payments- BRAC	\$ 140.00
EFT79315	10/04/2025	K. BECKINGHAM	Umpire Payments- BRAC	\$ 35.00
EFT79316	10/04/2025	KULLARRI BUILDING PTY LTD	Changeroom Alterations- Medlend Pavilion RFQ 24/23	\$ 94,820.20

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79317	10/04/2025	K. DWIRA	Reimbursement for Safety Glasses	\$ 420.00
EFT79182	01/04/2025	LANDGATE	Document Order- Land Tenure	\$ 61.00
EFT79558	30/04/2025	L. TAYLOR	Compost Rebate	\$ 67.49
EFT79183	01/04/2025	L. PLUMMER	Umpire Payments- BRAC	\$ 210.00
EFT79318	10/04/2025	L. PLUMMER	Umpire Payments- BRAC	\$ 35.00
EFT79513	29/04/2025	LEAH MARGARET RAKABUNDEL - HEART SEED DREAMS	Mural Coordination and Logistics- Cable Beach Youth Mural	\$ 2,400.33
EFT79372	15/04/2025	LED SIGNS PTY LTD	Outdoor Court Space Electronic Scoreboards Freight Charges- BRAC	\$ 206.34
EFT79259	04/04/2025	LG BEST PRACTICES	Consultant Payroll Assistance- Finance	\$ 176.00
EFT79559	30/04/2025	LGIS INSURANCE BROKING	Motor Vehicle Insurance Claim	\$ 1,000.00
EFT79233	04/04/2025	LGRCEU	Payroll Deductions/Contributions	\$ 44.00
EFT79399	22/04/2025	LGRCEU	Payroll Deductions/Contributions	\$ 44.00
EFT79184	01/04/2025	LIGHT APPLICATION PTY LTD	Remote Access Service Fees- Library	\$ 1,188.00
EFT79260	04/04/2025	LINMAC BEARING EQUIPMENT	Sweeper Parts- Depot	\$ 1,185.75
EFT79433	23/04/2025	LINMAC BEARING EQUIPMENT	V- Belt- Depot	\$ 71.90
EFT79320	10/04/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Branch Scholarship Flyer For Pilbara Kimberley Branch	\$ 92.40
EFT79514	29/04/2025	LOCK & LOAD LASER TAG	Laser Tag- BRAC School Holiday Program	\$ 660.00
EFT79319	10/04/2025	LO-GO APPOINTMENTS	Contracting Services- Finance	\$ 4,243.22
EFT79560	30/04/2025	LO-GO APPOINTMENTS	Contracting Services- Works & Operations	\$ 4,341.77
EFT79261	04/04/2025	LRL BROOME MEDICAL CLINIC	Pre Employment Medical- People & Culture	\$ 781.00
EFT79262	04/04/2025	MALCOLM THOMPSON PUMPS PTY LTD	Aquatic Plant Room Parts- BRAC	\$ 2,512.40
EFT79515	29/04/2025	MAMMOTH SECURITY PTY LTD (signature security group)	Alarm Monitoring- Various Shire Facilities	\$ 1,202.76
EFT79321	10/04/2025	MANGOESMAPPING PTY LTD	Professional Rover Kit- Infrastructure	\$ 5,753.09
EFT79516	29/04/2025	M. LEDGERWOOD	Crossover Subsidy	\$ 1,000.00
EFT79263	04/04/2025	MARKETFORCE(OMNICOM)	Advertisement- Health	\$ 1,886.71
EFT79434	23/04/2025	MARKETFORCE(OMNICOM)	Advertising- Request for Tenders	\$ 1,768.14
EFT79517	29/04/2025	MARKETFORCE(OMNICOM)	Advertisement- Firebreak	\$ 3,295.95
EFT79561	30/04/2025	MARKETFORCE(OMNICOM)	Advertisement- Ramp Closure	\$ 355.52
EFT79374	15/04/2025	M. CHIDGEY	Wellness Program- Reimbursement	\$ 150.00
EFT79185	01/04/2025	MBC PLUMBING	Grease Trap Repair- Cable Beach House	\$ 455.50
EFT79264	04/04/2025	MCCORRY BROWN EARTHMOVING PTY LTD	Construction BRAC/Frederick Street Roundabout RFT24/09	\$ 395,645.70
EFT79435	23/04/2025	MCCORRY BROWN EARTHMOVING PTY LTD	Foot Path Construction- Infrastructure RFT 21-01	\$ 37,326.38
EFT79518	29/04/2025	MCCORRY BROWN EARTHMOVING PTY LTD	Construction BRAC/Frederick Street Roundabout RFT24/09	\$ 221,976.32
EFT79562	30/04/2025	MCINTOSH & SON	Joy Stick- Depot	\$ 2,303.26
EFT79436	23/04/2025	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Verge Survey- Port Drive	\$ 3,327.50
EFT79519	29/04/2025	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Full Volumetric Survey- WMF RFT20/02	\$ 4,070.00
EFT79437	23/04/2025	M. CHESTNUT	Dividing Fence Reimbursement	\$ 1,518.00
EFT79154	01/04/2025	CR. M. VIRGO	Monthly Councillor Sitting Fee and Allowances	\$ 2,394.75
EFT79265	04/04/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Thermal Cash Register Rolls- BRAC	\$ 181.20
EFT79375	15/04/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Printing- ICT	\$ 1,097.34

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79520	29/04/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Paper Delivery- Shire Administration	\$ 1,093.75
EFT79563	30/04/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Vehicle Log & Expenses Record Books- Depot	\$ 178.50
EFT79266	04/04/2025	MITCHELL FRANKLYN-FOWLER	Audio Visual Maintenance- Civic Centre	\$ 750.00
EFT79564	30/04/2025	MM VISION ENTERPRISES PTY LTD	Dividing Fence- Reimbursement	\$ 4,276.80
EFT79521	29/04/2025	MONSTERBALL AMUSEMENTS & HIRE	Wrecking Ball Inflatable Hire- Youth Week Event	\$ 979.00
EFT79464	24/04/2025	MORTAR & SOUL REAL ESTATE ( SBRT PTY LTD)	Staff Rent- May 2025	\$ 4,127.98
EFT79322	10/04/2025	NAJA BUSINESS CONSULTING SERVICES	Funding Application- BRAC	\$ 2,640.00
EFT79267	04/04/2025	NEIL MANSELL TRANSPORT PTY LTD	Freight- BRAC	\$ 121.23
EFT79186	01/04/2025	NINTEX PTY LTD	Rapid Value Package Training- Governance	\$ 11,880.00
EFT79187	01/04/2025	NIRRUMBUK ABORIGINAL CORPORATION	Sponsorship Agreement C/1224/005	\$ 45,625.80
EFT79268	04/04/2025	NORTH WEST 4X4 (NORTH WEST MOTOR GROUP PTY LTD -	Vehicle Servicing- Depot	\$ 290.00
EFT79323	10/04/2025	NORTH WEST 4X4 (NORTH WEST MOTOR GROUP PTY LTD -	Capped Price Service- Shire Fleet	\$ 666.77
EFT79565	30/04/2025	NORTH WEST AUTO ELECTRICAL	Air-Conditioning Service- Shire Vehicle	\$ 1,057.81
EFT79188	01/04/2025	NORTH WEST COAST SECURITY	Security Services- Shire Venues	\$ 4,501.22
EFT79324	10/04/2025	NORTH WEST COAST SECURITY	Security Guard- Civic Centre	\$ 742.50
EFT79376	15/04/2025	NORTH WEST COAST SECURITY	Security Services- Library RFT 22-06	\$ 6,553.25
EFT79438	23/04/2025	NORTH WEST COAST SECURITY	Security Services- Various Shire Facilities	\$ 4,501.22
EFT79522	29/04/2025	NORTH WEST COAST SECURITY	Security- Various Shire Facilities RFT 22-06	\$ 9,695.44
EFT79566	30/04/2025	NORTH WEST COAST SECURITY	Security- Library	\$ 5,860.25
EFT79439	23/04/2025	NORTH WEST LOCKSMITHS	Bilock System Install- Haynes Oval	\$ 2,685.00
EFT79440	23/04/2025	NORTH WEST TRIM & SHADE (RED HILL MOTOR TRIMMING)	Manufacture Bin Covers- Works & Operations	\$ 1,936.00
EFT79441	23/04/2025	NORTHWEST BUILDERS	Crossover Subsidy	\$ 5,000.00
EFT79189	01/04/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Standpipe Pump- WMF	\$ 4,642.94
EFT79325	10/04/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Reticulation Sleeve Materials- Frederick St Roundabout	\$ 2,242.02
EFT79442	23/04/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Replacement Taps- Depot	\$ 1,045.29
EFT79523	29/04/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Reticulation Parts- Town Beach	\$ 2,468.44
EFT79567	30/04/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Hose Reel- Depot	\$ 1,574.09
EFT79269	04/04/2025	NORWEST MONUMENTAL	Tombstone Repair- Cemetery	\$ 528.00
EFT79465	24/04/2025	NUNAN FAMILY HOLDINGS	Staff Rent- May 2025	\$ 2,042.26
EFT79568	30/04/2025	NUTRIEN AG SOLUTIONS	Herbicide- Parks & Gardens	\$ 2,981.88
EFT79524	29/04/2025	NYAMBA BURU YAWURU LTD	Welcome To County- Reconciliation Week 2025	\$ 2,750.00
EFT79443	23/04/2025	OASIS EATERY	Catering- Council Workshop	\$ 344.00
EFT79326	10/04/2025	OFFICE OF THE AUDITOR GENERAL	Audit of Financial Report 2023-2 - Finance	\$ 181,966.40
EFT79525	29/04/2025	ONCELL SYSTEMS INC	Annual Subscription- ICT	\$ 2,495.00
EFT79526	29/04/2025	OPTEON PROPERTY GROUP PTY LTD	Market Valuation- Property	\$ 990.00
EFT79190	01/04/2025	OPTIC SECURITY GROUP- NORWEST	CCTV Remediation Chinatown- Visitors Centre	\$ 1,144.00
EFT79527	29/04/2025	OPTIC SECURITY GROUP- NORWEST	Security Pannel Batteries- Shire Administration	\$ 434.50
EFT79569	30/04/2025	ORH TRUCK SOLUTIONS PTY LTD	New Motor For Water Cannon- Depot	\$ 1,796.39
EFT79570	30/04/2025	P. PICHLER	Rates Refund- A304302	\$ 2,011.10

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79444	23/04/2025	P.MCKENZIE	Reimbursement Dividing Fence	\$ 726.00
EFT79191	01/04/2025	PCYC - BROOME	Catering- WAPOL Night Basketball Events	\$ 455.31
EFT79270	04/04/2025	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 2,351.02
EFT79377	15/04/2025	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 1,193.67
EFT79528	29/04/2025	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 1,003.95
EFT79378	15/04/2025	PEARL SHED FRAMING STUDIO	Artifact Framing- Community Engagement	\$ 1,294.80
EFT79571	30/04/2025	PERFORMANCE TINTING	Windscreen Replacement- Depot	\$ 880.00
EFT79572	30/04/2025	PERTH HIDRIVE GROUP PTY LTD	Lock System- Depot	\$ 257.15
EFT79155	01/04/2025	CR. P. TAYLOR	Monthly Councillor Sitting Fee and Allowances	\$ 2,394.75
EFT79466	24/04/2025	P. RULAND & S. LLOYD-MOSTYN	Staff Rent- May 2025	\$ 2,607.14
EFT79156	01/04/2025	CR. P. MATSUMOTO	Monthly Councillor Sitting Fee and Allowances	\$ 2,394.75
EFT79445	23/04/2025	PMK WELDING & METAL FABRICATION	Loader Bucket Maintenance- Depot	\$ 935.00
EFT79573	30/04/2025	PORTER EQUIPMENT AUSTRALIA PTY LTD	Fixing Clip- Depot	\$ 245.30
EFT79271	04/04/2025	PRD BROOME	Strata Fees- Staff Housing	\$ 2,112.56
EFT79467	24/04/2025	PRD BROOME	Staff Rent- May 2025	\$ 6,517.86
EFT79272	04/04/2025	PRINTING IDEAS	Engraving- Parks & Gardens	\$ 1,313.40
EFT79529	29/04/2025	PRINTING IDEAS	Fridge Magnets- Recycling Promotion	\$ 547.80
EFT79530	29/04/2025	QUEEN TIDE CREATIVE	Animal Management Promotional Video- Marketing	\$ 1,925.00
EFT79379	15/04/2025	R WOODWARD CONSTRUCTIONS PTY LTD	Investigate Roof Water Leaks- Cable Beach House	\$ 484.00
EFT79574	30/04/2025	RAE AND JAYDE	Advertising- Civic Centre	\$ 450.00
EFT79468	24/04/2025	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Staff Rent- May 2025	\$ 5,368.75
EFT79273	04/04/2025	RED DIRT AUTO ELECTRICAL PTY LTD	Compressor and V-Belt- Depot	\$ 1,176.75
EFT79327	10/04/2025	RED DIRT AUTO ELECTRICAL PTY LTD	Compressor- Depot	\$ 921.00
EFT79575	30/04/2025	RED DIRT AUTO ELECTRICAL PTY LTD	Battery & Electrical Cable- Depot	\$ 222.65
EFT79446	23/04/2025	RM SURVEYS PTY LTD	Old Broome Road Feature & Level Survey- Infrastructure	\$ 8,046.50
EFT79274	04/04/2025	ROADLINE CIVIL CONTRACTORS	Tipper Hire- RFT20/10 Mcguigan Road Works	\$ 6,294.94
EFT79380	15/04/2025	ROADLINE CIVIL CONTRACTORS	Multi Tyre Roller Dry Hire- Depot RFT20-10	\$ 5,592.72
EFT79447	23/04/2025	ROEBUCK ESTATE DEVELOPMENT PTY LTD	Rates Refund- A306863	\$ 1,750.01
EFT79275	04/04/2025	ROYAL LIFE SAVING SOCIETY - WA	Swim School Program- BRAC	\$ 1,110.00
EFT79328	10/04/2025	SALVATORE CONSTANTINO MASTROLEMBO	Reimbursement of Travel Utilities & Recruitment Expenses	\$ 5,291.79
EFT79381	15/04/2025	SAMMY THE DRAGON (NEW)	Community Development Fund 2024-25 - C/0624/066	\$ 2,500.00
EFT79448	23/04/2025	SCARBORO TOYOTA	Toyota Prado- Shire Fleet	\$ 71,464.75
EFT79157	01/04/2025	CR. S. COOPER	Monthly Councillor Sitting Fee and Allowances	\$ 2,394.75
EFT79329	10/04/2025	SEAT ADVISOR PTY LTD	Ticket Sales Costs- Civic Centre	\$ 42.08
EFT79330	10/04/2025	SECUREPAY PTY LTD	Secure Web Payments- Civic Centre	\$ 9.24
EFT79576	30/04/2025	SECUREX SECURITY PTY LTD	Security Card Remote Connection- People & Culture	\$ 77.00
EFT79276	04/04/2025	SEEK LIMITED	Job Advertisement- People & Culture	\$ 2,271.50
EFT79331	10/04/2025	SEEK LIMITED	Job Advertisement- People & Culture	\$ 390.50
EFT79449	23/04/2025	SEEK LIMITED	Job Advertisement- People & Culture	\$ 748.00



PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79332	10/04/2025	S. NOBLE	Staff Reimbursement- Catering	\$ 168.00
EFT79282	04/04/2025	SHIRE OF BROOME	Building Services Levy- February 2025	\$ 155.00
EFT79192	01/04/2025	SHOWTOOLS INTERNATIONAL PTY LIMITED	Theatre Equipment Report & Check- Civic Centre RFQ24-25	\$ 20,636.00
EFT79382	15/04/2025	S. PIENING	Training Reimbursement- Planning & Building	\$ 186.40
EFT79469	24/04/2025	SIX SEASONS	Staff Rent- May 2025	\$ 3,041.67
EFT79450	23/04/2025	SOLAR MICROGRIDS AUSTRALIA	Solar Parts- Infrastructure	\$ 1,815.00
EFT79333	10/04/2025	SOURCE BUSINESS PARTNERS PTY LTD (KELLI SMALL)	Accounting Support- Finance	\$ 24,165.63
EFT79193	01/04/2025	SOUTH METROPOLITAN TAFE	TAFE Course Fees- Parks & Gardens	\$ 176.25
EFT79451	23/04/2025	SOUTHERN CROSS AUSTEREO (SCA)	Radio Advertisement- Dual Bin Rebate	\$ 1,815.00
EFT79577	30/04/2025	SOUTHERN CROSS AUSTEREO (SCA)	Radio Advertising- Communicational	\$ 1,669.80
EFT79234	04/04/2025	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	\$ 3,040.16
EFT79400	22/04/2025	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	\$ 2,186.94
EFT79277	04/04/2025	SPORTS STAR TROPHIES	Medals Mixed Netball- BRAC	\$ 332.35
EFT79383	15/04/2025	ST JOHN AMBULANCE AUSTRALIA (WA) INC	First Aid Kit Servicing & Replacement	\$ 423.56
EFT79452	23/04/2025	ST JOHN AMBULANCE AUSTRALIA (WA) INC	First Aid Training- People & Culture	\$ 144.00
EFT79470	24/04/2025	STELLA LUMINOSA HOLDINGS PTY LTD	Staff Rent- May 2025	\$ 7,821.43
EFT79471	24/04/2025	STEPHEN MORGAN AND DEBORAH ELAINE BURR	Staff Rent- May 2025	\$ 2,607.14
EFT79384	15/04/2025	STREETER & MALE PTY MITRE 10	Daily Newspapers- Library	\$ 101.20
EFT79578	30/04/2025	STREETER & MALE PTY MITRE 10	Toolbox- Depot	\$ 115.85
EFT79579	30/04/2025	SUBLIME (ELLYN MARIE HARTVIGSEN)	Graphic Design- Asset Management Plan	\$ 840.00
EFT79580	30/04/2025	TAYLAH O'BRIEN (SUNDAY STUDIO BY TAYLAH)	Marketing- 2025 Chinatown Easter Event	\$ 525.00
EFT79194	01/04/2025	TECHNOLOGY ONE	SaaS Platform- Annual Fee	\$ 27,443.81
EFT79195	01/04/2025	TELSTRA LIMITED	Phone Charges- ICT	\$ 5,072.32
EFT79385	15/04/2025	TELSTRA LIMITED	Service & Equipment Rental- ICT	\$ 2,671.53
EFT79278	04/04/2025	THE CONTINENTAL HOTEL T/A GARRETT HOSPITALITY PTY LTD	Function Room Hire- 2025 Clubs Conference	\$ 2,150.00
EFT79196	01/04/2025	THE GELATO CART BROOME	Gelato- Youth Week Opening Party	\$ 1,050.00
EFT79581	30/04/2025	THE GREEN FAIRY CRAFT & ENTERTAINMENT	Facepainting- Easter Egg Trail Event	\$ 450.00
EFT79582	30/04/2025	THE TRUSTEE FOR HALLIDAY TRUST (T/A BK SIGN AND	Pannels- Infrastructure	\$ 10,686.52
EFT79453	23/04/2025	THE TRUSTEE FOR HUGHES FAMILY TRUST (LHM FABRICATION &	Nursery Shade Houses- Depot RFQ25/02	\$ 19,250.00
EFT79386	15/04/2025	THE TRUSTEE FOR THE BDAR INVESTMENT TRUST (TA CABLE	Staff Accommodation- Rates EOFY	\$ 6,400.00
EFT79387	15/04/2025	THINKON AUSTRALIA	Cloud Storage- ICT	\$ 715.25
EFT79279	04/04/2025	TIALE FAMILY TRUST (BROOME ACADEMY OF MUSIC)	Illustration Workshops- Youth Week 2025	\$ 2,400.00
EFT79334	10/04/2025	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	\$ 1,107.85
EFT79454	23/04/2025	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	\$ 386.21
EFT79583	30/04/2025	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	\$ 750.17
EFT79197	01/04/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Mechanical Services- Civic Centre	\$ 706.67
EFT79335	10/04/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Air-Conditioning Maintenance- Shire Housing	\$ 12,304.41
EFT79455	23/04/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Air-Conditioning Maintenance- Civic Centre	\$ 2,572.13
EFT79584	30/04/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Water leak investigation- Kimberley Regional Office	\$ 1,527.04



PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79585	30/04/2025	TOTALLY WORKWEAR	Embroidery Library Bags- Library	\$ 9.90
EFT79586	30/04/2025	TRADELINK PLUMBING SUPPLIES	Shower Head & Wal Bracket- Shire Housing	\$ 66.15
EFT79336	10/04/2025	TRANS TANK INTERNATIONAL	Water Tank- EMF RFQ24-29	\$ 87,208.00
EFT79587	30/04/2025	TRUSTEE FOR SELTON FAMILY TRUST (BROOME TREE & PALM SERVICE)	Excavator Hire- WMF	\$ 11,994.75
EFT79588	30/04/2025	VANESSA MARGETTS (MUDMAP STUDIO)	Public Art Consultation- Cable Beach	\$ 6,160.00
EFT79337	10/04/2025	VERAISON WA PTY LTD	Sport In Focus Season Opener- Workshops	\$ 4,387.90
EFT79589	30/04/2025	VESTONE CAPITAL PTY LIMITED	Charges Relating to Equipment- ICT RFQ23/04	\$ 43,362.14
EFT79456	23/04/2025	VOCUS COMMUNICATIONS	Phone Provider Charges- ICT	\$ 1,006.17
EFT79590	30/04/2025	VORGEE PTY LTD	Goggle Stock- BRAC	\$ 3,414.29
EFT79338	10/04/2025	WA ALL ABILITIES FOOTBALL ASSOCIATION	Sponsorship Contribution- Play Weel Grant	\$ 2,336.40
EFT79339	10/04/2025	WA CONTRACT RANGER SERVICES PTY LTD	Labour Hire- Ranger Services	\$ 10,945.00
EFT79591	30/04/2025	WA CONTRACT RANGER SERVICES PTY LTD	Labour Hire- Ranger Services	\$ 22,000.00
EFT79388	15/04/2025	WATERTORQUE	BRAC Mainline Renewal - Nipper Roe Oval RFT24-02	\$ 83,578.81
EFT79592	30/04/2025	WATERTORQUE	BRAC Mainline Renewal - Nipper Roe Oval RFT24-02	\$ 83,578.81
EFT79389	15/04/2025	WATTLEUP TRACTORS	Lazer blade- Depot	\$ 990.00
EFT79340	10/04/2025	WENDY ALBERT (KIMBERLEY COTTAGES)	Bokashi Workshop Presentation - Library	\$ 375.00
EFT79341	10/04/2025	WEST AUSTRALIAN NEWSPAPERS	Fortnightly Shire News	\$ 2,719.20
EFT79390	15/04/2025	WEST COAST ON HOLD (ON HOLD ONLINE)	On Hold Messages- Communications	\$ 77.00
EFT79391	15/04/2025	WESTBOOKS	Book Order- Library	\$ 588.26
EFT79593	30/04/2025	WESTBOOKS	Book Order- Library	\$ 131.37
EFT79594	30/04/2025	WESTCOAST SITEFAB PTY LTD	Cut & Supply Steel- Depot	\$ 363.00
EFT79280	04/04/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (	Organisational Training- Governance	\$ 11,275.26
EFT79595	30/04/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (	Preparation Program- Member Induction Training	\$ 649.00
EFT79342	10/04/2025	WREN OIL	Used Oil Disposal- WMF	\$ 3,333.00
EFT79596	30/04/2025	YOGAMON (MONIQUE ELLIS)	Family Yoga- Scholl Holiday Activity	\$ 75.00
EFT79343	10/04/2025	Z-CARD Australia	Brochures- Animal Management Plan	\$ 3,652.00
EFT79392	15/04/2025	ZOHO CORPORATION PRIVATE LIMITED COMPANY	Annual Subscription Service Desk & Cloud- ICT	\$ 25,724.60
EFT79597	30/04/2025	ZOHO CORPORATION PRIVATE LIMITED COMPANY	Annual Subscription Single User Licence Fee- ICT	\$ 5,234.90
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$ 4,222,516.98

MUNICIPAL CHEQUES - APRIL 2025				
Cheque #	Date	Name	Description	Amount
				\$ -
MUNICIPAL CHEQUES TOTAL:				\$ -

TRUST CHEQUES - APRIL 2025				
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PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
Cheque #	Date	Name	Description	Amount
				\$ -
TRUST CHEQUES TOTAL:				\$ -

PAYROLL - APRIL 2025				
DD #	Date	Name	Description	Amount
	03/04/2025	Shire of Broome Payroll	Payroll Fortnight Ending 01/04/2025	\$ 428,830.62
	17/04/2025	Shire of Broome Payroll	Payroll Fortnight Ending 15/04/2025	\$ 433,185.73
PAYROLL TOTAL:				\$ 862,016.35

MUNICIPAL CREDIT CARD PAYMENTS - APRIL 2025				
EFT #	Date	Card	Description	Amount
EFT79617	14/04/2025	BRAC Operations Supervisor	PAYMENT	\$ 1,966.06
X0000000000000006428	17/03/2025	WOOLWORTHS	Milk- BRAC Kiosk	\$ 6.00
X0000000000000006429	19/03/2025	SMS BROADCAST PTY LTD	Bulk Text Message System Credit- BRAC	\$ 666.60
X0000000000000006430	20/03/2025	WOOLWORTHS	Milk- BRAC Kiosk	\$ 44.10
X0000000000000006431	25/03/2025	ZOOMSHIFT	Online Roster Platform- BRAC & Civic Centre	\$ 259.68
X0000000000000006432	25/03/2025	WOOLWORTHS	Hand Scrub- BRAC	\$ 5.55
X0000000000000006348	25/03/2025	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 6.49
X0000000000000006433	26/03/2025	WOOLWORTHS	Zooper Doopers & Swim Nappies- BRAC Kiosk	\$ 143.00
X0000000000000006434	27/03/2025	STREETER & MALE HARDWARE	Trestle Tables BRAC	\$ 359.96
X0000000000000006435	28/03/2025	WOOLWORTHS	Milk BRAC KIOSK	\$ 6.00
X0000000000000006476	06/04/2025	CANVA	Annual Subscription- BRAC	\$ 405.00
X0000000000000006477	08/04/2025	BUNNINGS	Container for Cleaning Exhaust Vents- BRAC	\$ 11.98
X0000000000000006478	08/04/2025	WOOLWORTHS	Bleach- BRAC	\$ 6.90
X0000000000000006479	08/04/2025	OFFICE NATIONAL BROOME	Card- BRAC	\$ 44.80
EFT79618	14/04/2025	Chief Executive Officer	PAYMENT	\$ 1,039.41
X0000000000000006387	25/03/2025	SHELL REDDY EXPRESS BROOME	Fuel Expense- CEO Vehicle	\$ 283.54
X0000000000000006389	26/03/2025	BROOME SURF LIFE SAVING CLUB	Refreshments	\$ 57.87
X0000000000000006422	27/03/2025	CABLE BEACH CLUB	Reward & Recognition	\$ 616.00
X0000000000000006590	03/04/2025	NEWMAN HOTEL	Dinner RCAWA Meeting	\$ 82.00
EFT79619	14/04/2025	Civic Centre Coordinator	PAYMENT	\$ 1,543.85
X0000000000000006451	27/03/2025	HARVEY NORMAN	Subscription- Microsoft 365 Business Civic Centre	\$ 1,647.00
X0000000000000006450	31/03/2025	BUNNINGS	Snap Hook & Quick Link- Civic Centre	\$ 7.74
X0000000000000006575	10/04/2025	HARVEY NORMAN	Refund For Incorrect Purchase of Microsoft Subscription- Civic Centre	-\$ 249.00
X0000000000000006585	10/04/2025	OFFICE NATIONAL BROOME	Stationery & Labeller- Civic Centre	\$ 123.51
X0000000000000006577	11/04/2025	FACEBOOK	Social Media Advertising & Promotion- Civic Centre	\$ 14.60

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
EFT79620	14/04/2025	Civil Operations Supervisor	PAYMENT	\$ 1,415.80
X0000000000000006403	21/03/2025	REPCO	Car Cleaning Kit- Works & Operations	\$ 73.00
X0000000000000006404	21/03/2025	BUNNINGS	Chain for Mcguigan Rd Gate- Works & Operations	\$ 14.41
X0000000000000006405	24/03/2025	BUNNINGS	Safety Tape- Works & Operations	\$ 8.84
X0000000000000006406	27/03/2025	OFFICE NATIONAL BROOME	Printer Toner- Works & Operations	\$ 138.00
X0000000000000006481	31/03/2025	RED DIRT AUTO ELECTRICAL	Fuses For Fuel Ute- Works & Operations	\$ 72.60
X0000000000000006482	08/04/2025	HARVEY NORMAN	iPad For RAMM Onsite- Works & Operations	\$ 1,108.95
EFT79621	14/04/2025	Director Corporate Services	PAYMENT	\$ 717.37
X0000000000000006572	09/04/2025	MICROSOFT	Microsoft Licensing - Azure Store Secure Network	\$ 717.37
EFT79622	14/04/2025	Director Infrastructure	PAYMENT	\$ 343.18
X0000000000000006300	16/03/2025	PARDOL ROADHOUSE	Work Vehicle Fuel- Director of Infrastructure	\$ 121.99
X0000000000000006301	16/03/2025	LIBERTY KARRATHA	Work Vehicle Fuel- Director of Infrastructure	\$ 203.19
X0000000000000006425	19/03/2025	SHELL REDDY EXPRESS BROOME	Lunch for Work Related Travel- Infrastructure	\$ 18.00
EFT79623	14/04/2025	Executive Support Officer- Development Services	PAYMENT	\$ 575.76
X0000000000000006318	17/03/2025	PLANNING INSTITUTE OF AUSTRALIA	Membership Manager Planning & Building	\$ 179.26
X0000000000000006319	18/03/2025	COLES	Refreshments- Directorate Meeting	\$ 53.53
X0000000000000006390	24/03/2025	DEPARTMENT OF JUSTICE	Magistrates Court WA Hearing Lodgement Notice	\$ 189.00
X0000000000000006508	30/03/2025	COLES	Refreshments- Welcome Afternoon Tea New Director	\$ 54.97
X0000000000000006512	11/04/2025	QANTAS AIRWAYS LIMITED	Flight Change- Environmental Health Officer	\$ 99.00
EFT79624	14/04/2025	Executive Support Officer- Infrastructure	PAYMENT	\$ 14,694.71
X0000000000000006327	20/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Manager Finance Services- Accommodation	\$ 537.00
X0000000000000006328	20/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Manager Finance Services- Service Fee	\$ 12.05
X0000000000000006329	20/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Manager Finance Services- Service Fee	\$ 7.25
X0000000000000006399	20/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Technical Officer- Accommodation	\$ 390.00
X0000000000000006400	20/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Technical Officer- Service Fee	\$ 5.27
X0000000000000006401	20/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Technical Officer- Service Fee	\$ 12.05
X0000000000000006363	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Manager Waste Services- Flight	\$ 791.07
X0000000000000006364	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Director Corporate Services- Flight	\$ 791.07
X0000000000000006365	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Cr. Cooper- Flight	\$ 791.07
X0000000000000006366	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Cr. Taylor- Flight	\$ 791.07
X0000000000000006367	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Cr. Lewis- Flight	\$ 791.07
X0000000000000006368	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Cr. Virgo- Flight	\$ 791.07
X0000000000000006369	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Cr. Matsumoto- Flight	\$ 791.07
X0000000000000006370	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Cr. Male- Flight	\$ 791.07
X0000000000000006371	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel CEO- Flight	\$ 791.07
X0000000000000006372	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Service Fee	\$ 202.68
X0000000000000006373	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Shire President- Flight	\$ 419.00
X0000000000000006374	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Fights Shire President - Service Fee	\$ 22.52
X0000000000000006375	25/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Fights Shire President - Service Fee	\$ 22.52

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
X0000000000000006376	25/03/2025	QANTAS AIRWAYS LIMITED	CTM Travel Shire President- Flight	\$ 595.75
X0000000000000006362	26/03/2025	KMART	High-Vis Vests- Cable Beach Walkthrough	\$ 200.20
X0000000000000006416	27/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Director Development & Community- Flight	\$ 741.06
X0000000000000006417	28/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Manager Community Engagement & Projects- Flight	\$ 741.06
X0000000000000006418	28/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Special Projects Coordinator- Flight	\$ 741.06
X0000000000000006419	28/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Special Projects Coordinator- Flight	\$ 741.06
X0000000000000006420	31/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel Director Development & Community- Service Fee	\$ 22.52
X0000000000000006421	31/03/2025	CORPORATE TRAVEL MANAGER	CTM Travel CEO Accommodation- Service Fee	\$ 67.56
X0000000000000006444	31/03/2025	VIRGIN AUSTRALIA	CTM Travel Environmental Health Officer- Flight	\$ 308.50
X0000000000000006423	01/04/2025	QANTAS AIRWAYS LIMITED	CTM Travel Environmental Health Officer- Flight	\$ 595.86
X0000000000000006424	01/04/2025	CORPORATE TRAVEL MANAGER	CTM Travel Environmental Health Officer- Service Fee	\$ 5.96
X0000000000000006500	02/04/2025	VIRGIN AUSTRALIA	CTM Travel Cr. Matsumoto - Flights	\$ 680.50
X0000000000000006445	03/04/2025	QANTAS AIRWAYS LIMITED	CTM Travel Shire President- Flights	\$ 284.68
X0000000000000006447	03/04/2025	COLES	CEO60 Refreshments	\$ 197.15
X0000000000000006448	03/04/2025	SHELL REDDY EXPRESS BROOME	CEO60 Refreshments	\$ 9.90
X0000000000000006501	05/04/2025	CORPORATE TRAVEL MANAGER	CTM Travel Cr. Matsumoto- Service Fee	\$ 5.96
X0000000000000006502	05/04/2025	CORPORATE TRAVEL MANAGER	CTM Travel Cr. Matsumoto- Service Fee	\$ 5.96
EFT79625	14/04/2025	Fleet/Store Administrator	PAYMENT	\$ 4,997.06
X0000000000000006307	14/03/2025	BROOME BOLT SUPPLIES	Toolbox Adhesive & Sealant	\$ 20.35
X0000000000000006308	17/03/2025	BROOME BOLT SUPPLIES	5/16 Nut Setter & Impact Bits	\$ 18.04
X0000000000000006309	17/03/2025	GERALDINE NOMINEES PL	Regulator Filter, & Fittings	\$ 79.96
X0000000000000006310	17/03/2025	BUNNINGS	Spray Paint	\$ 23.60
X0000000000000006338	20/03/2025	J BLACKWOOD & SON P/L	Truck wash	\$ 558.67
X0000000000000006339	20/03/2025	J BLACKWOOD & SON P/L	Water Coolers	\$ 103.31
X0000000000000006340	20/03/2025	RED DIRT AUTO ELECTRICAL	Beacon Brackets	\$ 51.30
X0000000000000006341	20/03/2025	RED DIRT AUTO ELECTRICAL	Beacon Switch	\$ 39.40
X0000000000000006472	24/03/2025	RED DIRT AUTO ELECTRICAL	Beacon Bracket	\$ 51.30
X0000000000000006473	24/03/2025	RED DIRT AUTO ELECTRICAL	Reversal Transaction	-\$ 51.30
X0000000000000006388	24/03/2025	RED DIRT AUTO ELECTRICAL	Reverse Alarm- P513	\$ 121.65
X0000000000000006460	25/03/2025	J BLACKWOOD & SON P/L	Sharps Containers	\$ 260.48
X0000000000000006391	25/03/2025	LINMAC BEARING EQUIPMENT BROOME	Bearings for P5121	\$ 71.74
X0000000000000006392	26/03/2025	GOLDEN DUKE PTY LTD	Repair Cracked Windscreen P11418	\$ 140.00
X0000000000000006393	26/03/2025	NORTRUSS BUILDERS SUPPLIES	Steel For Making Traffic Cones Rack On P1624	\$ 269.90
X0000000000000006461	27/03/2025	REPCO	CV Driveshaft & Disc Brake Set	\$ 386.70
X0000000000000006462	27/03/2025	BROOME BOLT SUPPLIES	New Lens Covers for Welding Helmet	\$ 52.75
X0000000000000006394	27/03/2025	REPCO	Rhino Rack Roof Clamp Kit P2924	\$ 121.00
X0000000000000006395	27/03/2025	REPCO	Tow Bar Step P3524	\$ 89.00
X0000000000000006396	27/03/2025	AUTOPRO	Channel Nuts - P2924	\$ 15.00
X0000000000000006463	28/03/2025	BROOME BOLT SUPPLIES	Nuts And Bolts For P2924	\$ 9.02

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
X0000000000000006397	28/03/2025	GALVINS PLUMBING SUPPLIES	Lid Lifter Set & Inspection Point Covers	\$ 270.24
X0000000000000006398	28/03/2025	RED DIRT AUTO ELECTRICAL	2 Pin Deutsch Connector P2924	\$ 40.90
X0000000000000006464	31/03/2025	LINMAC BEARING EQUIPMENT BROOME	A/C Belt For P4816	\$ 69.30
X0000000000000006465	31/03/2025	BROOME BOLT SUPPLIES	21 Piece Air Saw And File Kit	\$ 398.75
X0000000000000006489	31/03/2025	BUNNINGS	Painting Equipment for Chinatown	\$ 180.54
X0000000000000006466	01/04/2025	BUNNINGS	Vehicle Protectant Spray	\$ 94.44
X0000000000000006467	02/04/2025	BROOME BOLT SUPPLIES	350 Mm 64T Metal Cut Off Blade	\$ 256.25
X0000000000000006468	03/04/2025	BROOME BOLT SUPPLIES	Nuts & Bolts For Workshop	\$ 39.93
X0000000000000006469	03/04/2025	J BLACKWOOD & SON P/L	Plasma Cutting Spares, Sanding Belts & Flap Discs	\$ 404.95
X0000000000000006470	03/04/2025	CARPET PAINT AND TILE	Painting Drop Sheet	\$ 25.50
X0000000000000006471	03/04/2025	BUNNINGS	Engineers Chalk	\$ 3.96
X0000000000000006490	08/04/2025	NWH SOLUTION PTY LTD	Brass Ball Valve	\$ 78.34
X0000000000000006491	08/04/2025	NWH SOLUTION PTY LTD	Tank Fitting & Elbow	\$ 32.77
X0000000000000006492	08/04/2025	STREETER & MALE HARDWARE	Heat Gun	\$ 249.00
X0000000000000006493	09/04/2025	NWH SOLUTION PTY LTD	Ball Valve	\$ 59.65
X0000000000000006494	09/04/2025	REPCO	Mudguard	\$ 20.00
X0000000000000006495	10/04/2025	REPCO	Brake Master Cylinder	\$ 21.00
X0000000000000006496	10/04/2025	DEPARTMENT OF TRANSPORT	Temporary Movement Permit	\$ 28.85
X0000000000000006505	11/04/2025	REPCO	Tow Hitch	\$ 85.00
X0000000000000006506	11/04/2025	BROOME MOTORS	Registration Inspection	\$ 205.82
EFT79626	14/04/2025	Horticulture Supervisor	PAYMENT	\$ 118.99
X0000000000000006332	17/03/2025	BUNNINGS	Bamboo Stakes- Depot Nursery	\$ 35.95
X0000000000000006349	25/03/2025	BUNNINGS	Broad Brim Hat	\$ 26.88
X0000000000000006402	27/03/2025	J BLACKWOOD & SON P/L	Line Marking Paint- Cable Beach	\$ 56.16
EFT79627	14/04/2025	Executive Support Officer- CEO	PAYMENT	\$ 1,507.02
X0000000000000006551	08/04/2025	CORPORATE TRAVEL MANAGER	CTM Travel Fights Shire President - Service Fee	\$ 5.96
X0000000000000006552	08/04/2025	CORPORATE TRAVEL MANAGER	CTM Travel Flights Environmental Health Officer- Service Fee	\$ 5.96
X0000000000000006513	10/04/2025	MIA MIA NEWMAN ACCOMODATION	CTM Travel RCAWA Shire President & CEO- Accommodation	\$ 1,040.00
X0000000000000006514	11/04/2025	KIMBERLEY HOTEL	CTM Travel KRG Meeting Shire President & Acting CEO- Accommodation	\$ 455.10
EFT79628	14/04/2025	Library Coordinator	PAYMENT	\$ 1,769.75
X0000000000000006325	18/03/2025	COLES	Cleaning Items- Library	\$ 31.70
X0000000000000006326	20/03/2025	COLES	Disinfectant Wipes- Library	\$ 12.00
X0000000000000006347	24/03/2025	SPROCKET PTY LTD	Lockable Tablet Stand- Library	\$ 825.00
X0000000000000006407	24/03/2025	HARVEY NORMAN	USB Charger- Library	\$ 29.95
X0000000000000006408	26/03/2025	MICROSOFT	Accounts- Library Program Laptops	\$ 396.00
X0000000000000006409	28/03/2025	MY POST BUSINESS	Interlibrary Loan- Freight Charges	\$ 110.55
X0000000000000006454	31/03/2025	BOOKTOPIA	Book- Children's Collection	\$ 31.24
X0000000000000006455	01/04/2025	DYMOCKS ONLINE	Book- General Collection	\$ 54.98

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
X0000000000000006497	08/04/2025	MY POST BUSINESS	Interlibrary Loan Freight	\$ 56.35
X0000000000000006498	08/04/2025	LIFEVAC AUSTRALIA	Lifevac Kit- Public Events & Programs	\$ 175.78
X0000000000000006499	09/04/2025	SPORTSPOWER BROOME	Staff Whistles- Emergency Evacuations	\$ 12.00
X0000000000000006507	11/04/2025	KMART	Headphones	\$ 34.20
EFT79629	14/04/2025	Manager - Community Facilities	PAYMENT	\$ 329.65
X0000000000000006442	28/03/2025	BUNNINGS	Batteries- Waterpark Palintest	\$ 18.47
X0000000000000006443	01/04/2025	BUNNINGS	Waterpark Variable Speed Drive Cable	\$ 17.28
X0000000000000006458	02/04/2025	WOOLWORTHS	Milk & Salt- BRAC Kiosk	\$ 18.90
X0000000000000006503	13/04/2025	STREETER & MALE HARDWARE	Pool Chlorine- BRAC Aquatic Area	\$ 275.00
EFT79630	14/04/2025	Manager People and Culture	PAYMENT	\$ 100.00
X0000000000000006515	07/04/2025	CABLE BEACH CLUB	Gift Voucher Employee	\$ 100.00
EFT79631	14/04/2025	Manager of Information Services	PAYMENT	\$ 1,893.36
X0000000000000006342	20/03/2025	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 46.18
X0000000000000006361	20/03/2025	CBT NUGGETS LLC	CBT Nuggets- Annual Renewal	\$ 1,847.18
EFT79632	14/04/2025	Marketing and Communications Officer	PAYMENT	\$ 798.70
X0000000000000006299	16/03/2025	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 3.88
X0000000000000006316	16/03/2025	GRAMMARLY	Grammarly Subscription	\$ 155.23
X0000000000000006456	20/03/2025	CHI MAYI KITCHEN	Catering Receipt- Sports In Focus Conference	\$ 167.50
X0000000000000006457	28/03/2025	CAMPAIGN MONITOR	Campaign Monitor Monthly Invoice	\$ 419.10
X0000000000000006459	04/04/2025	CANVA	Canva Monthly Invoice	\$ 20.99
X0000000000000006504	10/04/2025	NEWS PTY LIMITED	The Australian Subscription	\$ 32.00
EFT79633	14/04/2025	Parks Coordinator	PAYMENT	\$ 912.27
X0000000000000006511	11/04/2025	OFFICE NATIONAL BROOME	Drawing Utensils	\$ 139.88
X0000000000000006567	11/04/2025	BORAL QUARRIES ORANGE GROVE	10mm Aggregate	\$ 772.39
EFT79634	14/04/2025	Parks and Gardens Supervisor	PAYMENT	\$ 1,260.64
X0000000000000006343	24/03/2025	CABLE BEACH TYRE SERVICE PTY LTD	Fitting & Repair Tyres	\$ 105.00
X0000000000000006386	24/03/2025	BROOME SCOOTERS	Brush Cutter Cord	\$ 440.00
X0000000000000006385	25/03/2025	STREETER & MALE HARDWARE	Shovels & Hand Seeders	\$ 162.20
X0000000000000006446	01/04/2025	UNITED BROOME	Bread Knives- Cutting Turf	\$ 23.98
X0000000000000006449	03/04/2025	BUNNINGS	Pegs- Signs On Turf	\$ 9.80
X0000000000000006484	04/04/2025	STREETER & MALE HARDWARE	Hose Nozzle- Cable Beach Redevelopment	\$ 21.95
X0000000000000006485	04/04/2025	BUNNINGS	Garden Hoses & Fittings- Cable Beach Redevelopment	\$ 234.09
X0000000000000006486	04/04/2025	BUNNINGS	Ratchet Straps & A Level	\$ 124.98
X0000000000000006487	07/04/2025	BUNNINGS	Stakes Re-Potting Plants- Nursery	\$ 53.94
X0000000000000006488	08/04/2025	BUNNINGS	Replacement O Rings- Backpack Sprayers	\$ 84.70
EFT79635	14/04/2025	Place Activation & Engagement Coordinator	PAYMENT	\$ 1,975.02
X0000000000000006317	17/03/2025	MY NOOK	Place Activation Equipment	\$ 1,160.00
X0000000000000006410	21/03/2025	COLES	Catering- All Abilities Workshop	\$ 379.60
X0000000000000006411	24/03/2025	BUNNINGS	Easter Event Supplies	\$ 21.96

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
X0000000000000006412	24/03/2025	KMART	Easter Workshop Activity Supplies	\$ 39.00
X0000000000000006413	25/03/2025	BUNNINGS	Easter Event Supplies	\$ 186.66
X0000000000000006414	25/03/2025	KMART	Easter Kids Activity Supplies	\$ 74.00
X0000000000000006415	27/03/2025	WOOLWORTHS	Easter Kids Workshop Catering	\$ 16.80
X0000000000000006474	02/04/2025	WOOLWORTHS	Catering Arts & Culture Working Group	\$ 97.00
EFT79636	14/04/2025	Place Activation & Engagement Officer	PAYMENT	\$ 1,228.62
X0000000000000006549	17/03/2025	MY NOOK	Cushions for Event Seating	\$ 355.00
X0000000000000006545	19/03/2025	CHI MAYI KITCHEN	Catering All Abilities Day	\$ 734.25
X0000000000000006546	11/04/2025	WOOLWORTHS	Youth Week Equipment	\$ 73.60
X0000000000000006547	12/04/2025	SHIRE OF BROOME	Water For Skate & Scooter Workshop Coaches	\$ 15.00
X0000000000000006548	12/04/2025	WOOLWORTHS	Refreshments Youth Week Events	\$ 50.77
EFT79637	14/04/2025	Property Maintenance Officer	PAYMENT	\$ 2,758.85
X0000000000000006353	17/03/2025	STREETER & MALE HARDWARE	Library - Roof Repairs	\$ 226.85
X0000000000000006354	18/03/2025	STREETER & MALE HARDWARE	Residential - Blind Repairs	\$ 18.00
X0000000000000006355	19/03/2025	BUNNINGS	Residential- Blind Repairs	\$ 8.27
X0000000000000006356	19/03/2025	BUNNINGS	Broome Museum - Plumbing Repairs	\$ 22.78
X0000000000000006357	19/03/2025	CLARK POOLS & SPAS BROOME	Residential - Replace Pool Pump	\$ 689.00
X0000000000000006358	20/03/2025	BUNNINGS	Depot - Roof Repairs	\$ 30.68
X0000000000000006359	20/03/2025	STRATCO BROOME	Depot - Roof Ventilation Replacements	\$ 680.16
X0000000000000006360	20/03/2025	TOTALLY WORKWEAR BROOME	PPE- Works Maintenance	\$ 55.00
X0000000000000006516	21/03/2025	STREETER & MALE HARDWARE	Chambers - Plumbing Repairs	\$ 50.95
X0000000000000006517	25/03/2025	BUNNINGS	Residential - Dishwasher Install	\$ 105.74
X0000000000000006518	26/03/2025	STREETER & MALE HARDWARE	Kimberley Regional Offices - Roof Repairs	\$ 152.00
X0000000000000006531	27/03/2025	RETIAL APPLIANCE PARTS	Residential- Dishwasher Repairs	\$ 56.72
X0000000000000006519	28/03/2025	BUNNINGS	Library - Dinosaur Print Mounting	\$ 90.96
X0000000000000006520	28/03/2025	NORTRUSS BUILDERS SUPPLIES	Library - Dinosaur Print Mounting	\$ 84.90
X0000000000000006521	31/03/2025	BUNNINGS	Civic Centre- Maintenance	\$ 143.59
X0000000000000006522	01/04/2025	STREETER & MALE HARDWARE	Cable Beach Ablution - Lock Repairs	\$ 43.95
X0000000000000006523	04/04/2025	BUNNINGS	Administration Building - Maintenance Tools	\$ 111.44
X0000000000000006524	04/04/2025	BUNNINGS	Administration Building - Office Maintenance	\$ 47.20
X0000000000000006525	04/04/2025	ALLVOLTS POWR SOLUTIONS	Administration Building - Security Power Battery Replace	\$ 54.00
X0000000000000006526	08/04/2025	BUNNINGS	Kimberley Regional Offices - Urn Repairs	\$ 41.48
X0000000000000006527	09/04/2025	BUNNINGS	Cable Beach Ablution Locks	\$ 11.34
X0000000000000006528	09/04/2025	BUNNINGS	Cable Beach Ablution Locks	\$ 11.34
X0000000000000006534	09/04/2025	BUNNINGS	Cable Beach Ablution Locks	\$ 22.50
EFT79638	14/04/2025	Administration Officer- Environmental Health & Events	PAYMENT	\$ 597.65
X0000000000000006437	18/03/2025	OFFICE NATIONAL BROOME	Extension Cords & Power Board	\$ 53.55
X0000000000000006440	21/03/2025	PAW PAW PET STORE	Calcium Supplement for Chickens	\$ 19.95
X0000000000000006441	21/03/2025	STANDARDS AUSTRALIA	AS 2436-2010 Guide To Noise & Vibration Control	\$ 169.15

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
X0000000000000006439	24/03/2025	BP SHINJU BROOME	Ice for Water Samples	\$ 14.00
X0000000000000006438	26/03/2025	INTRUMENT CHOICE	Waterproof & Infrared Thermometer	\$ 341.00
EFT79639	14/04/2025	Senior Administration & Governance Officer	PAYMENT	\$ 282.00
X0000000000000006426	27/03/2025	MR SIAGON	Catering- Ordinary Meeting of Council 28 March 2025	\$ 282.00
EFT79640	14/04/2025	Senior Customer Service Officer	PAYMENT	\$ 515.91
X0000000000000006303	18/03/2025	WOOLWORTHS	Catering- Council Workshop	\$ 79.10
X0000000000000006320	20/03/2025	COLES	CEO Office Coffee Beans	\$ 29.65
X0000000000000006381	21/03/2025	WOOLWORTHS	Catering- Japanese Ambassadors	\$ 85.06
X0000000000000006382	26/03/2025	COLES	Catering- Staff Training Morning Tea	\$ 8.25
X0000000000000006452	31/03/2025	OFFICE NATIONAL BROOME	Office Stationery	\$ 74.90
X0000000000000006453	01/04/2025	COLES	Catering Councillor Workshop Afternoon Tea	\$ 38.95
X0000000000000006483	08/04/2025	DEPARTMENT OF TRANSPORT	Shire of Broome Number Plate	\$ 200.00
EFT79641	14/04/2025	Waste Education Officer	PAYMENT	\$ 302.31
X0000000000000006346	17/03/2025	GREEN LIVING AUSTRALIA	Bees Wax Food Wraps Workshop	\$ 151.12
X0000000000000006377	17/03/2025	EVANS PROJECT MANAGEMENT	Bees Wax Workshop Material	\$ 77.20
X0000000000000006378	21/03/2025	EVANS PROJECT MANAGEMENT	Refund Bees Wax Food Wraps Material	-\$ 14.30
X0000000000000006344	24/03/2025	BUNNINGS	Items For Composting Workshop	\$ 53.73
X0000000000000006345	24/03/2025	WOOLWORTHS	Bokashi Workshop (Creating Special Spray)	\$ 14.60
X0000000000000006480	06/04/2025	BUNNINGS	Large Container for Workshop Material	\$ 19.96
EFT79642	14/04/2025	Waste Supervisor	PAYMENT	\$ 822.16
X0000000000000006331	20/03/2025	OFFICE NATIONAL BROOME	Till Rolls & Copy Paper	\$ 170.55
X0000000000000006330	21/03/2025	J BLACKWOOD & SON P/L	Staff Uniforms- Work Shirts	\$ 83.73
X0000000000000006384	21/03/2025	TOTALLY WORKWEAR BROOME	Work Boots	\$ 435.00
X0000000000000006383	24/03/2025	BUNNINGS	Lock for Boom Gate Cabinet	\$ 22.68
X0000000000000006510	03/04/2025	BROOME BOLT SUPPLIES	Bolt & Grinding Discs for General Maintenance	\$ 85.31
X0000000000000006509	04/04/2025	AMPOL BROOME	Petrol for Water Wash	\$ 24.89
EFT79643	14/04/2025	Work Health, Safety and Wellbeing Officer	PAYMENT	\$ 827.26
X0000000000000006321	19/03/2025	WOOLWORTHS	Catering- Staff Training	\$ 110.00
X0000000000000006322	19/03/2025	SUBWAY BROOME	Catering- Staff Training	\$ 213.00
X0000000000000006323	19/03/2025	SUBWAY BROOME	Catering- Staff Training	\$ 213.00
X0000000000000006324	20/03/2025	WOOLWORTHS	Catering- Staff Training	\$ 110.00
X0000000000000006379	25/03/2025	WOOLWORTHS	Catering- Staff Training	\$ 45.00
X0000000000000006380	28/03/2025	J BLACKWOOD & SON P/L	Batteries for Emergency Equipment	\$ 14.26
X0000000000000006475	02/04/2025	OFFICE NATIONAL BROOME	Stationery for Access Cards	\$ 122.00
MUNICIPAL CREDIT CARD TOTAL:				\$ 45,293.36

MUNICIPAL DIRECT DEBIT - APRIL 2025				
DD #	Date	Name	Description	Amount



PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2025				
DD34259.1	18/04/2025	INLOGIK PTY LTD	Promaster Essential User Fees	\$ 451.17
DD34320.1	09/04/2025	SUPER EMPLOYEE PAYMENT DEFINITIV	Super Fortnight Ending 09.04.25	\$ 106,267.45
DD34328.1	04/04/2025	FORMS EXPRESS PTY LTD	Gateway Bank Merchant Surcharge-Flexipay Payments	\$ 444.50
DD34341.1	11/04/2025	COCA COLA AMATIL (HOLDINGS) LTD	BRAC Kiosk Supplies- April 2025	\$ 895.55
DD34350.1	22/04/2025	SUPER EMPLOYEE PAYMENT DEFINITIV	Super Fortnight Ending 22.04.25	\$ 105,436.49
DD34354.1	17/04/2025	INLOGIK PTY LTD	Inlogik Monthly Fee March 2025	\$ 451.17
DD34369.1	29/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 285.91
DD34369.10	02/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 15,243.67
DD34369.11	01/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 5,780.73
DD34369.2	24/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 10,071.95
DD34369.3	23/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 2,271.85
DD34369.4	22/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 3,376.92
DD34369.5	28/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 13,153.50
DD34369.6	08/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 64.66
DD34369.7	07/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 175.16
DD34369.8	04/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 13,519.20
DD34369.9	03/04/2025	WATER CORPORATION	Water Use & Service Charge	\$ 3,738.41
DD34371.1	28/04/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 884.78
DD34371.2	10/04/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 1,851.67
DD34371.3	24/04/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 18,083.29
DD34371.4	17/04/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 66,949.35
DD34371.5	16/04/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 52,577.62
DD34382.1	24/04/2025	COCA COLA AMATIL (HOLDINGS) LTD	BRAC Kiosk Supplies- April 2025	\$ 1,783.24
MUNICIPAL DIRECT DEBIT TOTAL:				\$ 423,758.24

MUNICIPAL ELECTRONIC TRANSFER TOTAL \$	4,222,516.98
MUNICIPAL CHEQUES TOTAL \$	-
PAYROLL TOTAL \$	862,016.35
TRUST CHEQUE TOTAL \$	-
MUNICIPAL CREDIT CARD TOTAL \$	45,293.36
MUNICIPAL DIRECT DEBIT TOTAL \$	423,758.24
TOTAL PAYMENTS January 2025 \$	5,553,584.93

Key for Delegation of Authority:

CEO- Chief Executive Officer

DCS- Director Corporate Services

MFS- Manager Financial Services

Local Government (Financial Management) Regulations 13 & 13A.

Each payment must show on a list the payees name, the amount of the payment, the date of the payment & sufficient information to identify the transaction.

This report incorporates the Delegation of Authority Local Government (Administration) Regulations 19.

**9.4.5 MONTHLY FINANCIAL REPORT APRIL - 2025**

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

**SUMMARY:**

Council is required under Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* (FMR) to consider and receive the Monthly Financial Report for the period ended 30 April 2025.

**BACKGROUND**

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

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

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

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

**COMMENT**

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

<b>Budget Year Elapsed</b>	<b>83%</b>
----------------------------	------------

<b>Total Rates levied</b>	100%
<b>Total Operating Revenue (excluding Rates and Profit on asset disposals)</b>	95%
<b>Total Operating Expenditure (excluding Loss on asset disposals)</b>	73%
<b>Total Capital Revenue</b>	17%
<b>Total Capital Expenditure</b>	26%

For activity categories where progress notably differs from the 83% budget year elapsed, high-level explanations for the variances are provided:

## **Operating Revenue**

### Grants Subsidies and Contributions

\$419,825 less than estimated YTD income (33.59% variance). \$350,000 of funding was budgeted in respect of the Cable Beach Water Park Detailed Design Project however has not been received. Similarly, \$98,000 of funding for the Broome Housing Affordability Strategy Project has not yet been received. These receipts are expected prior to year end. Temporary variance.

### Interest Revenue

\$598,656 greater than estimated YTD income (46% variance). Interest received on Reserve Accounts has exceeded expectations. There is also a timing variance as shorter term deposits have been done during the year which has resulted in interest being accounted for earlier. Overall interest for Reserves will exceed budget but these funds will be transferred to Reserves, Municipal fund interest is on track to achieve current budget and will have no impact on the Surplus/Deficit for year end. Permanent variance.

### Other Revenue

\$400,114 greater than estimated YTD income (33.52% variance). The variance is primarily a timing difference with the total year budget being \$1.55M compared with \$1.59M of actuals. There is some additional income related to a prior year insurance claim which will result in a year end surplus. This source of revenue is quite variable and is expected to exceed by budget by an amount between \$50k-\$90k. Permanent variance.

## **Operating Expenditure**

### Materials and Contracts

\$4,859,513 less than estimated YTD expenditure (35.63% variance). \$1.2m has been budgeted for contaminated site remediation and asset rehabilitation works which have only recently commenced. Waste facility contracted recycling services and kerbside collections are \$630,000 under YTD budget however this is a timing issue. Expenditure for Parks and Ovals is currently \$240,000 below budget however staff activities have focused on remediation and management have engaged contractors to undertake outstanding works. Temporary variance.

### Utility Charges

\$448,136 less than estimated YTD expenditure (20.27% variance). Maintenance of Parks and Ovals is currently \$200,000 under budget. Staff housing utility expense is running \$70,000 under budget due to vacancies in key roles and the new Staff Housing being due to open in the coming months. Timing of invoices for street lighting charges has resulted in a budget variance of \$69,000. Temporary variance.

### Finance Costs

\$69,200 less than estimated YTD expenditure (34% variance). \$61,000 was budgeted for interest on loans for the Key Worker Housing Project and Cable Beach Stage 1. These loans are not expected to be drawn down until the end of the financial year. Permanent variance.

## **Capital Revenue**

### Proceeds from disposal of assets

\$571,632 less than estimated YTD revenue (100.00% variance). Periodic renewal of Mobile Plant and Equipment is behind schedule. It is expected that replacement vehicles and equipment will be put into service before the end of the financial year. Temporary variance.

## **Capital Expenditure**

### Payments for property, plant and equipment

\$2,000,355 less than estimated YTD expenditure (37.62% variance). Periodic renewal of Mobile Plant and Equipment is behind schedule causing a timing difference of \$730,000. Building renewal and redevelopment projects including Town Beach Cafe, Shire Admin Building, and Key Worker Housing are seeing budget variances of approximately \$1m due to timing of project works or invoices from major contractors. A detailed capital expenditure schedule can be found at Supplementary Note 5 within the Financial Report. Temporary variance.

### Payments for construction of infrastructure

\$4,611,183 less than estimated YTD expenditure (23.78% variance). Infrastructure works are running approximately \$4.6m behind budget due to timing of invoices received from major contractors in the Cable Beach Redevelopment project. A detailed capital expenditure schedule can be found at Supplementary Note 5 within the financial report. Temporary variance.

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

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

## **CONSULTATION**

Nil.

## **STATUTORY ENVIRONMENT**

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

- 34(1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for the previous month (the "relevant month") in the following detail:*

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the relevant month; and
  - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.
- 34(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- 34(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- 34(2) Each statement of financial activity is to be accompanied by documents containing-
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- 34(3) The information in a statement of financial activity may be shown according to nature classification.
- 34(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- 34(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.
- 35(1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —
  - (a) the financial position of the local government as at the last day of the previous financial year; or
  - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- 35(2) A statement of financial position must be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
  - (b) recorded in the minutes of the meeting at which it is presented.

## **POLICY IMPLICATIONS**

Nil

## FINANCIAL IMPLICATIONS

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

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

## RISK

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

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

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

## STRATEGIC ASPIRATIONS

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

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

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

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

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

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

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

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

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

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

## VOTING REQUIREMENTS

*Simple Majority*

**REPORT RECOMMENDATION:**

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

**Attachments**

1. Monthly Statement of Activity April 2025





## SHIRE OF BROOME

### MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 April 2025

*LOCAL GOVERNMENT ACT 1995*

*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2025**

Note	Original Adopted Budget	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
	\$	\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	28,649,409	28,796,430	28,691,771	28,795,118	103,347	0.36%	
Grants, subsidies and contributions	2,483,917	1,367,310	1,249,992	830,167	(419,825)	(33.59%)	▼
Fees and charges	11,400,517	13,955,985	12,786,122	13,423,197	637,075	4.98%	
Interest revenue	1,781,275	1,757,275	1,301,418	1,900,074	598,656	46.00%	▲
Other revenue	1,316,967	1,556,542	1,193,700	1,593,814	400,114	33.52%	▲
Profit on asset disposals	248,908	248,908	0	0	0	0.00%	
	<b>45,880,993</b>	<b>47,682,450</b>	<b>45,223,003</b>	<b>46,542,370</b>	<b>1,319,367</b>	<b>2.92%</b>	
<b>Expenditure from operating activities</b>							
Employee costs	(19,696,237)	(18,674,687)	(15,397,673)	(15,535,466)	(137,793)	(0.89%)	
Materials and contracts	(13,704,706)	(16,716,488)	(13,638,969)	(8,779,456)	4,859,513	35.63%	▲
Utility charges	(2,652,461)	(2,652,461)	(2,210,450)	(1,762,314)	448,136	20.27%	▲
Depreciation	(16,009,575)	(16,009,575)	(13,341,360)	(13,183,930)	157,430	1.18%	
Finance costs	(450,931)	(340,931)	(212,831)	(143,631)	69,200	32.51%	▲
Insurance	(867,944)	(855,220)	(855,220)	(840,744)	14,476	1.69%	
Other expenditure	(1,586,394)	(1,665,900)	(1,478,166)	(1,402,911)	75,255	5.09%	
Loss on asset disposals	(211,375)	(211,375)	0	0	0	0.00%	
	<b>(55,179,623)</b>	<b>(57,126,637)</b>	<b>(47,134,669)</b>	<b>(41,648,452)</b>	<b>5,486,217</b>	<b>11.64%</b>	
Non cash amounts excluded from operating activities	2(c) 15,972,042	15,972,042	13,341,360	13,183,930	(157,430)	(1.18%)	
<b>Amount attributable to operating activities</b>	<b>6,673,412</b>	<b>6,527,855</b>	<b>11,429,694</b>	<b>18,077,848</b>	<b>6,648,154</b>	<b>58.17%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	10,794,394	54,003,186	8,616,070	9,382,804	766,734	8.90%	
Proceeds from disposal of assets	729,394	571,632	0	0	0	0.00%	
Proceeds from self supporting loans	96,154	96,154	48,077	71,249	23,172	48.20%	▲
	<b>11,619,942</b>	<b>54,670,972</b>	<b>8,664,147</b>	<b>9,454,053</b>	<b>789,906</b>	<b>9.12%</b>	
<b>Outflows from investing activities</b>							
Right of use assets recognised	0	0	0	(45,881)	(45,881)	0.00%	
Payments for property, plant and equipment	(8,360,381)	(8,846,516)	(5,317,065)	(3,316,710)	2,000,355	37.62%	▲
Payments for construction of infrastructure	(18,264,344)	(61,549,150)	(19,393,182)	(14,781,999)	4,611,183	23.78%	▲
	<b>(26,624,725)</b>	<b>(70,395,666)</b>	<b>(24,710,247)</b>	<b>(18,144,590)</b>	<b>6,565,657</b>	<b>26.57%</b>	
Non-cash amounts excluded from investing activities	2(d) 0	0	0	29,278	29,278	0.00%	
<b>Amount attributable to investing activities</b>	<b>(15,004,783)</b>	<b>(15,724,694)</b>	<b>(16,046,100)</b>	<b>(8,661,259)</b>	<b>7,384,841</b>	<b>46.02%</b>	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Leases liabilities recognised	0	0	0	45,881	45,881	0.00%	
Proceeds from new borrowings	3,963,081	3,579,153	0	0	0	0.00%	
Transfer from reserves	5,567,720	6,462,161	880,556	0	(880,556)	(100.00%)	▼
	<b>9,530,801</b>	<b>10,041,314</b>	<b>880,556</b>	<b>45,881</b>	<b>(880,556)</b>	<b>(94.79%)</b>	
<b>Outflows from financing activities</b>							
Payments for principal portion of lease liabilities	(137,144)	(137,144)	(139,099)	(139,099)	0	0.00%	
Repayment of borrowings	(955,389)	(955,389)	(302,807)	(302,807)	0	0.00%	
Transfer to reserves	(4,234,917)	(5,858,403)	(1,284,042)	(925,534)	358,508	27.92%	▲
	<b>(5,327,450)</b>	<b>(6,950,936)</b>	<b>(1,725,948)</b>	<b>(1,367,440)</b>	<b>358,508</b>	<b>20.77%</b>	
<b>Amount attributable to financing activities</b>	<b>4,203,351</b>	<b>3,090,378</b>	<b>(845,392)</b>	<b>(1,321,559)</b>	<b>(522,048)</b>	<b>(56.32%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>	2(a) 4,128,020	5,913,170	5,913,170	5,913,170	0	0.00%	
Amount attributable to operating activities	6,673,412	6,527,855	11,429,694	18,077,848	6,648,154	58.17%	▲
Amount attributable to investing activities	(15,004,783)	(15,724,694)	(16,046,100)	(8,661,259)	7,384,841	46.02%	▼
Amount attributable to financing activities	4,203,351	3,090,378	(845,392)	(1,321,559)	(522,048)	(56.32%)	▼
<b>Surplus or deficit after imposition of general rates</b>	<b>0</b>	<b>(193,282)</b>	<b>451,372</b>	<b>14,008,199</b>	<b>13,556,828</b>	<b>3003.47%</b>	▲

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 APRIL 2025**

	Actual 30 June 2024	Actual as at 30 April 2025
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	53,524,615	53,998,589
Trade and other receivables	2,570,892	10,332,078
Other financial assets	96,154	24,905
Inventories	27,879	38,028
Other assets	576,111	280,518
<b>TOTAL CURRENT ASSETS</b>	<b>56,795,651</b>	<b>64,674,118</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	134,560	134,560
Other financial assets	2,003,696	2,003,696
Property, plant and equipment	87,529,274	86,997,292
Infrastructure	324,647,381	330,281,295
Right-of-use assets	356,399	215,130
<b>TOTAL NON-CURRENT ASSETS</b>	<b>414,671,310</b>	<b>419,631,973</b>
<b>TOTAL ASSETS</b>	<b>471,466,961</b>	<b>484,306,091</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	4,186,894	3,332,557
Other liabilities	7,112,533	6,934,991
Lease liabilities	132,032	0
Borrowings	608,967	306,160
Employee related provisions	2,016,446	2,006,753
Other provisions	103,000	103,000
<b>TOTAL CURRENT LIABILITIES</b>	<b>14,159,872</b>	<b>12,683,461</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	235,554	274,367
Borrowings	6,626,745	6,626,745
Employee related provisions	352,567	352,567
Other provisions	4,190,943	4,190,943
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,405,809</b>	<b>11,444,622</b>
<b>TOTAL LIABILITIES</b>	<b>25,565,681</b>	<b>24,128,083</b>
<b>NET ASSETS</b>	<b>445,901,280</b>	<b>460,178,008</b>
<b>EQUITY</b>		
Retained surplus	153,595,865	166,947,059
Reserve accounts	38,787,299	39,712,832
Revaluation surplus	253,518,116	253,518,117
<b>TOTAL EQUITY</b>	<b>445,901,280</b>	<b>460,178,008</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2025**

**1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 06 May 2025

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**MATERIAL ACCOUNTING POLICIES**

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

**Critical accounting estimates and judgements**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2025**

**2 NET CURRENT ASSETS INFORMATION**

**(a) Net current assets used in the Statement of Financial Activity**

	Amended Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 30 April 2025
Note	\$	\$	\$
<b>Current assets</b>			
Cash and cash equivalents	53,524,615	53,524,615	53,998,589
Trade and other receivables	2,570,892	2,570,892	10,332,078
Other financial assets	96,154	96,154	24,905
Inventories	27,879	27,879	38,028
Other assets	576,111	576,111	280,518
	56,795,651	56,795,651	64,674,118
<b>Less: current liabilities</b>			
Trade and other payables	(4,186,894)	(4,186,894)	(3,332,557)
Other liabilities	(7,112,533)	(7,112,533)	(6,934,991)
Lease liabilities	(132,032)	(132,032)	0
Borrowings	(608,967)	(608,967)	(306,160)
Employee related provisions	(2,016,446)	(2,016,446)	(2,006,753)
Other provisions	(103,000)	(103,000)	(103,000)
	(14,159,872)	(14,159,872)	(12,683,461)
Net current assets	42,635,779	42,635,779	51,990,657
Less: Total adjustments to net current assets	2(b) (36,722,609)	(36,722,609)	(37,982,455)
<b>Closing funding surplus / (deficit)</b>	<b>5,913,170</b>	<b>5,913,170</b>	<b>14,008,202</b>

**(b) Current assets and liabilities excluded from budgeted deficiency**

<b>Adjustments to net current assets</b>			
Less: Reserve accounts	(38,787,299)	(38,787,299)	(39,712,833)
Less: Financial assets at amortised cost - self supporting loans	(96,154)	(96,154)	(24,905)
Less: Current assets not expected to be received at end of year			
- Receivables for employee related provisions	15,566	15,566	15,566
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	132,032	132,032	0
- Current portion of borrowings	608,967	608,967	306,160
- Current portion of employee benefit provisions held in reserve	1,404,279	1,404,279	1,433,557
<b>Total adjustments to net current assets</b>	<b>2(a) (36,722,609)</b>	<b>(36,722,609)</b>	<b>(37,982,455)</b>

**(c) Non-cash amounts excluded from operating activities**

	Amended Budget Estimates 30 June 2025	YTD Budget Estimates 30 April 2025	YTD Actual 30 April 2025
	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(248,908)	0	0
Add: Loss on asset disposals	211,375	0	0
Add: Depreciation	16,009,575	13,341,360	13,183,930
<b>Total non-cash amounts excluded from operating activities</b>	<b>15,972,042</b>	<b>13,341,360</b>	<b>13,183,930</b>

**(d) Non-cash amounts excluded from investing activities**

<b>Adjustments to investing activities</b>			
Adjustment to self supporting loan receipts to be corrected	0	0	
Movement in current other provision associated with restricted cash	0	0	29,278
<b>Total non-cash amounts excluded from investing activities</b>	<b>0</b>	<b>0</b>	<b>29,278</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2025**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.  
The material variance adopted by Council for the 2024-25 year is \$10,000 for operating, \$20,000 for capital and 10.00%, whichever is the greater.

**Description**

**Revenue from operating activities**

**Grants, subsidies and contributions**

\$350,000 of funding was budgeted in respect of the Cable Beach Water Park Detailed Design Project but has not been received. Similarly, \$98,000 of funding for the Broome Housing Affordability Strategy Project has not yet been received. These receipts are expected prior to year end.

**Interest revenue**

Strong term deposit interest rates have resulted in a higher investment yield than forecast.

**Other revenue**

Reimbursements for general insurance claims have exceeded budget by \$125,000 with much of this relating to prior year claims. Workers compensation reimbursements of \$148,000 received not previously budgeted. Additional scrap metal fees collected exceed budget by \$45,000. All are permanent variances.

Var. \$	Var. %	
\$	%	
(419,825)	(33.59%)	▼
	Timing	
598,656	46.00%	▲
	Permanent	
400,114	33.52%	▲
	Permanent	

**Expenditure from operating activities**

**Materials and contracts**

\$1.2m has been budgeted for site remediation and asset rehabilitation works which have not yet commenced. Waste facility contracted recycling services and kerbside collections are \$630,000 under budget. Expenditure for Parks and Ovals is currently \$240,000 under budget.

**Utility charges**

Maintenance of Parks and Ovals is currently \$200,000 under budget. Staff housing utility expense is running \$70,000 under budget due to vacancies in key roles and the new Staff Housing being due to open before the end of financial year. Timing of invoices for street lighting charges has resulted in a budget variance of \$69,000.

**Finance costs**

\$61,000 was budgeted for interest on a loan for the Key Worker Housing Project. This loan is expected to be drawn down before the end of the financial year.

4,859,513	35.63%	▲
	Timing	
448,136	20.27%	▲
	Timing	
69,200	32.51%	▲
	Timing	

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2025**

**3 EXPLANATION OF MATERIAL VARIANCES**

**Outflows from investing activities**

**Payments for property, plant and equipment**

Periodic renewal of Mobile Plant and Equipment is behind schedule causing a timing difference of \$730,000. Building renewal and redevelopment projects including Town Beach Cafe, Shire Admin Building, and Key Worker Housing are seeing budget variances of approximately \$1m due to timing of project works or invoices from major contractors. A detailed capital expenditure schedule can be found at Supplementary Note 5.

2,000,355 37.62% ▲

Timing

**Payments for construction of infrastructure**

Infrastructure works are running approximately \$5m behind budget due to timing of invoices received from major contractors in the Cable Beach Redevelopment project. A detailed capital expenditure schedule can be found at Supplementary Note 5.

4,611,183 23.78% ▲

Timing

**Inflows from financing activities**

**Transfer from reserves**

Transfers to and from reserves were budgeted to occur in the periods to date, but with the exception of interest earned, are yet to be completed. Reserves will be brought up to date before the close of the financial year.

(880,556) (100.00%) ▼

Timing

**Outflows from financing activities**

**Transfer to reserves**

Transfers to and from reserves were budgeted to occur in the periods to date, but with the exception of interest earned, are yet to be completed. Reserves will be brought up to date before the close of the financial year.

358,508 27.92% ▲

Timing

**SHIRE OF BROOME**  
**SUPPLEMENTARY INFORMATION**  
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**BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION**

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.



SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$5.91 M	\$5.91 M	\$5.91 M	\$0.00 M
Closing	(\$0.19 M)	\$0.45 M	\$14.01 M	\$13.56 M
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables			Receivables		
	\$54.00 M	% of total		\$3.33 M	% Outstanding		\$8.32 M	% Collected
Unrestricted Cash	\$14.29 M	26.5%	Trade Payables	\$0.22 M		Rates Receivable	\$2.02 M	93.2%
Restricted Cash	\$39.71 M	73.5%	0 to 30 Days		51.2%	Trade Receivable	\$8.32 M	% Outstanding
			Over 30 Days		48.8%	Over 30 Days		5.0%
			Over 90 Days		2.4%	Over 90 Days		2.8%
Refer to 3 - Cash and Financial Assets			Refer to 7 - Payables			Refer to 6 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$6.53 M	\$11.43 M	\$18.08 M	\$6.65 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$28.80 M	% Variance	YTD Actual	\$0.83 M	% Variance	YTD Actual	\$13.42 M	% Variance
YTD Budget	\$28.69 M	0.4%	YTD Budget	\$1.25 M	(33.6%)	YTD Budget	\$12.79 M	5.0%
			Refer to 10 - Grants and Contributions			Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$15.72 M)	(\$16.05 M)	(\$8.66 M)	\$7.38 M
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.00 M	%	YTD Actual	\$14.78 M	% Spent	YTD Actual	\$9.38 M	% Received
Amended Budget	\$0.73 M	(100.0%)	Amended Budget	\$61.45 M	(75.9%)	Amended Budget	\$54.00 M	(82.6%)
Refer to 6 - Disposal of Assets			Refer to 5 - Capital Acquisitions			Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$3.09 M	(\$0.85 M)	(\$1.32 M)	(\$0.48 M)
Refer to Statement of Financial Activity			

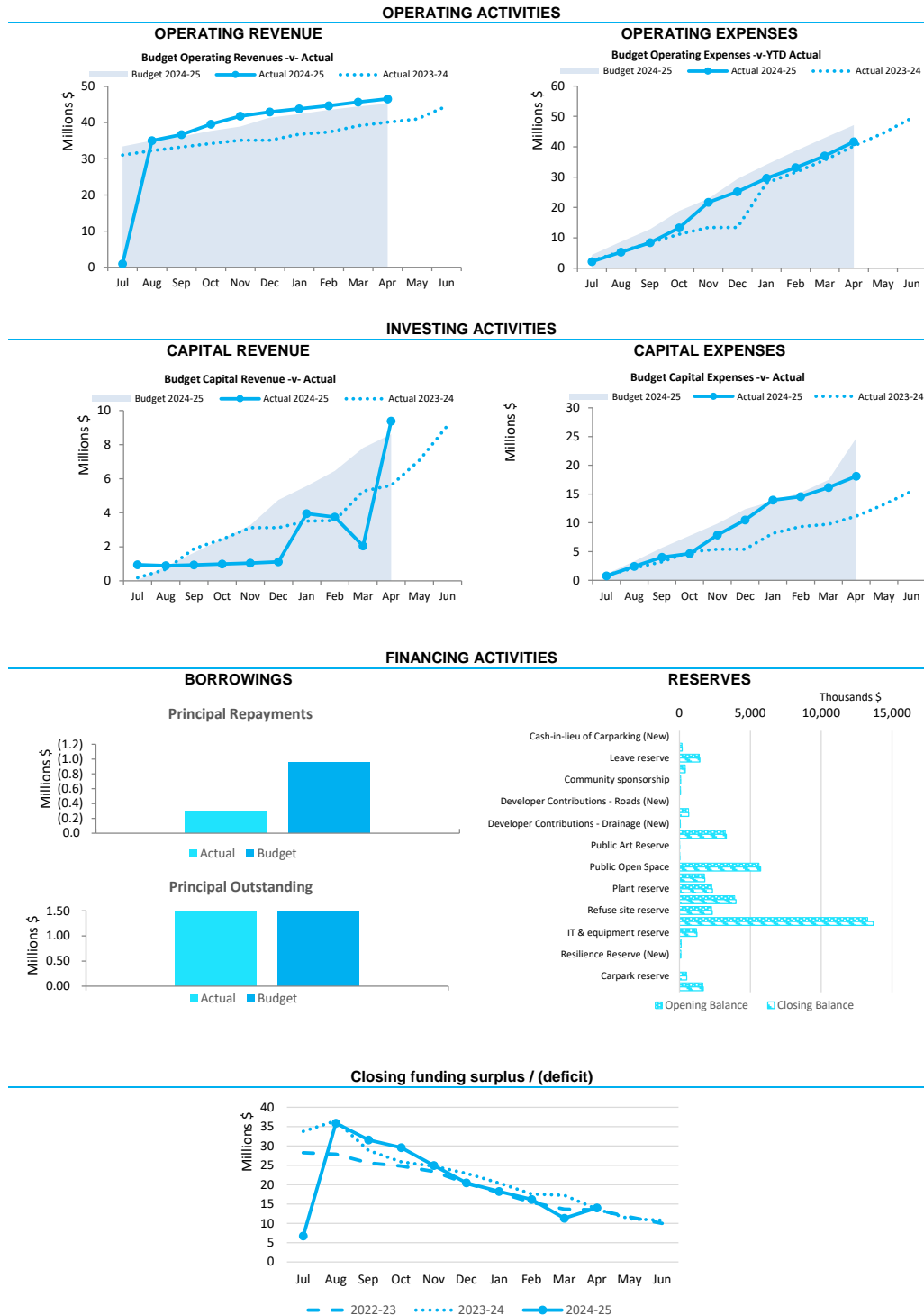
  

Borrowings			Reserves			Lease Liability		
Principal repayments	(\$0.30 M)		Reserves balance	\$39.71 M		Principal repayments	(\$0.14 M)	
Interest expense	(\$0.13 M)		Net Movement	\$0.93 M		Interest expense	\$0.01 M	
Principal due	\$6.93 M					Principal due	\$0.34 M	
Refer to 8 - Borrowings			Refer to 4 - Cash Reserves			Refer to Note 9 - Lease Liabilities		

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF BROOME**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 30 APRIL 2025**

**2 KEY INFORMATION - GRAPHICAL**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

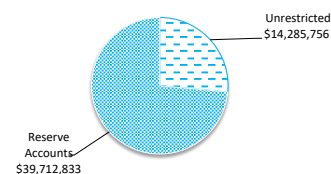
Description	Classification	Unrestricted \$	Reserve Accounts \$	Total \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand	Cash and cash equivalents	4,200	0	4,200	0	On Hand	Nil	On Hand
Municipal Bank Account	Cash and cash equivalents	2,240,884	0	2,240,884	0	CommBank	3.60%	At Call
Business Online Saver	Cash and cash equivalents	4,252,315	0	4,252,315	0	CommBank	4.00%	At Call
Reserve Bank Account	Cash and cash equivalents	0	7,712,833	7,712,833	0	CommBank	4.00%	At Call
Trust Bank Account	Cash and cash equivalents	200,339	0	200,339	0	CommBank	0.00%	At Call
Grants Bank Account	Cash and cash equivalents	588,019	0	588,019	0	CommBank	4.00%	At Call
Term Deposit	Cash and cash equivalents	7,000,000	0	7,000,000	0	Westpac	4.80%	26/06/2025
Term Deposit	Cash and cash equivalents	0	32,000,000	32,000,000	0	Westpac	5.15%	26/06/2025
<b>Total</b>		<b>14,285,756</b>	<b>39,712,833</b>	<b>53,998,589</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents (including Financial Assets - Term Deposits)		14,285,756	39,712,833	53,998,589	0			
		<b>14,285,756</b>	<b>39,712,833</b>	<b>53,998,589</b>	<b>0</b>			

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.



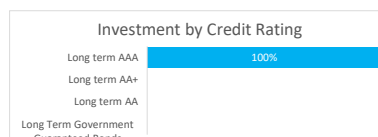
**Term deposit information**

Investment Type	Institution	Rating	Interest rate	Deposit Date	Maturity	Investment Term (days)	Investment \$	Forecast interest \$
Reserve Funds	WBC	AAA	5.15%	26/11/2024	26/06/2025	212	32,000,000	957,195
Municipal Funds	WBC	AAA	4.80%	26/03/2025	26/06/2025	92	7,000,000	84,690
<b>Weighted average interest rate</b>			<b>5.09%</b>			<b>Total</b>	<b>39,000,000</b>	<b>1,041,885</b>

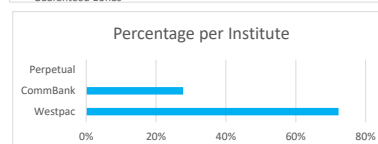
**Investment Policy Reporting**

Note: A review of the credit ratings held in the Investment Policy is required to ensure consistency with the Standard & Poors credit ratings for short and long term ratings.

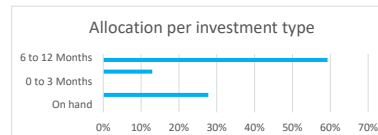
Credit Rating	Maximum % in credit rating category	Shire of Broome allocation
Long term AAA	100%	100%
Long term AA+	50%	0%
Long term AA	25%	0%
Guaranteed Bonds	100%	0%



Institution	Maximum % in authorised institute	Shire of Broome allocation
Westpac	100%	72%
CommBank	100%	28%
Perpetual	100%	0%



Institution	Allocation per investment type
On hand	0.01%
At call	27.77%
0 to 3 Months	0.00%
3 to 6 Months	12.96%
6 to 12 Months	59.26%



SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

4 RESERVE ACCOUNTS

Reserve account name	Original Budget				Amended Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Reserve accounts restricted by legislation</b>												
Cash-in-lieu of Carparking (New)	0	0	0	0	0	0	0	0	0	0	0	0
Cash-in-lieu of Public Open Space (New)	180,587	0	0	180,587	180,587	0	0	180,587	180,587	3,765	0	184,352
<b>Reserve accounts restricted by Council</b>												
Leave reserve	1,403,925	25,266	0	1,429,191	1,404,279	25,266	(75,242)	1,354,303	1,404,279	29,278	0	1,433,557
Restricted cash	445,042	0	(445,042)	0	406,946	31,500	(445,042)	(6,596)	406,946	0	0	406,946
Community sponsorship	87,999	1,558	0	89,557	88,021	1,558	0	89,579	88,021	1,835	0	89,856
EDL sponsorship	29,371	520	0	29,891	79,379	520	(26,500)	53,399	79,379	1,655	0	81,034
Developer Contributions - Roads (New)	0	0	0	0	0	0	0	0	0	0	0	0
Developer Contributions - Footpaths (New)	604,206	0	(182,364)	421,842	646,787	0	(168,785)	478,002	646,787	13,485	0	660,272
Developer Contributions - Drainage (New)	91,243	0	0	91,243	61,424	0	0	61,424	61,424	1,281	0	62,705
Road reserve	3,233,510	285,723	(151,981)	3,367,252	3,234,530	285,723	(151,981)	3,368,272	3,234,530	67,436	0	3,301,966
Public Art Reserve	6,711	119	0	6,830	6,712	119	0	6,831	6,712	140	0	6,852
BRAC (Leisure Centre) Reserve	22,092	1,119	0	23,211	22,107	209,203	0	231,310	22,107	461	0	22,568
Public Open Space	6,959,279	1,089,440	(2,797,472)	5,251,247	5,607,811	1,171,006	(1,474,682)	5,304,135	5,607,811	116,917	0	5,724,728
Drainage reserve	1,720,683	54,255	0	1,774,938	1,755,533	69,255	0	1,824,788	1,755,533	36,601	0	1,792,134
Plant reserve	2,279,786	314,471	(55,747)	2,538,510	2,280,160	314,471	(125,747)	2,468,884	2,280,160	47,539	0	2,327,699
Buildings reserve	4,002,171	999,457	(878,163)	4,123,465	3,901,844	1,080,408	(2,412,480)	2,569,772	3,901,844	81,349	0	3,983,193
Refuse site reserve	2,162,463	43,748	(698,050)	1,508,161	2,261,492	43,748	(1,003,888)	1,301,352	2,261,492	47,150	0	2,308,642
Regional resource recovery park reserve	13,239,766	579,579	(32,175)	13,787,170	13,281,953	1,712,439	(130,547)	14,863,845	13,281,953	402,260	0	13,684,213
IT & equipment reserve	1,209,183	240,290	0	1,449,473	1,209,451	240,290	(75,000)	1,374,741	1,209,451	25,216	0	1,234,667
Kimberley zone reserve	110,746	1,960	(112,706)	0	110,773	1,960	(112,706)	27	110,773	2,310	0	113,083
Resilience Reserve (New)	96,465	100,000	0	196,465	96,465	100,000	0	196,465	96,465	2,011	0	98,476
Staff Housing Reserve (New)	0	0	0	0	0	0	0	0	0	0	0	0
Carpark reserve	499,597	303,187	(105,188)	697,596	499,707	303,187	(105,188)	697,706	499,707	10,418	0	510,125
Footpath reserve	1,605,659	194,225	(108,832)	1,691,052	1,651,338	267,750	(154,373)	1,764,715	1,651,338	34,429	0	1,685,767
	<b>39,990,484</b>	<b>4,234,917</b>	<b>(5,567,720)</b>	<b>38,657,681</b>	<b>38,787,299</b>	<b>5,858,403</b>	<b>(6,462,161)</b>	<b>38,183,541</b>	<b>38,787,299</b>	<b>925,534</b>	<b>0</b>	<b>39,712,833</b>

**SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Amended		YTD Actual	YTD Variance
	Budget	Budget	YTD Budget		
		\$	\$	\$	\$
Buildings - non-specialised	5,426,684	5,946,500	3,779,097	2,520,680	(1,258,417)
Furniture and equipment	123,926	243,390	40,102	65,545	25,443
Plant and equipment	2,809,771	2,656,626	1,347,319	680,365	(666,954)
<b>Acquisition of property, plant and equipment</b>	<b>8,360,381</b>	<b>8,846,516</b>	<b>5,166,518</b>	<b>3,266,590</b>	<b>(1,899,928)</b>
Infrastructure - roads	4,036,811	4,748,213	1,653,695	2,372,693	718,998
Infrastructure - drainage	10,000	4,570	4,570	5,800	1,230
Infrastructure - recreation areas	14,031,277	56,150,959	17,478,285	12,265,235	(5,213,050)
Infrastructure - other	186,255	645,408	407,179	189,385	(217,794)
<b>Acquisition of infrastructure</b>	<b>18,264,343</b>	<b>61,549,150</b>	<b>19,543,729</b>	<b>14,833,113</b>	<b>(4,710,616)</b>
<b>Total of PPE and Infrastructure.</b>	<b>26,624,724</b>	<b>70,395,666</b>	<b>24,710,247</b>	<b>18,099,702</b>	<b>(6,610,545)</b>
<b>Total capital acquisitions</b>	<b>26,624,724</b>	<b>70,395,666</b>	<b>24,710,247</b>	<b>18,099,702</b>	<b>(6,610,545)</b>
<b>Capital Acquisitions Funded By:</b>					
Capital grants and contributions	10,794,394	54,003,186	8,616,070	9,382,804	766,734
Borrowings	3,963,081	3,579,153	0	0	0
Other (disposals & C/Fwd)	729,394	571,632	0	0	0
Reserve accounts	4,285,922	3,303,541	880,556	0	(880,556)
Contribution - operations	6,851,934	8,769,369	15,213,621	8,715,905	(6,497,716)
<b>Capital funding total</b>	<b>26,624,725</b>	<b>70,226,881</b>	<b>24,710,247</b>	<b>18,098,709</b>	<b>(6,611,538)</b>

**KEY INFORMATION**

**Initial recognition**

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

**Measurement after recognition**

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

**Reportable Value**

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

## INVESTING ACTIVITIES































## 5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	\$	\$	\$	\$	\$
<b>Buildings - non-specialised</b>					
Shire Key Worker Housing - Capex New 2023/24	2,965,364	2,123,698	2,123,698	1,917,959	205,739
Town Beach Kiosk Cap Build New Const-Cap Exp-Other Build Lea	72,715	64,225	64,225	38,868	25,357
Brac Gym And Fitness Facility - Detailed Design / Tender Package- Cap Exp	406,107	216,842	424,926	132,104	292,822
Pavillion Build New Const Stg 2 - Brac Ovals - Cap Exp	13,200	13,200	0	0	0
Western Australian Football Commission Grant Expenditure - Medland	60,000	87,000	77,000	86,200	(9,200)
Library Building Renewal	17,500	39,100	21,600	39,082	(17,482)
Male Oval Toilets Renewal Cap Exp	200,000	133,776	133,776	136,947	(3,171)
Building Amp - Museum Capital Works	5,000	5,000	0	2,410	(2,410)
Museum Precinct Master Plan	72,500	72,500	72,500	0	72,500
Brac Building Renewal - Cap Exp - Brac Dry	44,500	44,500	0	32,290	(32,290)
Admin Building - Packaged Plant- Cap Exp	365,140	1,965,140	365,140	11,750	353,391
Depot Building Const Renewal - Cap Exp - Depot Operations	28,800	28,800	0	7,430	(7,430)
Brac Building Upgrade - Cap Exp - Brac Dry	220,000	320,000	0	0	0
Civic Centre Building Renewal (Inc Plant & Furn) - Cap Exp - Public Halls	62,095	40,223	52,095	40,223	11,872
Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support	11,000	11,000	0	8,625	(8,625)
KRO1 Building Renewal - Cap Exp - Office Prop Leased	98,600	50,693	50,693	46,798	3,895
KRO2 Building Renewal - Cap Exp - Office Prop Leased	110,000	110,000	0	10,488	(10,488)
BOSCCA Building Renewal (Inc Plant & Furn) - Cap Exp - Com Fac Leased	22,000	9,500	0	9,325	(9,325)
Town Beach Cafe Redevelopment - Cap Exp	590,163	590,163	393,444	180	393,264
Building Upgrade - Crib Room & Office Space - Cap Exp - San Gen Refuse	0	21,140	0	0	0
Depot Security Gates Upgrade	62,000	0	0	0	0
<b>Total Buildings - non-specialised</b>	<b>5,426,684</b>	<b>5,946,500</b>	<b>3,779,097</b>	<b>2,520,680</b>	<b>1,258,417</b>
<b>Furniture and equipment</b>					
Exhibition Infrastructure For Kimberley Artwork Grant - Cap Exp	0	128,288	0	65,545	(65,545)
Software Cap Exp - IT (dont use)	73,926	40,102	40,102	0	40,102
Equip & H'Ware > \$5000 Cap Exp - IT	0	75,000	0	0	0
Mola Mapping	50,000	0	0	0	0
<b>Total Furniture and equipment</b>	<b>123,926</b>	<b>243,390</b>	<b>40,102</b>	<b>65,545</b>	<b>(25,443)</b>
<b>Plant and equipment</b>					
Vehicle & Mob Plant New Cap Exp - Comm Services	58,000	58,000	0	0	0
Vehicles & Mobile Plant New - Cap Exp- Sanit Gen Refuse	60,000	60,000	0	0	0
Vehicle & Mobile Plant New - Cap Exp- IT	30,000	30,000	30,000	0	30,000
Vehicle & Mobile Plant New - Cap Exp - Depot Ops	68,000	219,534	151,534	0	151,534
Vehicle & Mob Plant New - Cap Exp - Works Ops	62,000	62,000	0	4,540	(4,540)
Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	385,615	385,615	262,615	88,725	173,890
Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Dev Services	60,277	130,268	130,268	126,182	4,086
Vehicles & Mobile Plant Renewal(Replacement) - Cap Exp - Town Plann	58,000	58,000	0	0	0
Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- Swim Area & Beaches	25,000	25,000	0	0	0
Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	793,545	439,103	63,468	96,441	(32,973)
Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office	82,000	82,000	0	0	0
Vehicle & Mobile Plant Renewal(Replacement) - Cap Exp - Depot Ops	0	0	0	4,794	(4,794)
Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	890,891	873,995	476,323	126,123	350,200
Mobile Plant & Equipment Renewal (Replacement) - Cap Exp - Sanitation Other	70,043	233,111	233,111	233,560	(449)
BRAC Booster Pump	166,400	0	0	0	0
<b>Total Plant and equipment</b>	<b>2,809,771</b>	<b>2,656,626</b>	<b>1,347,319</b>	<b>680,365</b>	<b>666,954</b>
<b>Infrastructure - roads, footpaths &amp; bridges</b>					
Urban Maint Reseals Renewal Works Cap Exp	965,619	940,098	151,638	708,177	(556,539)
Carpark Annual Reseals As Per Amp - Various	12,841	0	0	0	0
Frederick St Footpath Construction - Jewell To The Boulevard	157,500	768,030	610,530	59,523	551,007
Various Footpath Renewals - Cap Exp	86,727	122,335	117,811	122,335	(4,524)
Black Spot - Fairway Drive Traffic Calming Device	84,622	84,623	0	241	(241)
Frederick St Roundabout - Brac Entry	1,512,126	1,512,126	(112,500)	1,024,609	(1,137,109)
Old Broome Road	0	100,000	100,000	18,309	81,691
De Marchi Road Black Spot - Cap Exp	453,821	383,516	219,673	240,601	(20,928)
State Blackspot - Frederick Street Off-Street Carpark Cap (Broome Shs) Exp	250,000	243,640	243,640	0	243,640
Footpaths - Various	150,788	150,788	0	143,232	(143,232)
Broome North Subdivision - New Footpath Construction	31,576	52,573	52,573	33,965	18,608
Sanctuary Road - Idf - 01 Cap Ex Grant Exp	213,934	270,984	235,330	21,700	213,630
Japanese Cemetery New Infra By P & G - Cap Exp	12,500	12,500	0	0	0
Cape Leveque Tourist Bay And Signage	32,757	35,000	35,000	0	35,000
Misc Infrastructure Renewals per AMP	72,000	72,000	0	0	0
<b>Total Infrastructure - roads, footpaths &amp; bridges</b>	<b>4,036,811</b>	<b>4,748,213</b>	<b>1,653,695</b>	<b>2,372,693</b>	<b>(718,998)</b>
<b>Infrastructure - drainage</b>					
Drainage Gate Improvements	10,000	4,570	4,570	5,800	(1,230)
<b>Total Infrastructure - drainage</b>	<b>10,000</b>	<b>4,570</b>	<b>4,570</b>	<b>5,800</b>	<b>(1,230)</b>
<b>Infrastructure - recreation areas</b>					
Cable Beach Stage 1 Rtr/Rpg Grant Expenditure - Cable Beach Road West	0	0	0	3,132	(3,132)
Cable Beach Stage 1 - Other	477,224	474,980	400,451	1,081,684	(681,233)

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

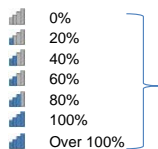
## INVESTING ACTIVITIES

## 5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
 Cable Beach Stage 1 Pacp Grant Expenditure	3,210,000	3,066,131	2,482,493	3,070,331	(587,838)
 Cable Beach Stage 1 Bbrf Grant Expenditure	2,938,744	2,862,504	2,328,191	2,168,753	159,438
 Cable Beach Stage 1 Lotterywest Grant Expenditure	961,324	919,482	744,695	692,188	52,507
 Cable Beach Stage 1 Pacp 2 Grant Expenditure	750,000	750,000	613,638	465,151	148,487
 Cable Beach Stage 1 Loan Expenditure	2,350,507	2,297,463	1,870,094	1,793,916	76,178
 Cable Beach Stage 1 Reserve Expenditure	1,752,851	1,752,851	1,434,150	1,748,743	(314,593)
 Cable Beach Stage 1 Lrci Grant Expenditure Phase 4	608,942	608,942	498,222	608,942	(110,720)
 Cable Beach Stage 2 - Head Contract	0	40,534,156	4,659,156	0	4,659,156
 Cable Beach Stage 2 - Cultural Monitor & Specialist Consulamts	0	212,696	212,696	0	212,696
 Cable Beach Stage 2 - Art And Interpretation	0	935,000	935,000	723	934,277
 Cable Beach Stage 2 - Marketing, Community Engagement, Place Activation And Ever	0	100,000	100,000	7,722	92,279
 Cable Beach Stage 2 - Threatened Ecological Community Boardwalk And Path	0	200,000	200,000	0	200,000
 Cable Beach Stage 2 - Foreshore Access Path	0	24,750	24,750	10,841	13,909
 Reticulation Control System New Exp - Cap Exp Parks & Ovals	9,948	9,948	0	0	0
 Brac Oval Upgrade Of Infra - Cap Exp	450,010	382,786	361,825	193,473	168,352
 Cable Beach Foreshore Upgrade	205,430	267,924	267,924	63,061	204,863
 Mola Mapping	0	50,000	50,000	0	50,000
 Youth Bike Recreation Area - New Construction - Cap Exp	0	0	0	152	(152)
 Cable Beach Waterpark Detailed Design 23-24 Expenditure	0	350,000	280,000	313,750	(33,750)
 Haynes Oval Infra Upgrade Const By P&G - Cap Exp - Pks & Ovl	48,740	48,740	15,000	0	15,000
 Chippindale Park Renewal Infra - Cap Exp - Parks & Ovals	53,293	53,293	0	0	0
 Male Oval Renewal Infra - Cap Exp - Parks & Ovals	30,816	125,865	0	25,173	(25,173)
 Tolentino Park Infrastructure Renewal - Cap Exp	72,126	72,126	0	0	0
 Depot Other Infra Renewal Const - Cap Exp - Depot Ops	111,322	51,322	0	17,500	(17,500)
<b>Total Infrastructure - recreation areas</b>	<b>14,031,277</b>	<b>56,150,959</b>	<b>17,478,285</b>	<b>12,265,235</b>	<b>5,213,050</b>
<b>Infrastructure - other</b>					
 Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	0	283,931	243,931	80,868	163,063
 Street Lighting At Various Locations - Renewal	105,000	105,000	0	7,880	(7,880)
 Sam Male Lugger Restoration- Cap Ex	49,080	43,929	12,700	43,929	(31,229)
 Depot Security Gates Upgrade	0	62,000	0	0	0
 Radar Speed Display Signs Cap Exp	0	1	1	6,588	(6,587)
 Community Recycling Centre - Rrp - Cap Exp	32,175	150,547	150,547	50,120	100,427
<b>Total Infrastructure - other</b>	<b>186,255</b>	<b>645,408</b>	<b>407,179</b>	<b>189,385</b>	<b>217,794</b>
	<b>26,624,724</b>	<b>70,395,666</b>	<b>24,710,247</b>	<b>18,099,702</b>	<b>13,221,089</b>

## Capital expenditure total

## Level of completion indicators



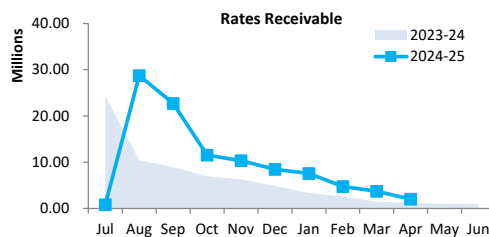
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

## OPERATING ACTIVITIES

## 6 RECEIVABLES

Rates receivable	30 June 2024	30 Apr 2025
	\$	\$
Opening arrears previous year	1,227,911	1,052,012
Levied this year	26,565,004	28,795,118
Less - collections to date	(26,740,903)	(27,831,024)
<b>Net rates collectable</b>	<b>1,052,012</b>	<b>2,016,106</b>
% Collected	96.2%	93.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Trade receivables	(90,991)	7,634,473	153,546	22,018	219,421	7,938,468
Percentage	(1.1%)	96.2%	1.9%	0.3%	2.8%	
<b>Balance per trial balance</b>						
Trade receivables						7,938,467
Infringement Debtors						276,489
GST receivable						295,943
Receivables for employee related provisions						49,347
Allowance for credit losses of other receivables						(244,274)
<b>Total receivables general outstanding</b>						<b>8,315,972</b>

Amounts shown above include GST (where applicable)

## KEY INFORMATION

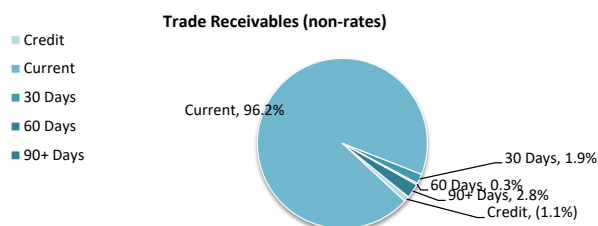
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

## Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.





**SHIRE OF BROOME**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 30 APRIL 2025**

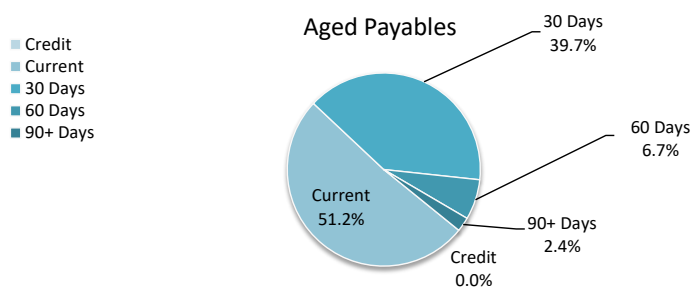
**OPERATING ACTIVITIES**

**7 PAYABLES**

<b>Sundry creditors</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Sundry creditors	0	112,536	87,297	14,835	5,259	219,927
Percentage	0.0%	51.2%	39.7%	6.7%	2.4%	
<b>Balance per trial balance</b>						
Sundry creditors						219,927
Building Services Levy						48,271
Employee liabilities						0
Prepaid rates						574,514
Accrued payroll liabilities						564,598
ATO liabilities						930,086
Bonds and deposits held						852,433
Accrued liabilities						142,728
<b>Total payables general outstanding</b>						<b>3,332,557</b>
<b>Amounts shown above include GST (where applicable)</b>						

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

FINANCING ACTIVITIES

8 BORROWINGS

Repayments - borrowings

Information on borrowings  
Particulars

Information on borrowings Particulars		Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
			1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	
Town Beach Redevelopment	197		1,096,897	0	0	(45,758)	(91,886)	1,051,139	1,005,011	(11,947)	(17,362)
Chinatown Revitalisation Project Stage 1	196		889,945	0	0	(85,276)	(171,356)	804,669	718,589	(11,025)	(16,014)
Chinatown Revitalisation Project Stage 2	198		1,468,313	0	0	(54,597)	(109,726)	1,413,716	1,358,587	(19,261)	(28,099)
Chinatown Contingency	201		1,626,711	0	0	(45,927)	(92,946)	1,580,784	1,533,765	(42,291)	(76,252)
Broome Life Saving Club	200		157,960	0	0		0	157,960	157,960	0	0
Cable Beach Stage 1	NEW		0	0	613,153	0	(49,886)	0	563,267	0	(34,122)
Shire Key Worker Accommodation	NEW		0	0	2,966,000	0	(296,536)	0	2,669,464	0	(135,221)
Broome Life Saving Club			842,040	0	0	(23,172)	(46,899)	818,868	795,141	(26,401)	(47,289)
			6,081,866	0	3,579,153	(254,730)	(859,235)	5,827,136	8,801,784	(110,925)	(354,359)
Self supporting loans											
Broome Golf Club	199		1,153,846	0	0	(48,077)	(96,154)	1,105,769	1,057,692	(15,158)	(22,076)
			1,153,846	0	0	(48,077)	(96,154)	1,105,769	1,057,692	(15,158)	(22,076)
Total			7,235,712	0	3,579,153	(302,807)	(955,389)	6,932,905	9,859,476	(126,083)	(376,435)
Current borrowings			608,967					306,160			
Non-current borrowings			6,626,745					6,626,745			
			7,235,712					6,932,905			

All debenture repayments were financed by general purpose revenue.  
Self supporting loans are financed by repayments from third parties.

New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Cable Beach Stage 1	0	997,717	WATC	Debenture	30	835,017	4.56	0	997,717	0
Shire Key Worker Accommodation	0	2,966,000	WATC	Debenture	20	1,560,204	4.56	0	2,966,000	0
	<b>0</b>	<b>3,963,717</b>				<b>2,395,221</b>		<b>0</b>	<b>3,963,717</b>	<b>0</b>

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

## OPERATING ACTIVITIES

## 9 RATE REVENUE

## General rate revenue

	Rate in \$	Number of Properties	Rateable Value	Budget Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue	YTD Actual Reassessed Rate Revenue	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV - Residential	0.092478	5,118	166,098,639	15,360,470	207,979	15,568,449	15,308,772	354,737	15,663,509
GRV - Vacant	0.200813	173	3,246,770	651,994	0	651,994	651,994	0	651,994
GRV - Commercial	0.126712	558	59,937,332	7,594,779	0	7,594,779	7,594,779	0	7,594,779
GRV - Tourism	0.149846	605	22,611,039	3,388,174	0	3,388,174	3,388,174	0	3,388,174
<b>Unimproved value</b>									
UV - Rural	0.009019	54	19,691,000	177,593	0	420,486	420,486	0	420,486
UV - Mining	0.152538	29	1,501,724	229,070	0	229,070	229,070	0	229,070
UV - Commercial Rural	0.037704	22	11,152,293	420,486	0	177,593	177,593	0	177,593
<b>Sub-Total</b>		<b>6,559</b>	<b>284,238,797</b>	<b>27,822,566</b>	<b>207,979</b>	<b>28,030,545</b>	<b>27,770,868</b>	<b>354,737</b>	<b>28,125,605</b>

## Minimum payment

				Minimum Payment \$					
<b>Gross rental value</b>									
GRV - Residential	1,344	44	578,580	59,136	0	59,136	59,136	0	59,136
GRV - Vacant	1,264	171	795,308	216,144	0	216,144	216,144	0	216,144
GRV - Commercial	1,344	22	153,862	29,568	0	29,568	29,568	0	29,568
GRV - Tourism	1,344	247	782,931	331,968	0	331,968	331,968	0	331,968
<b>Unimproved value</b>									
UV - Rural	1,344	4	196,300	5,376	0	5,376	5,376	0	5,376
UV - Mining	958	28	79,959	26,824	0	26,824	26,824	0	26,824
UV - Commercial Rural	1,344	1	3,300	1,344	0	1,344	1,344	0	1,344
<b>Sub-total</b>		<b>517</b>	<b>2,590,240</b>	<b>670,360</b>	<b>0</b>	<b>670,360</b>	<b>670,360</b>	<b>0</b>	<b>670,360</b>
Concession						(51,496)			(51,698)
<b>Total general rates</b>		<b>7,076</b>	<b>286,829,037</b>	<b>28,492,926</b>	<b>207,979</b>	<b>28,700,905</b>	<b>28,441,228</b>	<b>354,737</b>	<b>28,795,965</b>

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SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

## OPERATING ACTIVITIES

## 10 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant	Grants, subsidies and contributions revenue					YTD Revenue Actual
		Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
		\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>							
WA Grants Commission	Financial Assistance Grant - General Purpose	4	3	1,429,840	(1,429,836)	4	2
WA Grants Commission	Financial Assistance Grant - Roads	64,874	48,655	530,879	(466,005)	64,874	48,657
Department of Health	Broome CLAG Funding	7,000	7,000	7,000	0	7,000	0
Rio Tinto - Pilbara Iron Company Pty Ltd	Youth Partnership Agreement 2022-2025	76,000	76,000	63,000	13,000	76,000	75,890
Gaming and Wagering Commission	Every Club Scheme Funding (DLGSC)	45,000	0	45,000	0	45,000	0
Department of Local Government, Sport and Cultural Industries	In the House	70,000	70,000	70,000	0	70,000	70,000
State Library of WA	Travel Grant	0	0	0	0	0	1,171
Main Roads WA	Street Lighting Subsidy	45,000	0	45,000	0	45,000	50,738
Main Roads WA	Direct Grant	202,110	202,110	168,000	34,110	202,110	202,110
Department Of Justice	A Sporting Chance	28,266	28,266	0	28,266	28,266	28,266
Department of Employment and Workplace Relations	Apprentice Wage Subsidy	0	0	0	0	0	13,831
Library Various grants		34,598	31,500	18,598	16,000	34,598	14,593
Department of Planning, Lands and Heritage	Coastal Management Plan Assistance Program 2024-25	46,000	38,330	46,000	0	46,000	44,000
Department of Planning, Lands and Heritage	Inclusion Development Fund	2,000	1,670	2,000	0	2,000	0
Department of Communities	Podcast Exhibition	37,500	37,500	0	37,500	37,500	380
Department of Primary Industries and Regional Development	Animal Welfare Program	0	0	0	0	0	25,000
Waste Management Grant	Waste Management	14,500	14,500	0	14,500	14,500	14,500
Mental Health Commission	Installation of needle disposal units	187,430	187,430	0	187,430	187,430	187,430
	Cable Beach Waterpark Detailed Design Income	507,028	507,028	58,600	448,428	507,028	53,600
<b>TOTALS</b>		<b>1,367,310</b>	<b>1,249,992</b>	<b>2,483,917</b>	<b>(1,116,607)</b>	<b>1,367,310</b>	<b>830,168</b>

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2025

## INVESTING ACTIVITIES

## 11 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant	Capital grants, subsidies and contributions revenue				
		Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	YTD Revenue Actual
		\$	\$	\$	\$	\$
Main Roads	Black Spot Frederick Street Carpark	211,450	151,210	211,450	0	176,875
Main Roads	RPG Stewart St, Port Guy intersection	880,000	0	880,000	0	704,000
Main Roads	RTR/RPG Cable Beach Stage 1 - Cable Beach Road West	812,500	100,000	600,000	212,500	400,000
Lotterywest	Cable Beach Stage 1 Cable Beach Stage 1	9,077,432	7,537,612	8,469,010	608,422	840,431
Community Sporting & Recreation Facilities	BRAC Tennis Court Surface Renewal	110,000	0	110,000	0	57,722
Department of Communities	Changing Places Cable Beach	41,981,852	0	0	35,875,000	6,730,463
Western Australian Football Commission		60,000	50,000	60,000	0	60,000
Roebuck Estate Development Pty Ltd	Drainage Headworks WAPC 155527 STAGE 11C 2022	15,000	15,000	0	15,000	30,000
Roebuck Estate Development Pty Ltd	Footpath Contribution WAPC 155527 STAGE 11C 2022	73,525	73,525	0	73,525	73,525
Education Department of Western Australia	Frederick Street Carpark Contribution towards parking at Broome SHS	0	0	250,000	(250,000)	0
Regional Bikeways Grant- Non Op Inc - Footpaths		440,655	440,655	0	440,655	240,000
Grants & Contr. Received Non Op - Cap Inc - Tourism & Area Promotion		270,984	178,280	213,934	57,050	0
Broome Civic Centre Capital Grants - Cap Inc - Bme Civic Centre		69,788	69,788	0	69,788	69,788
National Emergency Management Australia	Cable Beach (Walmanyjun) Coastal Protection Project	0	0	0	0	0
<b>TOTALS</b>		<b>54,003,186</b>	<b>8,616,070</b>	<b>10,794,394</b>	<b>37,101,940</b>	<b>47,896,334</b>
						<b>9,382,804</b>

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
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BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Classification	Nature & Type	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
<b>Budget adoption</b>						0
<b>OMC 29 August 2024 C/084/008</b>						
Develop Broome Housing Affordability Strategy and Master Planning	Operating Expenditure	Materials and contracts			(98,428)	
Housing Support Program Grant Expenditure		Grants, subsidies and contributions				
Housing Support Program Grant Income	Operating Income			98,428		0
Detailed design of Stage 3 (Waterpark) of the Walmanyjun Cable Beach Foreshore Redevelopment Project						
Cable Beach Waterpark Detailed Design Expenditure	Capital Expenditure	Payments for construction of infrastructure			(350,000)	
Cable Beach Waterpark Detailed Design Grant Income - Lotterywest	Operating Income	Grants, subsidies and contributions		350,000		0
<b>OMC 19 September 2024 C/0924/100</b>						
Implement previous resolution C/0624/066 regarding Energy Developments Ltd Funds	Reserve Transfer	Transfer from reserves		26,500		
Transfer from EDL Sponsorship Reserve	Operating Expenditure	Other expenditure			(26,500)	0
EDL Sponsorship Programme						
Implement previous resolution C/0624/066 regarding Community Development Fund	Operating Expenditure	Other expenditure			(19,500)	
Community Development Fund Stream 1 & Quick Response Grants	Operating Expenditure	Other expenditure		19,500		0
Community Development Fund Stream 2 and 3						
<b>OMC 31 October 2024 C/1024/026</b>						
As per Quarter 1 Finance & Costing Review						
Council Newsletter & Community Info	Operating Expenditure	Materials and contracts			(10,000)	
HRM Consultancy	Operating Expenditure	Materials and contracts			(22,500)	
Salary - Op Exp - Human Resources	Operating Expenditure	Employee costs		22,500		
All Employee Centrelink Paid Parental Leave - Op Exp	Operating Expenditure	Employee costs			(34,511)	
All Employee Centrelink Paid Parental Leave - Op Inc	Operating Income	Other revenue		11,779		
Grant Income - Comm Services - Regional Arts WA - Man-gala Lanterns	Operating Income	Grants, subsidies and contributions		20,000		
Arts & Culture Strategy Implementation - Man-gala Lanterns	Operating Expenditure	Materials and contracts			(20,000)	
Community Development Strategy - Community Safety Plan	Operating Expenditure	Materials and contracts			(13,000)	
Consultants Corp Serv - Op Exp - Corp Gov Support	Operating Expenditure	Materials and contracts			(77,061)	
Salary - Op Exp - Corp Serv Directorate	Operating Expenditure	Employee costs		69,113		
Salary - Op Exp - Corp Serv Directorate	Operating Expenditure	Employee costs		7,948		
Salary - Op Exp - Corp Serv Directorate	Operating Expenditure	Employee costs			(69,113)	
Salary - Op Exp - Corp Serv Directorate	Operating Expenditure	Employee costs			(7,948)	
Transfer from Leave Reserve	Reserve Transfer	Transfer from reserves		75,242		
Entry Fees and Spectator Fees - Op Inc - BRAC Aquatic	Operating Income	Fees and charges		20,000		
WA Football Commission Grant Expenditure - Medlend	Capital Expenditure	Payments for construction of infrastructure			(27,000)	
BRAC Building Upgrade - Cap Exp - BRAC Dry	Capital Expenditure	Payments for property, plant and equipment			(100,000)	
Exhibition Infrastructure for Kimberley Artwork Grant	Capital Income	Proceeds from capital grants, subsidies and contributions		69,788		
Exhibition Infrastructure for Kimberley Artwork Grant - Cap Exp	Capital Expenditure	Payments for property, plant and equipment			(69,788)	
Library Reactive Maint - Op Exp	Operating Expenditure	Materials and contracts			(20,000)	
Transfer From Building Reserve Leased Comm Facilities - Un Clas	Reserve Transfer	Transfer from reserves		20,000		
Salary - Op Exp - Finance	Operating Expenditure	Employee costs		61,454		
Consultants Corp Serv - Op Exp - Corp Gov Support	Operating Expenditure	Materials and contracts		75,000		
Consultants and Relief Staff - Op Exp - Finance - Corp. Gov. & Support	Operating Expenditure	Materials and contracts			(218,054)	
Insurance - General	Operating Expenditure	Insurance		31,907		
Insurance - Workers Compensation	Operating Expenditure	Employee costs		62,077		
Reimbursement of Insurable Claimable Costs - Op Inc - Unclassified General	Operating Income	Other revenue		27,000		
Salary - Op Exp - IT	Operating Expenditure	Employee costs		16,285		
IT Contract Consultants - Exp	Operating Expenditure	Materials and contracts			(16,285)	
Minor Assets<\$5000 - IT Exp	Operating Expenditure	Materials and contracts			(13,560)	
Planning Fees (GST Free) - Op Inc - Town Planning/Regional Devel	Operating Income	Fees and charges		30,000		
Stat Fees & Lic - Building Permits	Operating Income	Fees and charges		40,000		

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
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BUDGET AMENDMENTS

Planning General Project Consult - Op Exp Town Planning/Reg Dev	Operating Expenditure	Materials and contracts	(8,000)	
Relief Staff Exp - Op Exp - Ranger Operations	Operating Expenditure	Materials and contracts	(150,000)	
Salaries - Op Exp - Fire Prevention	Operating Expenditure	Employee costs	150,000	
Advertising Tags & Other Animal Control Exps - Op Exp - Animal Control	Operating Expenditure	Materials and contracts	(50,000)	
Relief Staff Expenses - Op Exp - Preventive - Inspection/Admin	Operating Expenditure	Materials and contracts	(20,000)	
Salary - Op Exp - Preventive - Inspection/Admin	Operating Expenditure	Employee costs	20,000	
State Direct MRWA/RRG Rd Maint Op Grant Rec'd	Operating Income	Grants, subsidies and contributions	34,110	
Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	Capital Expenditure	Payments for property, plant and equipment	(201,000)	
Transfer Sanitation Steel - Op Exp	Operating Expenditure	Materials and contracts	(52,000)	
Consultants - Op Exp - Sanitation Gen Refuse	Operating Expenditure	Materials and contracts	(20,000)	
Waste Management Grant - Op Exp - Sanitation Gen Refuse	Operating Expenditure	Materials and contracts	(14,500)	
Kerbside collection - Op Inc - Sanitation Gen Refuse	Operating Income	Fees and charges	40,000	
Waste Management Grant - Op Inc - Sanitation Gen Refuse	Operating Income	Grants, subsidies and contributions	14,500	
WMF Op Income - Op Inc - Sanitation Gen Refuse	Operating Income	Fees and charges	500,000	
Transfer to Regional Resource Recovery Park Reserve - Cap Exp - Reg Res Rec Pk	Reserve Transfer	Transfer to reserves	(267,000)	
Town Beach Water Park - P&G Maint	Operating Expenditure	Materials and contracts	(32,700)	
Public BBQs Cleaning - Op Exp	Operating Expenditure	Materials and contracts	(17,342)	
Pressure Washing of Public Infrastructure - Op Exp	Operating Expenditure	Materials and contracts	(42,433)	
Urban Rubbish Bins Servicing - CCC Maint	Operating Expenditure	Employee costs	81,840	
General Litter Control - CCC Maint	Operating Expenditure	Employee costs	10,635	
Haas St Office - Reactive Maint - Op Exp	Operating Expenditure	Materials and contracts	(10,000)	
Cable Beach Restaurant - Reactive Maint - Op Ex	Operating Expenditure	Materials and contracts	(15,000)	
KRO2 - Reactive Maint - Op Exp	Operating Expenditure	Materials and contracts	(15,000)	(122,617)
<b>SMC 25 November 2024 C/124/031</b>				
Walmanyjun Cable Beach Foreshore Redevelopment Stage 2	Capital Income	Proceeds from capital grants, subsidies and contributions	35,875,000	
Walmanyjun Cable Beach Foreshore Redevelopment Stage 2 - Head Contract	Capital Expenditure	Payments for construction of infrastructure	(35,875,000)	(122,617)
<b>OCM 12 December 2024 C/1224/005</b>				
Increase budget for A Sporting Chance program to account for unspent monies from prior year				
A Sporting Chance Grant	Operating Income	Grants, subsidies and contributions	28,266	
A Sporting Chance Program Expenditure	Operating Expenditure	Materials and contracts	(39,502)	
A Remote Chance Program Expenditure	Operating Expenditure	Materials and contracts	(22,714)	(156,567)
<b>OCM 12 December 2024 C/1224/006</b>				
Mental Health Commission grant funding received to install needle disposal units				
Operating Grant - Health	Operating Income	Grants, subsidies and contributions	187,430	
Operating Expenditure - Health	Operating Expenditure	Materials and contracts	(187,430)	(156,567)
<b>OCM 12 December 2024 C/1224/023</b>				
Frederick Street Intersection Upgrade				
Frederick Street Intersection Upgrade - Income	Capital Income	Proceeds from capital grants, subsidies and contributions	112,500	
Frederick Street Intersection Upgrade - Expenditure	Capital Expenditure	Payments for construction of infrastructure	(112,500)	(156,567)
<b>OCM 12 December 2024 C/1224/024</b>				
Contaminated Site Remediation				
Contaminated Site Remediation- OP Ex	Operating Expenditure	Materials and contracts	(1,046,000)	
WMF Operating Income	Operating Income	Fees and charges	1,800,000	
Transfer to Regional Recovery Park Reserve	Reserve Transfer	Transfer to reserves	(754,000)	(156,567)
<b>OCM 12 December 2024 C/1224/013</b>				
Adjust brought forward figures after audit finalisation				
Increase in operating grants	Operating Income	Grants, subsidies and contributions	17,500	
Increase in other revenue	Operating Income	Other revenue	75,437	
Financial assistance grant received in prior year	Operating Income	Grants, subsidies and contributions	(1,895,841)	

SHIRE OF BROOME  
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BUDGET AMENDMENTS

Increase in operational expenditure	Operating Expenditure	Materials and contracts	(276,548)	
		Proceeds from capital grants, subsidies and contributions		
Increase in non operating grants	Capital Income		415,472	
Decrease in expected proceeds from sale of assets	Capital Income	Proceeds from disposal of assets	(157,762)	
Increase in expected proceeds from loans	Capital Income	Proceeds from new borrowings	636	
Decrease in expected capital expenditure	Capital Expenditure	Payments for construction of infrastructure	(265,127)	
Decrease in expected capital expenditure	Capital Expenditure	Payments for property, plant and equipment	1,422,212	
Transfers from Reserve	Reserve Transfer	Transfer from reserves	(1,002,301)	
Transfers to Reserve - Cable Beach	Reserve Transfer	Transfer to reserves	(81,566)	
Change in b/fwd surplus	Opening surplus(deficit)	Surplus or deficit at the start of the financial year	1,785,149	(119,306)
<b>OCM 28 February 2025 C/0225/016</b>				
Additional funds for Cable Beach Life Guard Services	Operating Expenditure	Materials and contracts	(80,000)	(199,306)
<b>OCM 28 February 2025 C/1224/023</b>				
Increase Expenditure for Frederick St Intersection Upgrades	Capital Expenditure	Payments for construction of infrastructure	(112,500)	
		Proceeds from capital grants, subsidies and contributions		
Increase Roads to Recovery Grant to offset increase expenditure	Capital Income		112,500	(199,306)
<b>OCM 28 February 2025 C/0225/014 (Mid-Year Review)</b>				
Additional funds required for travel to Halls Creek & Canberra - Kimberley Zone	Operating Expenditure	Materials and contracts	(7,500)	
Additional funds for National PIA Awards, increased travel CEO & President	Operating Expenditure	Materials and contracts	(10,000)	
Savings in Executive Travel & Accommodation	Operating Expenditure	Materials and contracts	17,500	
Structural wall works required in leisure pool	Operating Expenditure	Materials and contracts	(10,000)	
Increased costs for chemicals for pool	Operating Expenditure	Materials and contracts	(15,000)	
Increase in instructor costs & AV equipment & set up	Operating Expenditure	Materials and contracts	(10,000)	
		Revenue from operating activities	10,000	
Increased revenue for BRAC aquatic fitness	Operating Income		30,000	
Increase revenue from BRAC pool entry	Operating Income	Fees and charges		
Failure of large items needing repair - sewer pump, railing etc at BRAC	Operating Expenditure	Materials and contracts	(20,000)	
Room hires increased at BRAC	Operating Income	Fees and charges	10,000	
Increased fees from holiday program	Operating Income	Fees and charges	10,000	
Increased repairs expenditure due to vandalism - Medland Pavilion	Operating Expenditure	Materials and contracts	(15,000)	
Increased fees from Father McMahon playing fields	Operating Income	Fees and charges	10,000	
Adjustment for miscellaneous income	Operating Income	Other revenue	20,000	
		Grants, subsidies and contributions	16,000	
Adjustment for library grant income	Operating Income			
Increase in 2024 audit fees for restating balances in financial statements	Operating Expenditure	Materials and contracts	(15,000)	
Adjustment in Emergency Levy	Operating Expenditure	Materials and contracts	(13,006)	
Increase in Landgate Valuation valuations for GRV review	Operating Expenditure	Materials and contracts	(7,000)	
Interim rates increase comparative to nudget	Operating Income	General rates	77,021	
External support for Finance vacancies (LoGo contract)	Operating Expenditure	Materials and contracts	(67,000)	
Salary savings due to Manager vacancy	Operating Expenditure	Employee costs	50,000	
Superannuation savings due to Manager vacancy	Operating Expenditure	Employee costs	5,000	
LSL recoup from previous Local Govt for current employee	Operating Income	Other revenue	13,169	
Governance - additional funds for study tour Pt Hedland, Dampier visit	Operating Expenditure	Materials and contracts	(37,000)	
Increased expenses due to increased councillor workshops	Operating Expenditure	Materials and contracts	(10,000)	
Increased cemetery fee revenue	Operating Income	Fees and charges	10,000	
Circus & Shinju hires Male Oval	Operating Income	Fees and charges	14,000	
Increased consultant fee for strategic review of Council Plan	Operating Expenditure	Materials and contracts	15,000	
Reduction of interest payments for Key Worker accommodation not full year	Operating Expenditure	Finance costs	80,000	
increased interest on Municipal Funds	Operating Income	Interest revenue	(77,000)	
Savings from Altus Definitiv payroll upgrade	Capital Expenditure	Materials and contracts	33,824	
Transfer of funds to IT Operating account	Operating Expenditure	Materials and contracts	(33,824)	
Salary vacancies in IT	Operating Expenditure	Employee costs	40,000	
Superannuation savings in IT	Operating Expenditure	Employee costs	5,000	
IT contractors & consultants due to vacancies	Operating Expenditure	Materials and contracts	(45,000)	
Increased income from commercial pool inspections	Operating Income	Fees and charges	35,000	
Increased for Australian Sports Commission Play Well Grant	Operating Expenditure	Materials and contracts	(17,500)	



SHIRE OF BROOME  
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BUDGET AMENDMENTS

Grant income for Play Well Grant	Operating Income	Grants, subsidies and contributions	17,500		
Engagement of contractor to assist with staff vacancy - Marketing and Communications	Operating Expenditure	Materials and contracts		(12,727)	
Savings in employee expenses transferred to contractor to cover vacancy	Operating Expenditure	Employee costs	12,727		
Savings in security incentive scheme	Operating Expenditure	Materials and contracts	10,000		
Increased expenditure for Future Ready Project	Operating Expenditure	Materials and contracts		(10,000)	
		Grants, subsidies and contributions			
Increased grant income Future Ready Project, Bike West Grant	Operating Income		13,000		
Decreased expenditure for INPEX grant	Operating Expenditure	Materials and contracts	10,000		
Increase expenditure for artists in residence (AC03)	Operating Expenditure	Materials and contracts		(10,000)	
Discontinuation of Sporting Chance program	Operating Expenditure	Materials and contracts	32,308		
Salary adjustments due to discontinuation of Sporting Chance Grant	Operating Expenditure	Employee costs	1,994		
Salary adjustments following discontinuation of A Sporting Chance	Operating Expenditure	Employee costs	74,095		
Salary adjustments following discontinuation of A Sporting Chance	Operating Expenditure	Employee costs	9,304		
Increased buudget for contract rangers accommodation & Salary cover for relief	Operating Expenditure	Materials and contracts		(25,000)	
Cover for ongoing staff shortages. Reduction in salaries account.	Operating Expenditure	Employee costs		(95,000)	
Reduction in salaries due to staff shortages in Fire Prevention	Operating Expenditure	Employee costs	106,200		
Reduction in salaries forecast for FY25 due to ongoing staff shortages.	Operating Expenditure	Employee costs	13,800		
Additional funds for legal expenses required for dog attack	Operating Expenditure	Materials and contracts		(7,500)	
External contractor to back fill vacant Manager of Operations	Operating Expenditure	Materials and contracts		(45,000)	
Salary savings for Manager Operations	Operating Expenditure	Employee costs	45,000		
		Payments for property, plant and equipment		(12,515)	
Purchase of slasher attachments for Parks Skidsteer loader	Capital Expenditure				
Reduction in transfer station concrete costs	Operating Expenditure	Materials and contracts	80,000		
Increased hire costs of excavator for waste facility due to compactor repairs	Operating Expenditure	Materials and contracts		(90,000)	
Additional funds required for Waste Financial review	Operating Expenditure	Materials and contracts		(20,000)	
Additional reactive repairs for waste weighbridge	Operating Expenditure	Materials and contracts		(10,000)	
		Revenue from operating activities	92,000		
Additional income for sale of scrap steel	Operating Income				
Transfer to Resource Recovery Reserve due to increase scrap steel sales	Capital Income	Transfer to reserves		(72,000)	
Income from Drainage Headworks fee	Capital Income	Fees and charges	15,000		
Transfer of increase revenue to Drainage Reserve	Capital Income	Transfer to reserves		(15,000)	
		Payments for construction of infrastructure	42,551		
Savings on Male Oval Toilets Renewal	Operating Expenditure			(42,551)	
Transfer to Building Reserve from Male Oval toilet savings	Capital Income	Transfer to reserves			
		Proceeds from capital grants, subsidies and	73,525		
Footpath Development contribution from Roebuck Estate Construction	Capital Income	Transfer to reserves		(73,525)	
Transfer to Footpath Reserve	Capital Income	Payments for construction of infrastructure	50,000		
		Payments for construction of infrastructure		(50,000)	
Cable Beach Stage 1 transfers for Monsoonal Vine Thickett boardwalk (CB08)	Capital Expenditure	Materials and contracts		(30,000)	
		Materials and contracts		(29,000)	
Cable Beach Upgrade for Monsoonal Vine Thickett boardwalk	Operating Expenditure	Materials and contracts		(10,000)	
Amendment for significant development in crossovers expenditure	Operating Expenditure	Materials and contracts			
Consultants costs for review of Weed Management strategy	Operating Expenditure	Other revenue	32,500		
Reactive at Walcott Street Shire owned property	Operating Income	Other revenue		(22,500)	
Rent Increase on 69 Robinson Street	Operating Income	Materials and contracts	10,000		
Rent decrease due to vacancy 15 Shelduck Way	Operating Expenditure	Insurance		(19,183)	
Savings in preparation of Asset Management Plan	Operating Expenditure	Payments for property, plant and equipment		(21,600)	
Allocation for insurance costs at Cemetery	Operating Expenditure	Transfer to reserves	21,600		
		Materials and contracts		(10,000)	
Library building renewal - aircon renewal	Capital Expenditure	Materials and contracts		(10,000)	(87,619)
Transfer to Building Reserve for library buidling renewal	Capital Income				
Broome Visitor Centre breakdown of Fire Indicator Panel	Operating Expenditure				
Additional painting of Haas Street admin office	Operating Expenditure				
		Proceeds from capital grants, subsidies and contributions	6,106,852		
SCM 11 March 2025 C/0325/021		Payments for construction of infrastructure		(6,106,852)	(87,619)
Walmanyjun Cable Beach Foreshore Redevelopment Stage 2	Capital Income				
Walmanyjun Cable Beach Foreshore Redevelopment Stage 2 - Head Contract	Capital Expenditure				
		Payments for property, plant and equipment		(70,000)	
OCM 27 March 2025 C/0325/050		Transfer from reserves	70,000		
To fund purchase of vehicle for Director of Development and Community	Capital Expenditure	Materials and contracts		(15,000)	
Reserve transfer for purchase of vehicle for Director of Development and Community	Capital Income				
To facilitate RFQ for review of Shire Coastal Hazard and Risk Mgmt plan	Operating Expenditure				
Transfer to fund CHRMAP review	Operating Expenditure		15,000		(87,619)

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BUDGET AMENDMENTS

OCM 27 March 2025 C/0325/032

Increase in funding from WA Regional Bikeways Grant - Frederick Street / Port Drive Project	Capital Income	Proceeds from capital grants, subsidies and contributions	398,030		
Increase funding from Roads to Recovery Grant - Frederick Street / Port Drive Project	Capital Income	Proceeds from capital grants, subsidies and contributions	100,000		
Reduce expenditure on BRAC Entry of Frederick St roundabout	Capital Expenditure	Payments for construction of infrastructure	112,500		
Increase expenditure on Frederick Street Footpath Construction	Capital Expenditure	Payments for construction of infrastructure		(610,530)	
Increase in funding from WA Regional Bikeways Grant - Old Broome Road Project	Capital Income	Proceeds from capital grants, subsidies and contributions	30,250		
Increase expenditure on Old Broome Road project	Capital Expenditure	Payments for construction of infrastructure		(100,000)	
Reduce capital expenditure on De Marchi Road Black Spot project	Capital Expenditure	Payments for construction of infrastructure	69,750		
Increase in funding from WA Regional Bikeways Grant - Cable Beach Stage 2 Foreshore Access Path	Capital Income	Proceeds from capital grants, subsidies and contributions	12,375		
Reduce expenditure on Engineering Consultants	Operating Expenditure	Materials and contracts	12,375		
Increase in expenditure for Cable Beach Stage 2 Foreshore Access Path	Capital Expenditure	Payments for construction of infrastructure		(24,750)	(87,619)
<b>OCM 01 May 2025 C/0525/012</b>					
Increased expenditure for legal expenses pertaining to industrial relations matters.	Operating Expenditure	Materials and contracts		(30,000)	
Savings in organisational training	Operating Expenditure	Employee costs	40,000		
Reduced expenditure on staff uniforms	Operating Expenditure	Employee costs	25,000		
Amendment to fund repair of storm damaged shade pole at BRAC	Operating Expenditure	Materials and contracts		(5,000)	
Increased expenditure on pool chemicals at BRAC	Operating Expenditure	Materials and contracts		(20,000)	
Savings on BRAC events not conducted	Operating Expenditure	Materials and contracts	6,886		
Decreased revenue on BAC events not conducted	Operating Income	Fees and charges		(7,000)	
Increased stadium hire revenue	Operating Income	Fees and charges	10,000		
Amendment to replace damaged flooring in BRAC kiosk	Operating Expenditure	Materials and contracts		(7,000)	
Kimberley Artwork Grant reclassification	Capital Income	Proceeds from capital grants, subsidies and contributions	69,788		
Amendment to reflect shire funded portion of artwork project	Operating Expenditure	Materials and contracts		(128,288)	
Amendment to reflect shire funded portion of artwork project	Operating Expenditure	Materials and contracts	34,000		
Decreased expenditure on debt recovery	Operating Expenditure	Materials and contracts	20,000		
Decreased rates recoveries	Operating Income	Other revenue		(20,000)	
Increased interim rates receipts	Operating Income	General rates	70,000		
Increased interest receipts on unpaid rates	Operating Income	Interest revenue	70,000		
Higher than forecast bank fees	Operating Expenditure	Other expenditure		(10,000)	
Additional consultant support expense	Operating Expenditure	Materials and contracts		(25,000)	
Salary Savings in Records department	Operating Expenditure	Employee costs	25,000		
Amendment for refunded Shire President travel (WALGA)	Operating Income	Other revenue	8,263		
Additional revenue for Male Oval	Operating Income	Fees and charges	3,600		
Insurance claim receipts for Magurr Park	Operating Income	Other revenue	35,200		
Repair damaged fencing at Magurr Park	Operating Expenditure	Materials and contracts		(35,200)	
Decreased interest expense on KWA Loan	Operating Expenditure	Finance costs	30,000		
Decreased interest revenue on Municipal funds	Operating Income	Interest revenue		(17,000)	
Salary Savings due to vacancy in Director and Assistant roles	Operating Expenditure	Employee costs	40,000		
Salary Savings due to vacancy in Director and Assistant roles	Operating Expenditure	Employee costs	5,000		
Increased subdivision fees	Operating Income	Fees and charges	3,500		
Remaining budget funds for BRAC design to be allocated to BRAC reserve	Capital Expenditure	Payments for construction of infrastructure	208,084		
Remaining budget funds for BRAC design to be allocated to BRAC reserve	Capital Income	Transfer to reserves		(208,084)	
Salary savings due to economic development vacancy	Operating Expenditure	Employee costs	90,000		
Reimbursement of funds from West Kimberley Alliance	Operating Income	Other revenue	22,727		
Savings in health and safety consultancy expense	Operating Expenditure	Materials and contracts	6,000		
Infringement revenue lower than forecast - animals	Operating Income	Fees and charges		(30,000)	
Infringement revenue lower than forecast - camping / other	Operating Income	Fees and charges		(50,000)	
Savings in ranger salaries expense	Operating Expenditure	Employee costs	16,000		
Increased in relief staff expense - rangers	Operating Expenditure	Materials and contracts		(18,793)	
Increased pool sampling expenses	Operating Expenditure	Materials and contracts		(7,000)	

## BUDGET AMENDMENTS

Operating Income	Fees and charges	10,000		
Operating Income	Fees and charges	10,000		
Operating Income	Fees and charges		(55,000)	
Operating Expenditure	Materials and contracts		(35,000)	
Operating Expenditure	Employee costs	35,000		
Operating Income	Fees and charges	19,367		
Operating Expenditure	Materials and contracts	10,000		
Operating Expenditure	Materials and contracts	20,000		
Operating Expenditure	Employee costs	45,000		
Operating Expenditure	Employee costs	5,000		
Operating Expenditure	Employee costs	55,000		
Operating Expenditure	Materials and contracts		(21,140)	
Operating Income	Fees and charges	34,000		
Operating Income	Fees and charges	15,000		
Operating Income	Fees and charges	12,000		
Capital Income	Transfer to reserves		(39,860)	
Operating Expenditure	Materials and contracts	11,400		
Operating Income	Fees and charges		(40,000)	
Capital Expenditure	Payments for construction of infrastructure		(1,600,000)	
Capital Income	Transfer from reserves	1,600,000		
Operating Expenditure	Materials and contracts	60,000		
Capital Income	Transfer to reserves		(60,000)	
Operating Expenditure	Materials and contracts	40,000		
Operating Expenditure	Materials and contracts	10,000		
Operating Expenditure	Materials and contracts	10,000		
Operating Expenditure	Materials and contracts		(10,000)	
Operating Expenditure	Employee costs	45,000		
Operating Expenditure	Materials and contracts		(45,000)	
Operating Expenditure	Materials and contracts	10,000		
Operating Expenditure	Materials and contracts		(10,000)	
Operating Expenditure	Materials and contracts		(10,000)	
Operating Expenditure	Materials and contracts		(25,000)	
Operating Expenditure	Materials and contracts		(7,500)	
Operating Income	Other revenue		(38,000)	
Operating Income	Other revenue	43,000		
Operating Expenditure	Materials and contracts	65,049		
Operating Expenditure	Materials and contracts		(95,049)	
Capital Income	Transfer from reserves	30,000		
Operating Expenditure	Materials and contracts	9,933		
Operating Expenditure	Materials and contracts		(20,000)	
Operating Expenditure	Materials and contracts		(15,229)	
Operating Expenditure	Materials and contracts	24,247		
Operating Expenditure	Materials and contracts		(20,000)	
Operating Expenditure	Materials and contracts	12,500		
Operating Expenditure	Materials and contracts		(5,000)	
Capital Income	Inflows from financing activities		(384,564)	222,782
Capital Income	Transfer to reserves		(31,500)	(193,282)
Capital Expenditure	Payments for property, plant and equipment	75,000		
Capital Income	Transfer from reserves		(75,000)	(193,282)
		55,185,002	(55,378,284)	(193,282)

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

<b>11. NOTICES OF MOTION WITH NOTICE</b>
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<b>12. NOTICES OF MOTION WITHOUT NOTICE</b>
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<b>13. BUSINESS OF AN URGENT NATURE</b>
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<b>14. MEETING CLOSED TO PUBLIC</b>
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<b>15. MEETING CLOSURE</b>
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