Shire of Broome
A future, for everyone

UNCONFIRMED MINUTES

OF THE

ORDINARY COUNCIL MEETING

31 JULY 2025

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

Signed:

SHIRE OF BROOME

ORDINARY COUNCIL MEETING

THURSDAY 31 JULY 2025

INDEX – MINUTES

1. OFFICIAL OPENING 4

2. ATTENDANCE AND APOLOGIES 4

3. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION 5

4. DECLARATIONS OF INTEREST 5

5. PUBLIC QUESTION TIME 6

6. APPLICATIONS FOR LEAVE OF ABSENCE 6

7. CONFIRMATION OF MINUTES 6

8. PRESENTATIONS / PETITIONS / DEPUTATIONS 6

9. REPORTS FROM OFFICERS 7

9.1 PEOPLE 7

9.1.1 PLACE MANAGEMENT PLAN 7

9.1.2 ANNUAL ELECTORS MOTION - SENIORS INITIATIVES 32

9.1.3 YOUTH PLAN 2021 - 2025 COUNCIL PROGRESS REPORT 40

9.2 PLACE 48

9.2.1 PERMANENT PARTIAL ROAD CLOSURE OF CABLE BEACH ROAD WEST 48

9.2.2 RENEWAL OF TRADING IN PUBLIC PLACES LICENCE - SALE & CO SPECIALTY COFFEE 58

9.2.3 APPROVAL TO CAMP IN AREAS OTHERS THAN CARAVAN PARKS AND CAMPING GROUNDS 66

9.2.4 DRAFT WEED MANAGEMENT STRATEGY AND ACTION PLAN 2026-2029 78

9.2.5 PUBLIC WORKS - OFFICE EXTENSION FOR DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS - 1 ROBERT STREET, BROOME (RESERVE 1644) 150

9.2.6 ANNUAL ELECTORS MOTION - SIGNIFICANT TREE REGISTER 164

9.3 PROSPERITY 175

9.4 PERFORMANCE 176

9.4.1 LOCAL GOVERNMENT REFORMS - CONSULTATION ON COMMUNICATION AGREEMENTS BETWEEN COUNCIL MEMBERS AND CHIEF EXECUTIVE OFFICER'S 176

9.4.2 MONTHLY PAYMENT LISTING - JUNE 2025 239
9.4.3 MONTHLY FINANCIAL REPORT JUNE - 2025 266
9.4.4 MINUTES AND RECOMMENDATIONS FROM THE KIMBERLEY REGIONAL GROUP MEETING HELD ON 3 JULY 2025 299

10. REPORTS OF COMMITTEES 391

11. NOTICES OF MOTION WITH NOTICE 392

12. NOTICE OF MOTION WITHOUT NOTICE 392

13. BUSINESS OF AN URGENT NATURE 393

14. MEETING CLOSED TO PUBLIC 393
14.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW 2024/2025 - FINAL REPORT 394

15. MEETING CLOSURE 396

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

1. OFFICIAL OPENING

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

2. ATTENDANCE AND APOLOGIES

ATTENDANCE

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

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

Media:

Public Gallery:

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

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

3. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

The Shire President congratulated Deputy Shire President Cr Male and Chief Executive Officer Sam Mastrolembo on their Eminent Service Award at the 2025 WALGA Local Government Awards.

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

4. DECLARATIONS OF INTEREST

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

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

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

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

5. PUBLIC QUESTION TIME

There were no public questions.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

7. CONFIRMATION OF MINUTES

COUNCIL RESOLUTION:

Minute No. C/0725/005

Moved: Cr M Virgo ***Seconded: Cr J Mamid***

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

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

CARRIED UNANIMOUSLY 9/0

COUNCIL RESOLUTION:

Minute No. C/0725/006

Moved: Cr M Virgo ***Seconded: Cr D Male***

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

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

CARRIED UNANIMOUSLY 9/0

8. PRESENTATIONS / PETITIONS / DEPUTATIONS

There are no reports in this section.

9. REPORTS FROM OFFICERS

9.1 PEOPLE

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

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

9.1.1 PLACE MANAGEMENT PLAN

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

SUMMARY:

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

BACKGROUND

Previous Considerations

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

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

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

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

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

COMMENT

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

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

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

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

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

Key achievements from these earlier plans include:

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

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

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

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

CONSULTATION

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

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

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

Shire of Broome Community Scorecard (2024)

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

Post-Event Surveys

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

Stakeholder Consultation

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

The following organisations were engaged in the consultation:

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

Internal consultation

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

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

Public comment period

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

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION) ***Minute No. C/0525/009***

Moved: Cr M Virgo ***Seconded: Cr J Lewis***

That Council:

1. Endorses the release of the Draft Place Management Plan (2025-2029) for public comment for a four (4) week period; and

2. Requests the Chief Executive Officer present the final Place Management Plan (2025-2029) for Council consideration of adoption at the July Ordinary Meeting of Council.

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

CARRIED UNANIMOUSLY 8/0

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

RISK

Nil.

STRATEGIC ASPIRATIONS

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

Outcome 3 - A healthy, active community

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

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION) ***Minute No. C/0725/007***

Moved: Cr M Virgo ***Seconded: Cr S Cooper***

That Council:

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

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

CARRIED UNANIMOUSLY 9/0

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

Place Management Plan

Shire of Broome | 2025 – 2029



2

Our vision

The Shire of Broome's vision

a future for everyone

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

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



Place Management Plan (2025 – 2029)

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

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

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

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

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



Community engagement

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

Stakeholder Consultation

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

The following organisations were engaged in the consultation:

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



Shire of Broome Precincts

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

Chinatown

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

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

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





Town Beach

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

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

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

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

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

Cable Beach

Cable Beach is famous for its stunning sunsets and one-of-a-kind recreational experiences. This popular destination boasts breathtaking views, exciting outdoor activities, and a vibrant dining scene.

In 2025, the Shire of Broome completed Stage 1 of the Walmanyjun Cable Beach Foreshore Redevelopment, aimed at preserving and enhancing this iconic location.

Stage 2 of the redevelopment is scheduled to commence construction in mid-2025.

The project, once completed, will feature an inclusive community space with water play areas, youth basketball and skate facilities, green spaces, an expanded amphitheatre for events, opportunities for local small businesses, interpretative signage on walking trails, and improved functionality with enhanced beach views.





Actions

The Place Management Plan outlines deliverables that are aligned with three core objectives, focused on activating Chinatown, Town Beach, and Cable Beach over the plan's duration 2025 - 2029.

Objective: Deliver events, activations, and initiatives that promote inclusivity, drive engagement, and support local businesses.

Deliverables	Precinct	Timeframes			
		25/26	26/27	27/28	28/29
Deliver events that actively engage children and young people.	• Chinatown • Town Beach • Cable Beach	●	●	●	●
Promote 'Cable Beach Activation' during Stage 2 Redevelopment.	• Cable Beach	●	●		
Deliver an annual program of community events to activate the Shire's precincts.	• Chinatown • Town Beach • Cable Beach	●	●	●	●
Collaborate with the Chamber of Commerce to deliver events in Chinatown that directly support local traders, including exploring opportunities for fashion shows and art exhibitions.	• Chinatown	●	●	●	●
Deliver place activation initiatives, including yoga sessions, sound healing, fitness activities, and art classes, to boost community engagement and create vibrant, shared spaces.	• Town Beach • Cable Beach	●	●	●	●

Objective: Encourage the community to engage with and activate local precincts.

Deliverables	Precinct	Timeframes			
		25/26	26/27	27/28	28/29
Encourage the activation of the Shire's precincts for large-scale events by providing support to event organisers in utilising these spaces for their delivery.	• Chinatown • Town Beach • Cable Beach	●	●	●	●
Promote Chinatown as a hub for street entertainment, featuring busking, and performances, including access to power.	• Chinatown	●	●	●	●
Explore the interest from external stakeholders in hosting a monthly farmer's market or second-hand clothing sale.	• Town Beach	●	●		
Partner with the key stakeholders to promote extended trading hours, activations, and pop-up market events in Chinatown, particularly during cruise ship visits to enhance visitor experience and boost local business engagement.	• Chinatown	●	●	●	●
Facilitate linkages to Chinatown, Town Beach and Cable Beach such as promotion of footpath networks, trails and public transport.	• Chinatown • Town Beach • Cable Beach	●	●	●	●
Improve access and inclusion at events e.g. information, quiet spaces, transport and Auslan interpreters.	• Chinatown • Town Beach • Cable Beach	●	●	●	●

Deliverables	Precinct	Timeframes			
		25/26	26/27	27/28	28/29
Investigate and implement improvements to the Explore Broome App to strengthen marketing efforts for precinct features.	• Chinatown • Town Beach • Cable Beach	●	●	●	●
Partner with local event organisers and community organisations to promote and maintain a shared events calendar, ensuring everyone stays informed about upcoming events.	• Chinatown • Town Beach • Cable Beach	●	●	●	●
Investigate the viability of a separate market license for Cable Beach.	• Cable Beach			●	●
Facilitate an investigation into opportunities to stimulate business growth in the precinct.	• Town Beach	●	●	●	●
Facilitate the development of the precinct as a trading node.	• Town Beach • Cable Beach	●	●	●	●
Collaborate with the local bus service to offer free public transport for major Shire community events, ensuring that routes, pick-up times, and locations are promoted in the lead-up to each event. Additionally, promote the use of e-scooters as a convenient alternative transport option to help alleviate parking challenges at events.	• Chinatown • Town Beach • Cable Beach	●	●	●	●



Objective: Implement initiatives to ensure precincts are safe and well-maintained.

Deliverables	Precinct	Timeframes			
		25/26	26/27	27/28	28/29
Partner with WA Police to address anti-social behaviour – e.g. increased patrols, coordination with support organisations.	• Chinatown • Town Beach • Cable Beach	●	●	●	●
Establish procedures and provide clear instructions to traders and external event organisers for accessing power outlets.	• Chinatown • Town Beach • Cable Beach	●	●	●	●
Conduct an annual audit of power, lighting, and test keys in event spaces.	• Chinatown • Town Beach • Cable Beach	●	●	●	●

Administration

Administrative actions have been developed to streamline and enhance the Shire's service delivery, with the goal of better supporting event organisers and maximizing community participation and engagement

Deliverables	Timeframes			
	25/26	26/27	27/28	28/29
Fund place activation initiatives through the Community Sponsorship Program.	●	●	●	●
Create templates to assist and guide applicants more effectively through the event permit process.	●			
Establish a process to ensure pre-event meetings between event organisers and the Shire Health Department for all large or high-risk events.	●	●	●	●
Investigate local stakeholder interest in establishing an annual event permit workshop. If there is sufficient interest, develop and implement the workshop accordingly.	●	●	●	●
Assist traders to ensure compliance with regulations.	●	●	●	●
Revise internal event and booking procedures and provide training for new staff to ensure smooth operations.	●	●	●	●
Ensure the Shire website and SpacetoCo system are regularly updated with reserve booking information.	●	●	●	●





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Attachment 3 – Place Management Plan – Community Submissions and Responses

Name	Submission	Shire of Broome Response
Broome Visitor Centre	Notes taken from the meeting held on 5 May 2025. • Improve access to power for buskers. • Explore opportunities to collaborate with key stakeholders to deliver markets and activations in Chinatown during cruise ship visits. • Increase the number of events held in Chinatown.	Improve access to power for buskers No changes required. Existing actions below: • Promote Chinatown as a hub for street entertainment, featuring busking, and performances, including access to power. • Establish procedures and provide clear instructions to traders and external event organisers for accessing power outlets Explore opportunities to collaborate with key stakeholders to deliver markets and activations in Chinatown during cruise ship visits • Revise the following action: Partner with the Chamber of Commerce and other stakeholders to promote extended trading activations in Chinatown • Change to: Partner with the Chamber of Commerce and key stakeholders to promote extended trading hours, activations, and pop-up market events in Chinatown, including during cruise ship visits to enhance visitor experience and boost local business engagement. Increase the number of events held in Chinatown

		No changes required. Existing actions below: • Deliver an annual program of community events to activate the Shire's precincts. • Collaborate with the Chamber of Commerce to deliver events in Chinatown that directly support local traders, including exploring opportunities for fashion shows and art exhibitions. • Encourage the activation of the Shire's precincts for large-scale events by providing support to event organisers in utilising these spaces for their delivery. Change: Add Broome Visitor Centre as a key stakeholder that contributed to the development of the Place Management Plan.
Bob Hayes	The biggest problem now is parking , try to get parking to go to the PO with increased activity it will be impossible , look at Cable Beach now , on a nice day no parking places , Gantheum beach needs to be extended the are is already over loaded,.Take back the area past the PO to include extra parking . Please dont overload Chinatown with more activities with no extra parking.	Thank you for your submission and your comments. Based on your feedback, an additional action has been drafted as follows: Fund the local bus service to offer free public transport for major Shire community events, ensuring that routes, pick-up times, and locations are promoted in the lead-up to each event. Additionally, promote the use of e-scooters as an convenient alternative transport option to help alleviate parking challenges at events.

		Revise the following action to include Town Beach: *Facilitate linkages to Chinatown**,** and Cable Beach such as promotion of footpath networks, trails and public transport.*
Martin Johnston	Number 1 new Priority must be Cable Beach Foreshore Activation Promotion to be implemented once Stage 2 is complete 2027. Naturally it is important any new Actions do NOT conflict or diminish from those currently in place for Broome Chinatown / Staircase / Broome Markets / Town Beach Activations. Important for Cable Beach Foreshore to have at least 1 key regular weekly Event for Peak & Shoulder Visitor seasons after CB foreshore re-development stage 2 complete (May 2027). Limit to Food Trucks + Entertainment. MUST NOT conflict with Broome Markets general stalls…'Everyone Wins' Cable Beach foreshore Activation concept: Martin Johnston 30/04/25 • Economic 'spin-off' $benefits for local stakeholders… Numbers At 'peak' 7000 visitors stay nightly in Cable Beach & Broome. Cable Beach Sunset, Fun, early Sunday dinner…Ticks all boxes. Marketing…via Shire various Media Advertising & Promotion Visitor Accommodation Providers–in-house Posters, Be BUS	Thank you for your submission and your comments. No changes required. The following actions relate to the activation of Cable Beach, including exploring the potential for markets and the development of a trading node that would regularly activate the precinct. • Deliver events that actively engage children and young people. • Promote 'Cable Beach Activation' during Stage 2 Redevelopment. • Deliver an annual program of community events to activate the Shire's precincts. • Deliver place activation initiatives, including yoga sessions, sound healing, fitness activities, and art classes, to boost community engagement and create vibrant, shared spaces. • Encourage the activation of the Shire's precincts for large-scale events by providing support to event organisers in utilising these spaces for their delivery • Investigate the viability of a separate market license for Cable Beach

		• Facilitate the development of the precinct as a trading node.
Martin Johnston	Importance in working with existing Broome Public Transport infrastructure for improved Broome Shire Key Asset : Activation, Economic $return ,Social Harmony outcomes. I note Broome Explorer Bus is a privately owned / operated business, however there is compelling financial & social reasoning for the Shire to proactively engage more closely with this existing transport infrastructure. This is similar to proactive reasoning applied to Sanctuary Rd , workers / visitors accommodation project.	Thank you for your submission and your comments. Broome Bus Service were emailed and invited to provide feedback on the draft Place Management Plan. Based on your feedback, an additional action has been drafted as follows: Fund the local bus service to offer free public transport for major Shire community events, ensuring that routes, pick-up times, and locations are promoted in the lead-up to each event. Additionally, promote the use of e-scooters as an convenient alternative transport option to help alleviate parking challenges at events.
Jenny Parry	Shire of Broome place activation/energisation ideas: We were tourists in Broome for three years and now we are rate paying property owners/residents in Cable Beach. We love that the Shire is looking at reenergising existing spaces - rather than building/constructing further new spaces (although investment in the town's public toilets is critical for events). We lived (and owned several tourism businesses) in Noosa, QLD. This small seasonal seaside town was incredibly successful at bringing together and energising	Thank you for your submission and your comments. Feedback will be provided to the Broome Visitor Centre and Australia's North West – both of which play a key role in promoting the Broome region more broadly. Many of the initiatives highlighted align closely with their focus areas, and the suggestions may contribute meaningfully to their ongoing promotional efforts.

	the whole town. But Noosa had a tourism body/events team. We also travelled all around Australia for 8 years in an RV so we have seen first hand what makes little towns successful, and what brings people in, and what brings them together. Details below - but the ONE THING you need is a small team at the Shire that is solely focused on constantly gathering and sharing information/content about "What's on in Broome": for example: • Arts & culture e.g galleries and exhibitions • Festivals e.g Shinju programmes • Fishing (sharing content from the fishing club and charter operators) • Speedway events • Rodeo events • Lions Outback Vision work • Restaurants and pubs holding special events e.g Brews on the Bay • Produce: mangoes (Mango Place), papayas etc • Cruise ships coming to town • Markets • Pearling • Puppet show at entrance point (no one except schools knew about this?) • Tides and water safety • Fair coming to town • Music • Cinema schedules • Tours • Turtle season awareness • Beach closures • Croc Park	At the Shire, our focus is on supporting and promoting local events and public spaces. To help facilitate this, we have created a dedicated Broome Events page that provides local community groups with a platform to share and promote their activities. Additionally, the Broome Visitor Centre manages a "What's On in Broome" page, which is another great resource for both residents and visitors to stay informed about what's happening in town. No additional changes required. Below are existing actions that respond to the feedback received: • Partner with WA Police to address anti-social behaviour – e.g. increased patrols, coordination with support organisations. • Facilitate the development of the precinct as a trading node (all precincts) • Partner with local event organisers and community organisations to promote and maintain a shared events calendar, ensuring everyone stays informed about upcoming events. • Investigate and implement improvements to the Explore Broome App to strengthen marketing efforts for precinct features. • Encourage the activation of the Shire's precincts for large-scale events by providing support to event organisers in utilising these spaces for their delivery.

	• Etc Then they need to share it with all stakeholder groups via social media/caravan parks' management teams/ signage around town (billboards/banners etc.) 1. What is Broome famous for? This is according to the hundreds of people we met on the road when we travelled, and now, people who we talk to in town and on the beaches every day: Beaches: Most people think there is one beach. Cable Beach camels are well promoted. Lack of awareness of all other beaches - especially the stunning red ones! No one else really knows entrance point exists unless they have a dog or a boat to launch... Driving on Cable Beach: Which we are all desperate to reopen as a safer two-way crossing (especially during times when the sand has washed away) as part of stage 2 redevelopment completion. Sunsets! Fishing and mud crabbing: Huge opportunity for awareness here. Nearly all the grey nomads that fill this town in winter LOVE their fishing. Dinosaur footprints: A huge opportunity for more awareness ...but this will end up too busy and you'll probably end up closing it or protecting it.	• Collaborate with the Chamber of Commerce to deliver events in Chinatown that directly support local traders, including exploring opportunities for fashion shows and art exhibitions. • Deliver an annual program of community events to activate the Shire's precincts.

	WW2 wrecks: massive lack of awareness from tourists about their existence. Mangoes: Appreciate this will be out of season for Broome - but many towns have low season festivals for residents? And interstaters would fly in for a great festival. Done well it could be great fun. Pearls & jewellery: The Caribbean and Mexican cruise ship ports are famous for jewellery shopping. Broome should be too. Multicultural - Shinju sort of addresses this. Our first year in Broome we only discovered it was happening by seeing it. No one mentioned it. Very poor event marketing beforehand. Not even the caravan parks mentioned it was on? Staircase to the Moon - biggest draw card for Broome. But still very little social media advertising what's on and where the markets and food trucks are. Massive opportunity to do this better. Markets: when are they on this week and where??? Little to no social media awareness about this. A real opportunity. Chinatown: "A dangerous place to be in the daytime and especially after dark!": that's according to grey nomad folklore! Needs way better policing. It is a mess.	

	Especially the Male Oval - and that's why people don't like to go to the visitor centre... Town Beach People go for Staircase. And the jetty fishing. No one else really knows it's a precinct. Also has a big reputation for anti social behaviour/needles. 1. Ideas to generate energy in these spaces: Festivals are the biggest draw to a town and are inclusive for residents and tourists. Suggest: • Mango festival • Yawaru festival • Music festival • Rodeo festival • Fishing festival • Food festival - deals and discounts and awareness of all restaurants and cafes • Pearl festival (separate to Shinju) • Gubinge festival • Kimberly Beef festival • Mudcrab festival Not enough food trucks. Need a full time fish and chips van and seafood van like the one at the fishing club - but mobile. Not enough coffee vans....	

	Must be accessible to all, financially! For example Shinju we would love to attend the long table dinner on the beach but the price is astronomical. Other ideas: A local people "welcome" when the cruise ships come in. Like you'd experience in Hawaii or Fiji. Amazingly positive at raising awareness of the positive side of aboriginal culture... rather than the confronting Chinatown culture. Courthouse markets: More local indigenous with stalls: selling carved boab nuts, LOV presence, indigenous arts and crafts, visitor centre representatives stall, Magabala books should be there etc. like Darwin markets. Social media and physical banners around town letting residents and visitors know what's going on. What's coming up. For example, the Courthouse Markets advertising is several very small corex triangles held down with bricks on a few roundabouts! Interstate flights awareness: about 5% of the people we know in Melbourne know there is a direct flight here from Melbourne in the high season! Noosa did this very well by advertising on the side of trams in Melbourne. Victorians HATE their winters and would definitely come to Broome. The caravan parks are the best FREE tourism marketing team for you!	

	They should be the “what’s on gurus” for Broome. Again, someone (visitor centre or shire) needs to create and distribute “what’s on”content for them to use in their comms (newsletters, social media) and for when the thousands of visitors check in. There is SO much potential in Broome to organise and drive tourism and events (and excitement) … bringing the spenders in… which in turn brings in revenue for the shire to invest in infrastructure. Who wouldn’t want that?	

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

9.1.2 ANNUAL ELECTORS MOTION - SENIORS INITIATIVES

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

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

BACKGROUND

Previous Considerations

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

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

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

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

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

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

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

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

CARRIED UNANIMOUSLY

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

COUNCIL RESOLUTION

Minute No. C/0325/001

Moved: Cr E Smith ***Seconded: Cr D Male***

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

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

CARRIED UNANIMOUSLY 9/0

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

COMMENT

Shire of Broome Seniors Strategy

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

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

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

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

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

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

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

Officer's responses to Annual Elector's Motion

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONSULTATION

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

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

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

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

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

FINANCIAL IMPLICATIONS

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

RISK

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

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

STRATEGIC ASPIRATIONS

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

Outcome 2 - Everyone has a place to call home

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

Outcome 3 - A healthy, active community

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

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

That Council:

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

Cr Lewis moved the following motion.
Cr Mamid seconded the motion.
Debate ensued.

MOTION:

Moved: Cr J Lewis ***Seconded: Cr J Mamid***

That Council:

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

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

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

CARRIED 5/4

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

Attachments
Nil

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

9.1.3 YOUTH PLAN 2021 - 2025 COUNCIL PROGRESS REPORT

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

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

BACKGROUND

Previous Considerations

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

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

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

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

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

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

- Youth Services Coordination
- Youth Facilities and Services

- Youth Diversionary Programs
- Youth Leadership Opportunities

COMMENT

Throughout the delivery of the Youth Plan 2021-2025, Shire officers have provided biannual updates to Council. A presentation covering the July to December reporting period is scheduled annually for the Council Workshop in November, while a progress report for the January to June period is presented at a Council Meeting in June or July.

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

Priority	Comment
Youth Services Coordination	The Shire collaborated with Broome Youth and Families Hub, Broome PCYC, and Ngurra Buru Night Space to deliver a series of targeted initiatives for young people, including: • Two Laser Tag sessions at the Broome Civic Centre during the January 2025 school holidays. • Five nights of basketball events during the January 2025 School Holidays. The events took place on Saturday evenings at the Broome Recreation and Aquatic Centre (BRAC), featuring basketball activities and dinner provided for approximately 50 young people at each session. • A professionally facilitated skate and scooter coaching session at Broome PCYC as part of Youth Week in April 2025. Additionally, the Shire supported the delivery of an April 2025 Youth Week Basketball event at the BRAC. This event provided a fun, inclusive, and physically active environment for young people, while also enabling direct engagement with key health and wellbeing service providers, including: • WA Country Health Service • Broome Regional Aboriginal Medical Service (BRAMS) • Family Outreach Service • Kimberley Aboriginal Medical Services (KAMS) • Bibimbiya Jan-Ga Buru Women and Children's Healing Place.
Youth Facilities and Services	**Civic Centre Events** • Laser Tag: 14 and 28 January 2025 • Kimberley Careers Expo: 15 May 2025 • Festival of STEM: 21 and 22 May 2025 • You Are a Doughnut (Children's Show): 9 May 2025.
	Library Weekly Programs • Scratchers Coding Group: Monday, 3:00 pm – 4:30 pm • STEAM Art Club: Tuesday, 3:00 pm – 4:30 pm • Lego Club: Tuesday, 3:00 pm – 4:00 pm

	• Innovation Station (Teens Tech Program): Wednesday, 2:30 pm – 4:30 pm • Social Minecraft: Thursday, two sessions from 2:30 pm – 3:30 pm and 3:45 pm – 4:45 pm.
	BRAC Programs • BRAC School Holiday Programs – Delivered during each school holiday period • The centre offers a varied program of mixed sports and activities across both indoor courts and outdoor fields including AFL, soccer, rugby, athletics, tennis, cricket, basketball, netball, squash, floorball, and swimming (Barracudas).
	Youth Week Youth Week was celebrated from 10 – 17 April 2025, delivering a diverse program of free activities and events designed to engage, inspire, and empower young people. <u>Opening Party at BRAC Skate Park 11 April 2025</u> • Skate and scooter demonstrations • Free pizza provided by Bushy's Pizza and ice cream from The Gelato Cart • Live DJ, games, and activities hosted by Funergy • Monsterball inflatable. <u>Skateboarding and Scooter Workshops 12 – 14 April 2025</u> • Delivered by professionals from Freestyle Now • Focused on skill-building, safety, and confidence • Held at the BRAC Skate Park with informal free skate sessions each evening. <u>Illustration Masterclasses 15 – 16 April 2025</u> • Hosted at the Broome Public Library • Facilitated by world-renowned Yawuru graphic novelist Brenton E. McKenna • Provided young people with a unique opportunity to explore visual storytelling and graphic art. **Youth Events** <u>All- Abilities Come and Try Day 21 March 2025</u> • The Shire delivered a successful All-Abilities Come and Try Day, bringing together young people of all abilities to experience a range of sports in an inclusive and supportive environment. <u>Outdoor Movie Night at Town Beach 31 May 2025</u> • Family-friendly screening under the stars • Free pizza and popcorn provided.
Youth Diversionary Programs	Shire officers attend a monthly Youth Policing Meeting with Broome Youth and Families Hub, Broome PCYC, Ngurra Buru Night Space, Department of Justice, local Primary and High Schools, and WA Police to discuss youth

	diversionary initiatives, truancy, and youth crime strategies. The West Kimberley Junior Football League was invited to attend on 13 May 2025 to discuss multiple incidents that occurred at Friday Night Junior Football. Shire officers continue to contribute to a co-design working group of key stakeholders for the Immediate Response Ngurra Buru Night Space in Broome. The program operates overnight from Thursday to Sunday, providing a safe space where young people can be dropped off and supervised by a responsible adult. Police and program staff also conduct overnight patrols to locate and transport youth to the facility.
Youth Leadership Opportunities	**Youth Leadership Forum** • On 24 February 2025, the Shire of Broome hosted a Youth Leadership Forum, which served as a key consultation platform in the development of the new Shire of Broome Youth Plan 2025 - 2029. • More than 60 students from Broome Senior High School and St Mary's College, including representatives from the Youth Advisory Council, actively participated. • The valuable insights and perspectives shared by these young people directly shaped the priorities, strategies, and actions outlined in the new four-year Youth Plan 2025 -2029.
	Youth Employment and Career Pathway Support • The Shire of Broome is committed to supporting local youth through proactive engagement in career development and employment pathways. • As part of this commitment, the Shire participates annually in the Broome Careers Expo on 15 – 16 May 2025, engaging with school-aged youth to promote awareness of traineeships, apprenticeships, and employment opportunities within local government. • The Shire maintains strong relationships with key training and support providers, including North Regional TAFE and the Australian Apprenticeship Support Network, to stay informed of current programs and initiatives that may benefit young people in the region. • A collaborative partnership with Broome Senior High School enables the Shire to identify students interested in exploring local government careers. Where appropriate, students are connected with relevant departments to gain exposure to potential career pathways through work experience, mentoring, or departmental visits.

KEY HIGHLIGHTS FROM YOUTH PLAN 2021 - 2025

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

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

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

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

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

  The BRAC also runs three major annual events:

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

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

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

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

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

- **Youth Forums and Participation**

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

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

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

- **Youth Networks and Service Coordination**

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

- **Career Pathways and Youth Development**

West Kimberley Careers Expo

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

Traineeships and Apprenticeships

Traineeships:

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

Apprenticeships:

- 2 x Parks and Gardens Apprentices

- **Community Safety and Youth Diversion Initiatives**

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

YOUTH PLAN 2025 - 2029

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

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

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

CONSULTATION

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

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

RISK

Nil.

STRATEGIC ASPIRATIONS

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

Outcome 3 - A healthy, active community

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:	
(REPORT RECOMMENDATION)	***Minute No. C/0725/008***
Moved: Cr M Virgo	***Seconded: Cr S Cooper***
That Council:	

1. ***Notes the progress update on the deliverables for the January to June 2025 reporting period of the Youth Plan 2021–2025;***

2. ***Notes the key achievements of the Youth Plan 2021 – 2025;***

3. ***Acknowledges the valuable contributions and collaboration of the Youth Advisory Council and youth service organisations in the delivery of the Youth Plan 2021–2025.***

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

CARRIED UNANIMOUSLY 9/0

Attachments

Nil

9.2 PLACE

9.2.1 PERMANENT PARTIAL ROAD CLOSURE OF CABLE BEACH ROAD WEST

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

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

BACKGROUND

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



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

COMMENT

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



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



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

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

CONSULTATION

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

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

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

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

STATUTORY ENVIRONMENT

Land Administration Act 1997

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

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

Section 58. Closing Roads

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

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

Land Administration Regulations 1998

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

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

RISK

Nil.

STRATEGIC ASPIRATIONS

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

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

Objective 6.1 Promote sensible and sustainable growth and development.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION) ***Minute No. C/0725/009***

Moved: Cr J Mamid ***Seconded: Cr S Cooper***

That Council:

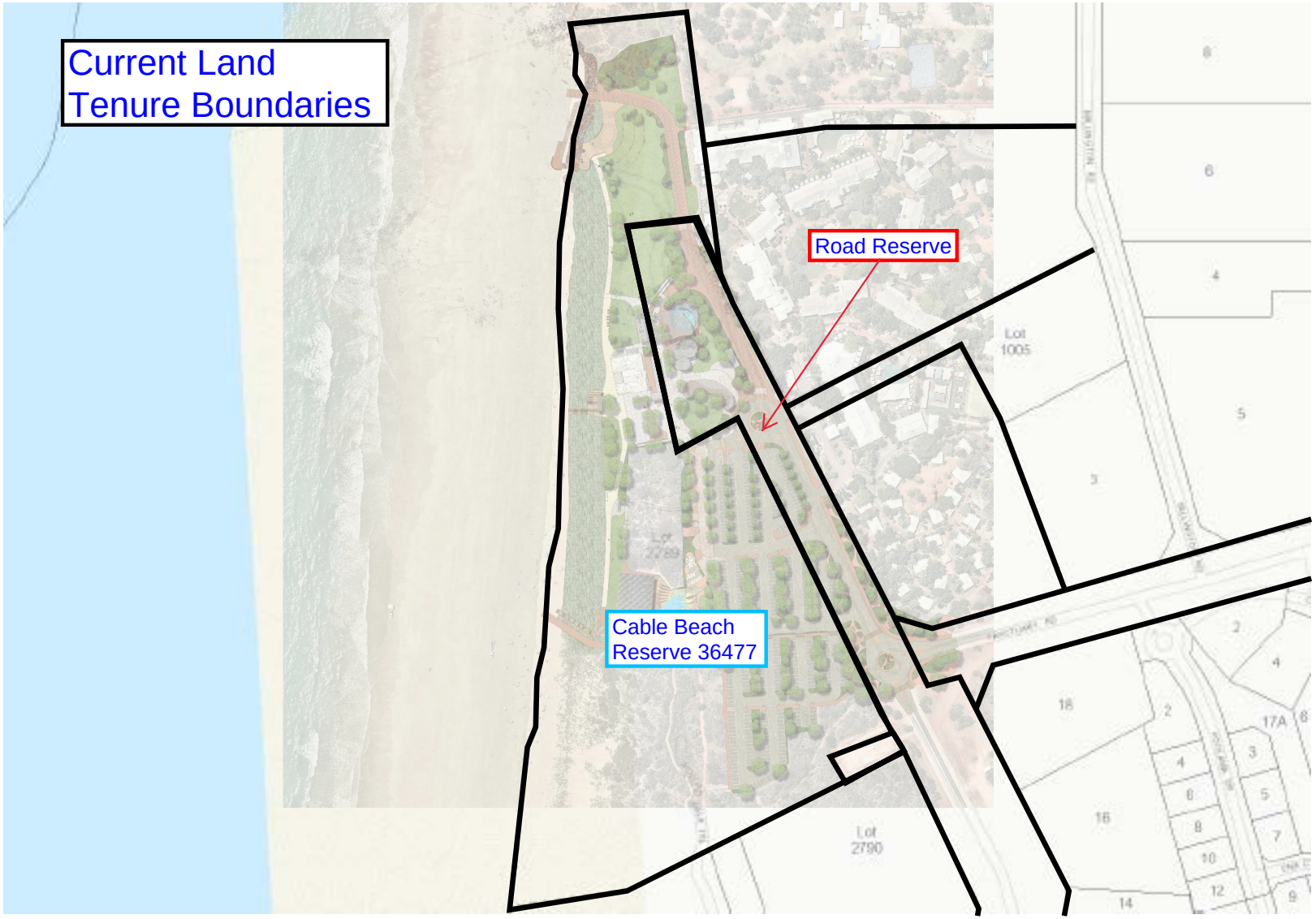
1. ***Endorses the permanent road closure of a portion of Cable Beach Road West as depicted in Attachment 1.***
2. ***Requests the Chief Executive Officer to advertise the intention to permanently close a portion of Cable Beach West Road in the newspaper circulating the district for a period of no less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

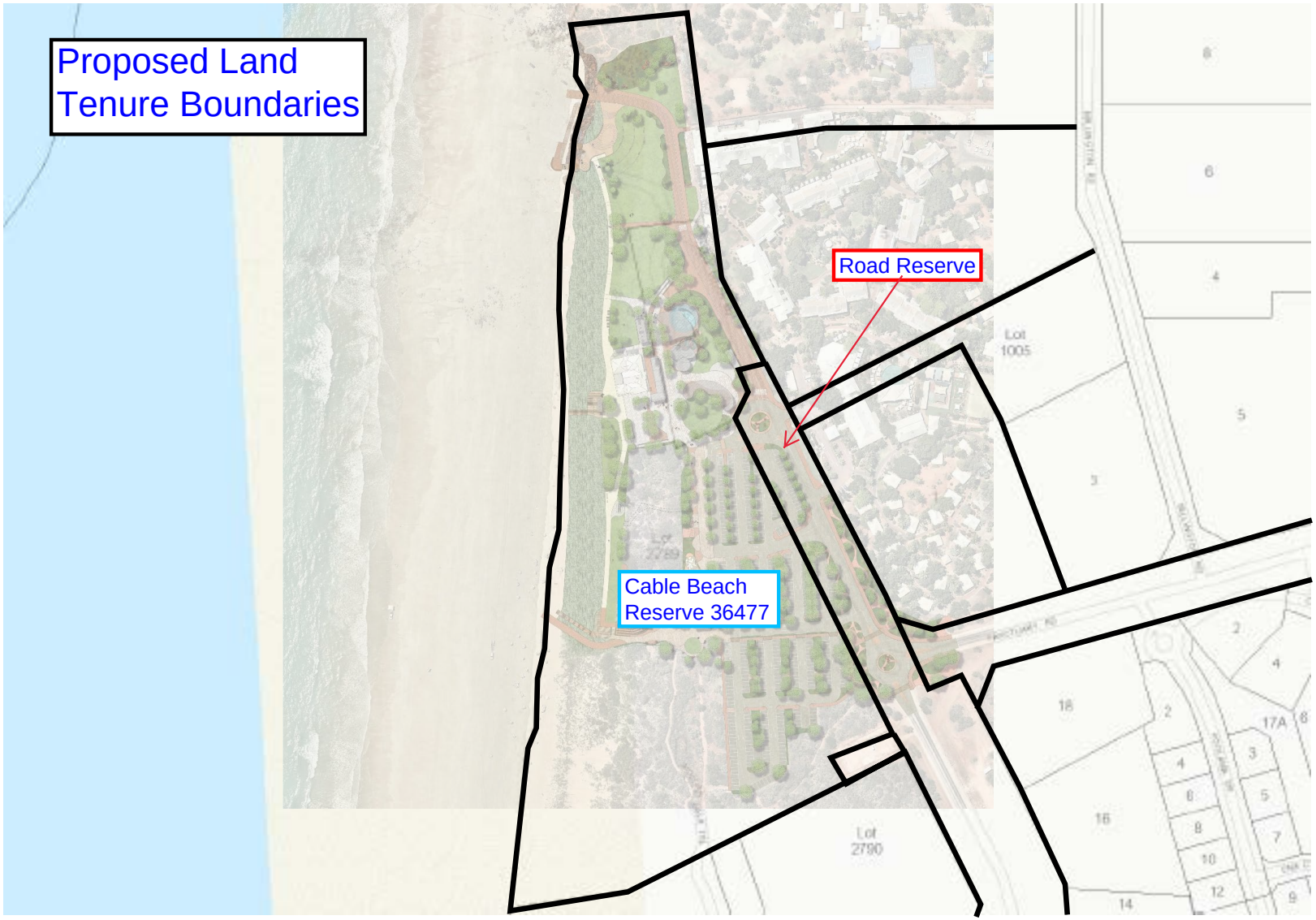
For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo

CARRIED UNANIMOUSLY 9/0

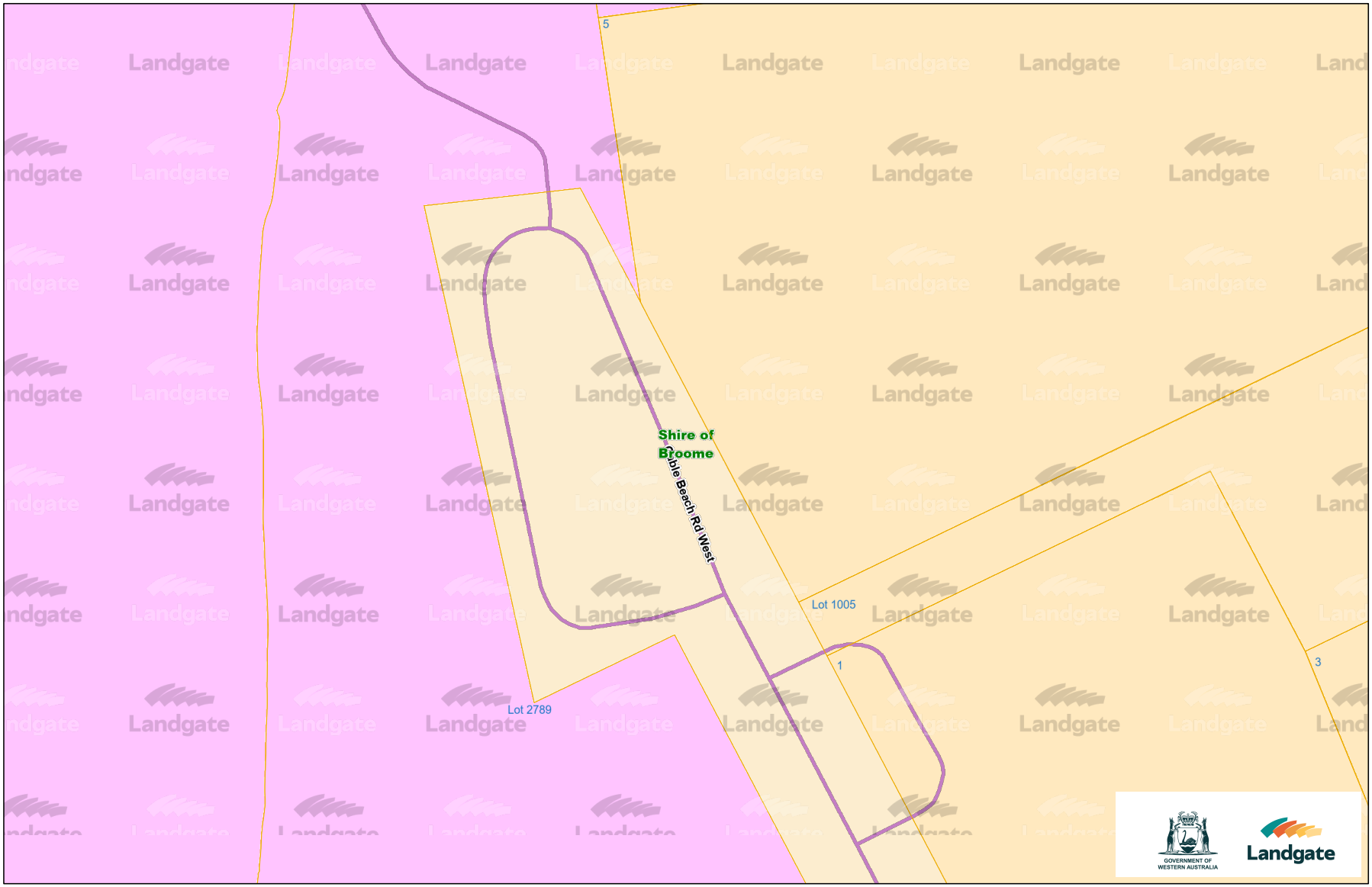
Attachments

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


Current Land Tenure Boundaries
Road Reserve
Cable Beach Reserve 36477
Lot 1005
Lot 2790
Lot 7289
8
6
4
5
3
2
18
16
14
17A
12
10


Proposed Land Tenure Boundaries
Road Reserve
Cable Beach Reserve 36477
Lot 1005
Lot 2790
Lot 2789

Cable Beach Car Park Map



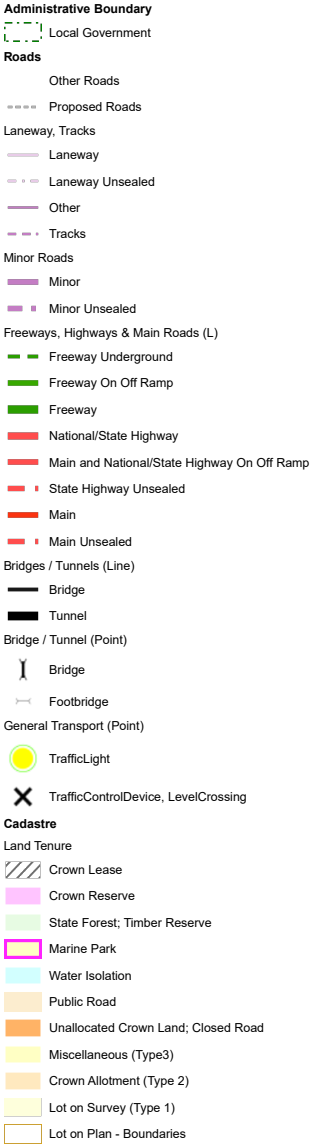
Author:

Created: 30 April 2025 from Map Viewer Plus: https://map-viewer-plus.app.landgate.wa.gov.au

1:1,128

0 0.02 0.03 0.05 0.07 km

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Administrative Boundary
Local Government
Roads
Other Roads
Proposed Roads
Laneway, Tracks
Laneway
Laneway Unsealed
Other
Tracks
Minor Roads
Minor
Minor Unsealed
Freeways, Highways & Main Roads (L)
Freeway Underground
Freeway On Off Ramp
Freeway
National/State Highway
Main and National/State Highway On Off Ramp
State Highway Unsealed
Main
Main Unsealed
Bridges / Tunnels (Line)
Bridge
Tunnel
Bridge / Tunnel (Point)
Bridge
Footbridge
General Transport (Point)
TrafficLight
TrafficControlDevice, LevelCrossing
Cadastre
Land Tenure
Crown Lease
Crown Reserve
State Forest; Timber Reserve
Marine Park
Water Isolation
Public Road
Unallocated Crown Land; Closed Road
Miscellaneous (Type3)
Crown Allotment (Type 2)
Lot on Survey (Type 1)
Lot on Plan - Boundaries


Road reserve
28
R 53070
Cable Beach
Foreshore
Reserve
Cable Beach Rd West
28
28

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

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

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

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

BACKGROUND

Previous Considerations

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

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

COMMENT

Trading outside of a Trading Zone

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

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

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

Traffic management and pedestrian safety

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

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

Use of Shire Water and Power

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

Maintenance of the site

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

CONSULTATION

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

STATUTORY ENVIRONMENT

TRADING, OUTDOOR DINING AND STREET ENTERTAINMENT LOCAL LAW 2016

2.3 Determination of application

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

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

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

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

2.5 Licence renewal

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

2.4 Issue of licence

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

5.2 Limitations on trading

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

POLICY IMPLICATIONS

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

TRADING IN PUBLIC PLACES POLICY

Policy Objective

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

2. Licence Approval

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

FINANCIAL IMPLICATIONS

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

RISK

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

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

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

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

STRATEGIC ASPIRATIONS

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

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

Objective 8.2 Activate Broome precincts, events and tourism.

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION) ***Minute No. C/0725/010***

Moved: Cr M Virgo ***Seconded: Cr J Lewis***

That Council:

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

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

CARRIED UNANIMOUSLY 9/0

Attachments

1. Photos of Trader

Attachment 1: Photos of Sale & Co trading at Broome Cemetery Park. Photos supplied by Sale & Co with renewal application.






LOOK
BOTH WAYS
PEDESTRIANS
STEP
PEDESTRIAN HAZARD

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

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

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

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

SUMMARY:

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

BACKGROUND

Previous Considerations

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

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

COMMENT

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

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

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

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

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

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

CONSULTATION

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

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

STATUTORY ENVIRONMENT

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

11A. Camping on private land with local government approval

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

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

11B. Camping on private land with Ministerial approval

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

12. Number of caravans on lot

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

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

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

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

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

(b) by the Minister, if the period of time exceeds 3 months.

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

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

(a) safety and health; and

(b) access to services.

14. Caravan or camp to be maintained

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

Penalty: a fine of $5 000.

15. Mobility of caravans

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

(a) any services attached to it being disconnected; and

(b) in the case of a park home assembled from components, it being split into components.

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

RISK

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

STRATEGIC ASPIRATIONS

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

Outcome 2 - Everyone has a place to call home

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

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION) ***Minute No. C/0725/011***

Moved: Cr S Cooper ***Seconded: Cr J Lewis***

That Council:

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

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

CARRIED UNANIMOUSLY 8/0

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

COUNCIL POLICY

Shire of Broome
A future, for everyone

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

Policy Objective

Enable people to temporarily use caravan accommodation for short stays in a period of extreme shortage but to limit/discourage periods of extended and unapproved stays in certain areas, e.g. light industrial areas

To minimise the volume of administrative matters being placed before Council and provide guidance for staff and the public regarding use of caravan accommodation.

Policy Statement

In each instance:

1. Application for approval must be made to the Shire of Broome by completing in full the Application to Camp for up to 3 Months in Areas Other Than Caravan Parks & Camping Grounds.

2. A maximum of one caravan per property may be approved in accordance with the criteria listed in the table below. If an application falls outside the criteria, approval will only be given at the discretion of Council. Approval will only be given in special circumstances and providing there are sufficient ablution facilities and space.

Zone	Period of Stay (As approved by the Shire of Broome)	Number of Caravans	A Requirement to Be Employed in Broome
Residential	3 months only	1 caravan or 1 tent	No (can be friends and relatives)
Rural	3 months only	1 caravan	No (can be friends and relatives)
Parks & Recreational Areas (sporting clubs etc.)	3 months	1 caravan	Yes

   Approval to camp in the above areas for more than 3 months will need to be obtained from the Minister for Local Government.

   The Shire of Broome may support applications made to the Minister to camp for more than 3 months in all areas other than Parks and Recreational Areas.

3. The premises is to have toilet, shower and laundry facilities, available for use by the person/people camping, that comply with the Building Code of Australia, Council's

Local Laws and *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*. Details of these services are required to be provided as part of the application.

4. The camp is to be located wholly on the property and be at least one (1) metre from the property boundary, and at least one (1) metre from any vehicle access areas.

5. All caravans to satisfy cyclone safety standards equivalent to those required for caravans in licensed facilities by clause 48 of schedule 7 of the *Caravan Parks and Camping Grounds Regulations 1997*.

   It should be noted for a caravan to safely survive a cyclone it should be housed in a cyclone rated shed.

6. Approval in writing is to be obtained from owners of the property. Occupiers of adjacent properties are to be notified in writing and any responses are to be included in the application for consideration by the Shire.

7. Council reserves the right to withdraw the approval at any stage.

ADDITIONAL REQUIREMENTS FOR CAMPING OUTSIDE OF CARAVAN PARKS FOR PERIODS IN EXCESS OF THREE (3) MONTHS WITHIN ANY 12 MONTH PERIOD.

8. An application for approval to camp outside a caravan park for a period more than 3 months in any 12-month period will need to be made to the Minister for Local Government.

9. The Shire of Broome may support applications made to the Minister for long term stays (longer than 3 months) in Residential, Rural, Light and Service Industry, Industrial areas.

10. The Shire will make the following conditions of approval:
    a. Camping is only permitted in a caravan.
    b. Caravan is to be licensed for normal transport on public roads.

ADDITIONAL REQUIREMENTS FOR CAMPING OUTSIDE OF CARAVAN PARKS FOR PERIODS UP TO (12) MONTHS DURING THE CONSTRUCTION OF A DWELLING.

11. Approval may be granted within the Broome Townsite.

12. Approval will only be granted where a building licence has been issued and the concrete slab or equivalent has been laid.

Document Control Box			
Document Responsibilities:			
Owner:	Director Development Services	**Owner Business Unit:**	Health, Emergency & Rangers
Reviewer:	Manager Health, Emergency & Rangers	**Decision Maker:**	Council
Compliance Requirements:			
Legislation:	*Caravan Parks and Camping Grounds Act 1995* *Caravan Parks and Camping Grounds Regulations 1997*		
Industry:			
Organisational:			
Document Management:			

Risk Rating:	**Low**	**Review Frequency**:	**Triennial**	**Next Due:**	**12/2024**

Version #	**Decision Reference:**	**Synopsis:**
1.	18 December 2007	Initial Adoption
2.	12 December 2019	Review and converted to new Policy Template
3.	27 May 2021	C/0521/011 Minor Changes
4.	18 November 2021	Minor administrative updates due to Org Structure Changes
5.	30 November 2022	Desktop review and no changes made
6.	10 October 2023	Desktop review, minor editorial changes made

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COUNCIL POLICY

Shire of Broome
A future, for everyone

Approval to Camp in Areas Other Than Caravan Parks and Camping Grounds

Policy Objective

To enable people to temporarily use caravan accommodation on private property subject to achieving and maintaining certain standards.

To prevent unapproved stays in certain areas, e.g. industrial areas.

To ensure the addition of caravan accommodation on rural residential and light industrial areas and other land areas without access to sewerage connection has adequate water supply and wastewater system capacity.

To optimise conditions for the health, safety and protection of people reliant on temporary caravan accommodation for long periods (greater than 3 months).

To minimise the volume of administrative matters being placed before Council and provide guidance for staff and the public regarding use of temporary mobile accommodation.

Policy Statement

In each instance:

1. The *Caravan Parks and Camping Grounds Act* 1995 and the *Caravan Parks and Camping Grounds Regulations* 1997 apply in this policy including but not limited to Regulations 11, 11A, 11B, 12-15 of the Regulations.

2. The terms ‘caravan’, ‘camp’, ‘park home’, ‘flexible annexe’ and ‘rigid annexe’ have the same meaning as used in the Act.

3. Application for approval must be made to the Shire of Broome by completing in full the Application to Camp in Areas Other Than Caravan Parks and Camping Grounds.

4. For the purpose of this policy, an application for a self-propelled vehicle such as a mobile home or a bus modified for the purpose of mobile accommodation can be assessed in the same way as a caravan.

5. One caravan/camp per property may be approved in accordance with the criteria listed in the table below..

6. Approval for more than one caravan/camp will only be given in special circumstances and for a period of not longer than three months providing there are adequate amenities, facilities and space (see below).

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Zone	Period of Stay (As approved by the Shire of Broome)	Number of Caravans	A Requirement to Be Employed in Broome
Residential	Conditional approval up to 24 months. Can apply for further 24 months.	1 caravan or 1 tent	No
Rural residential	Conditional approval up to 24 months. Can apply for further 24 months.	1 caravan	No
Light industrial	Conditional approval up to 24 months. Can apply for further 24 months.	1 caravan	Yes
General Industrial	Not permitted	None	N/A

1. A park home cannot be occupied unless in a licensed caravan park or park home park.

2. Approval in writing from the property owner is required as part of the application.

3. The Applicant is to notify Occupiers of adjacent properties in writing and any responses are to be included in the application for consideration by the Shire. The Shire will contact occupiers of neighbouring properties for any application for greater than or equal to 12 months. Their feedback will inform the Shire's decision.

4. Shire officers will conduct an initial site inspection to assess the suitability of arrangements for the caravan accommodation.

5. The Shire can conduct a site inspection at any reasonable time for reasonable purpose to ensure the safety and amenity of the arrangements in place for the caravan and its occupants or to investigate complaints.

6. The occupant of the caravan is to have access to kitchen facilities including adequate refrigeration and hot and cold water. This can be as supplied within the caravan or within a building on the property.

7. The property is to have toilet, shower and laundry facilities, available for use by the person/people camping, that comply with the Building Code of Australia, and the Shire's Local Laws. If the premises is reliant on onsite treatment of wastewater (a septic tank type arrangement), compliance with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* is also required. Specifications of any onsite wastewater system including location of all associated equipment are required to be provided as part of the application via a suitable marked up site plan. This includes location and capacity of tanks, leach drains and their length, irrigation fields and their area, and other associated equipment as applicable. Evidence of service history for advanced treatment units is also required.

8. An approval will not be granted if:
    a. the onsite wastewater system has insufficient loading capacity for the additional occupants.
    b. The caravan will be located within 1.2m of the wastewater tanks or leach drain fields or sub-surface irrigation field; or
    c. Within 10m of an above ground irrigation field.

9. The camp/caravan +/- annexe is to be located wholly on the property and be at least one (1) metre from the property boundary, at least one (1) metre from any vehicle access areas and 1.8m from built structures. It is not to obstruct or encroach on a road reserve (verge) or other reserve.

10. Parking must not be impacted by the location of the caravan. The dwelling must be provided with 2 car parking bays for use of the main residence and an additional parking bay must be kept available for the caravan resident in accordance with the Residential Design Codes (WA).

11. Rigid annexes are not permitted outside a caravan park.

12. Tropical roofs require engineering certification.

13. The occupants of the property including those residing in the caravan are to ensure that their use of the property is for quiet enjoyment. Escape of noise, dust, smoke, offensive odour or liquid that creates a nuisance on an adjoining property is not permitted at any time. Failure to comply with this condition risks revocation of approval.

14. A caravan is to be maintained in a roadworthy condition and registered for road travel at all times.

15. It must be capable of being towed (or removed under its own power) at any time a cyclone **Advice** level warning is issued.

    It should be noted for a caravan to safely survive a cyclone it must be housed in a cyclone rated shed.

16. All occupants of the mobile accommodation must have alternate shelter available to them in event of a cyclone.

17. A caravan must be ready for removal from site in event of a cyclone **Watch and Act** warning. Alternately it can be temporarily tied down until the **Emergency Warning** has passed and the alert has returned to **Advice** level. (Permanent tie down arrangements are not permitted).

18. An application for a period greater than 3 months must demonstrate that water supply is safely provided which will include food grade water connection; and electricity supply is safe with consideration of sun damage, trip hazard and electric shock. Shire officers will require use of cable trays or other measures if considered necessary for protecting people (and animals) on the property.

19. Any and all effluent (toilet water) and sullage (shower, basin and sink water) generated within the caravan is to be disposed of in accordance with standards as follows: effluent disposed of in an approved dump point. Sullage disposed of in a compliant waste water plumbing connection (laundry trough or like). No waste water is to be discharged to the ground surface. It is an offence to dispose of chemically treated toilet waste in domestic wastewater systems or elsewhere on the property.

20. Council reserves the right to issue a 'show cause' notice if the conditions of approval are not maintained. In this situation, the caravan is to be removed from the property unless the occupier can show cause why it should not.

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21. An extension of time for approval to camp beyond 24 months requires a new application and the reassessment of the site by a member of the Shire's environmental health team.

Document Control Box					
Document Responsibilities:					
Owner:	Director Development and Community		**Owner Business Unit:**	Environmental Health, Emergency and Rangers	
Reviewer:	Manager Health, Emergency and Rangers		**Decision Maker:**	Council	
Compliance Requirements:					
Legislation:	*Caravan Parks and Camping Grounds Act 1995* *Caravan Parks and Camping Grounds Regulations 1997* *Health (Miscellaneous Provisions) Act 1911* *Public Health Act 2016* *Emergency Management Act 2005*				
Industry:					
Organisational:					
Document Management:					
Risk Rating:	**Low**	**Review Frequency**:	**Triennial**	**Next Due:**	**12/2024**

Version #	**Decision Reference:**	**Synopsis:**
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4.	18 November 2021	Minor administrative updates due to Org Structure Changes
5.	30 November 2022	Desktop review and no changes made
6.	10 October 2023	Desktop review, minor editorial changes made
7.	31 May 2025	Major revision to incorporate legislative changes relating to camping outside a caravan park

Cr M Virgo returned to the Chambers at 5:41 pm.

9.2.4 DRAFT WEED MANAGEMENT STRATEGY AND ACTION PLAN 2026-2029

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

SUMMARY:

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

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

BACKGROUND

Previous Considerations

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

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

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

That Council:

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

CARRIED UNANIMOUSLY 7/0

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

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

COMMENT

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

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

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

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

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

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

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

The goals of the Strategy are:

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

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

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

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

CONSULTATION

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

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

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

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

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

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

RISK

Risk being mitigated due to consulting the community

STRATEGIC ASPIRATIONS

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

Outcome 5 - Responsible management of natural resources

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

Objective 5.2 Adopt and encourage sustainable practices.

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION) ***Minute No. C/0725/012***

Moved: Cr J Lewis ***Seconded: Cr M Virgo***

That Council:

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

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

CARRIED UNANIMOUSLY 9/0

Attachments

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


Weed Management Strategy
Shire of Broome
A future, for everyone



Contents	Page Number
Introduction	3
Shire of Broome	6
Strategy Boundaries	7
Legislation and Policy - Federal	8
Legislation and Policy - State	10
Legislation and Policy - Local	11
Roles and Responsibilities in Weed Management	12
Impacts of Environmental Weeds	13
Weed Species Introduction and Establishment	18
Importance of Weed Management	20
Environmental Weed Presence in Shire of Broome	23
Weed Control	27
Intergrated Weed Management Approach	28
Implementation	33
Appendices	35

INTRODUCTION

The Shire of Broome (the Shire) Weed Management Strategy provides the framework for best practice weed management within the Shire. The Strategy aims to protect the environment, economy, community and industry from the adverse impacts of weeds. The strategy will guide weed management funding, planning, monitoring and control.

The strategy focuses on the eradication of weeds whilst outlining a Shire wide approach to achieving the following objectives:

- Providing leadership and resourcing to prevent the introduction, spread and establishment of weeds.
- Reviewing, and promoting current best practice methods for ongoing weed control.
- Reviewing responsibilities of stakeholders in weed management.
- Increasing community awareness and education.
- Facilitating community involvement in weed management.

For the purpose of this Strategy a weed is defined as - *A plant that requires some form of action to reduce its harmful effects on the environment, the economy, human health, and amenity. Weeds are commonly plants that grow in natural ecosystems where they are not naturally occurring and proceed to modify natural processes resulting in the decline of the ecosystem they have invaded.*

The Weed Management Strategy follows the recommendations of the Shire's State of the Environment Report (2015) which provides both a strategic and operational response to the topic of "Managing Invasive Species".

The Report lists the strategic response as, *"To develop a comprehensive Weed Management Strategy to guide the Shire's weed management activities on land under care and control."* The operational responses as, *"To review the Shire's project management plan template for engineering works to include consideration of weed management when undertaking specific projects"* and *"Ensure that areas cleared of native vegetation are managed and mulched to prevent soil erosion and the establishment of weeds."* The State of Environment Report further guides our listed priority weed species based on weeds of national significance.

INTRODUCTION

The Shire's Weed Management Strategy will be guided by these weed management principles:

- Weed management is an integral part to all land management and for maintaining sustainability and natural resources.
- Prevention and early intervention are the most cost-effective techniques of weed management.
- Weed management requires a continuous, long-term commitment that must be prioritised.
- Integrated weed management is the key to achieving successful weed management.
- Combating weeds is a shared responsibility that requires clear understanding of roles and responsibility.
- Co-operation amongst government, land and water managers, industry and community is fundamental for effective weed management
- Successful weed management requires co-ordination of all stakeholders to establish and share legislative frameworks, research, funding and educational outcomes.

As weeds are not bound by land tenure, jurisdictional, legal or legislation boundaries, weed management is a shared responsibility between individuals and landholder/ land user organisations.

Local government's role and responsibility for weed management is the provision of information, education, support and coordination of community groups in addressing weed issues, and the implementation of weed controls within managed areas.

However, the actions of the Shire alone will not be the solution to weed management within the Shire of Broome, a collective approach is necessary for the effective long-term control of target species.



INTRODUCTION



The weed infestations evident within the townsite of Broome indicate that immediate action is required. This strategy focuses predominantly on the Broome townsite, but the key principles are relevant to the Shire as a whole. Certain areas have been identified of increasing concern to the Shire, therefore requiring particular attention for the successful management of weeds.

Areas of increasing concern within the Shire of Broome include:

- Remnant Bushland
- Road Reserves outside of townsite boundaries Vacant Crown Land
- Stormwater Drainage Systems
- Private Land that supports significant weed populations

The Weed Management Strategy is particularly designed to provide the framework for the Weed Management Action Plan. The Action Plan will utilise the strategy to outline and annually specify actions and resources required for the implementation of successful weed management within the Shire.

SHIRE OF BROOME

The town of Broome is positioned at the south-west extremity of the Dampier Peninsula, in a transition zone between the inland desert and tropics. Broome has a tropical climate with a distinct "wet" season from November to March, which experiences summer monsoon and tropical cyclones providing heavy rainfall and high humidity.

The "dry" season is from April to October and is typically without rain, lower humidity, cooler nights, and some foggy days. This mix of climatic factors as well as early multicultural development has resulted in an array of exotic tropic plants being introduced for shade, food, and ornamental values. Such species originating in tropics around the world are often devoid of natural control mechanisms and are resilient survivors becoming weeds.

Spatially, Broome's Peninsula is surrounded and dissected by large areas of both environmentally and culturally significant endemic bushland, experiencing varied levels of urban disturbance. A vast area is foreshore reserve, while green corridors protrude through the town site and peninsula, joining ocean to bay.

The Broome townsite's urban fabric has a unique green infrastructure system that responds to its unique context. The open space includes a network of formalised and informal bush parks, often wide road reserves and a significant large urban drainage system.

The open trapezoidal shaped drains remove the high volumes of overland wet season rainfall to the surrounding bushland reserves, foreshore dunes, tidal creek, and the marine habitats beyond. The urban drainage system provides a significant challenge for weed management as it creates an extensive weed distribution network.

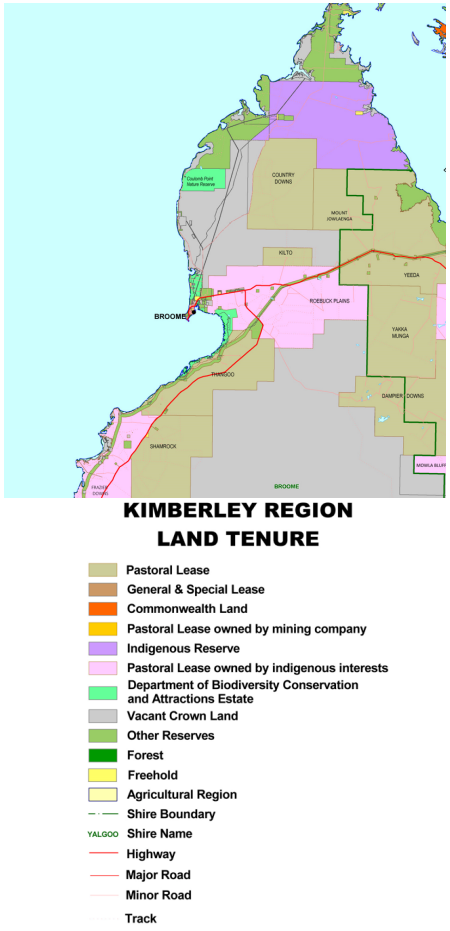


Figure 1. Land tenure mapping within the Shire of Broome.

STRATEGY BOUNDARIES

This strategy involves all Shire vested land within the boundary shown in *Figure 1*. Weed issues traverse all administrative and land tenure boundaries and as such, effective weed management will require a high degree of coordination and integration between stakeholders.

Increasing public awareness of the causes and appropriate responses to the problems is part of the solution. It is important to identify stakeholder groups and effectively engage with them to optimise responses to weeds across the prevention, eradication, and control spectrums of the strategy.

The success of environmental weed management should be measured by:

- Mapping and monitoring of weed infestations, including emerging invasions and established populations
- Number of weed species present not increasing but being maintained or decreasing.
- New weed species being identified and eliminated quickly
- Number of weed infestations; new infestations are prevented, emerging weed infestations identified and controlled quickly, the reduction in weed density and weed spread; number of species and affected area
- The protection of and active threat abatement for priority environmental and cultural areas
- The degree of community and stakeholder engagement and participation in the process of preventing and controlling weeds.

LEGISLATION & POLICY FEDERAL

This section of the strategy outlines various acts and policies from a federal to state level that influence the management of weeds in Broome. **Appendix 1** provides a condensed version of the Context for the hierarchy of roles and responsibilities of weed management from a national to local level.

Environment Protection & Biodiversity Conservation Act (1999)

The Environment Protection and Biodiversity Conservation Act 1999 (the EPBC Act) is the Australian Government's central piece of environmental legislation. It provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities, and heritage places as matters of national environmental significance.

A protected matters search identifies that the following terrestrial areas, flora, fauna and ecosystems are protected under the Act, occurring within the Broome shire area:

- The West Kimberley National Heritage-listed area (Cultural, geological, historical values, ecological values including biological richness) Roebuck Bay, Wetlands of international importance) (Ramsar)
- Nationally important wetlands: Roebuck Bay and Willie Creek wetlands
- Endangered ecosystem: Monsoon vine thickets on the coastal sand dunes of the Dampier Peninsula
- Weeds are identified as a key threat to this ecosystem, particularly as many occurring in the region are highly invasive, smother plants and promote hazard changes to the fire regime. High threat weeds occurring in Broome and noted in the conservation advice as threats include coffee bush *(Leucaena leucocephala)*, neem tree *(Azadirachta indica)*, siratro *(Macroptilium atropurpureum)*, hairy morning glory *(Distimake dissectus)*, passionfruit vine *(Passiflora foetida)*, buffel grass *(Cenchrus ciliaris)*, and mint bush *(Mesosphaerum suaveolens)*
- Critically endangered plant; Fringed fire bush *(Seringia exastia)*

LEGISLATION & POLICY FEDERAL

Weeds of National Significance (WoNS)

The Weeds of National Significance (WoNS) is a Federal system to prioritise weed problems for national action as developed in 1999 by a joint Commonwealth Government taskforce. It is regulated by the Biodiversity and Agriculture Management Act 2007. Thirty-two Weeds of National Significance (WoNS) have been agreed by Australian governments based on an assessment process that prioritised these weeds based on their invasiveness, potential for spread and environmental, social, and economic impacts. Consideration was also given to their ability to be successfully managed. The current list of WoNS can be found in **Appendix 2.**

National Environmental Alert List

The National Environmental Alert List for environmental weeds identifies 28 plant species that are in the early stages of establishment and have the potential to become a significant threat to biodiversity if they are not managed.



LEGISLATION & POLICY STATE

Biodiversity Conservation Act (2016)
This Act provides for the statutory listing of Threatened Ecological Communities (TECs). It provides statutory processes for preparing TEC recovery plans, registering critical habitat and penalties for disturbance.

Ecosystems are listed as a Priority Ecological Community (PEC) when there is insufficient information to determine it as a TEC, i.e., not all criteria for a TEC are able to be confirmed due to insufficient documentation OR where the ecosystem is identified as rare but not currently threatened.

The following TEC is known in the Broome Shire

- Monsoon (vine) thickets on coastal sand dunes of Dampier Peninsula, which is also listed under the EPBC Act (1999) with weed threats described as above.

The following PECs are identified in Broome Shire are:

- Dwarf pindan heath community of Broome coast
- *Corymbia paractia* dominated community on dunes
- Relict dune system dominated by extensive stands of *Minyjuru* (*Mangarr - Sersalisia sericea*)

Biosecurity and Agriculture Management Act (2007)
The Western Australian Organisms List (WAOL) provides the legal status and control categories of weeds (and other organisms) under the BAM Act (2007).
See: www.legislation.wa.gov.au/legislation/statutes.nsf/law_a146629.html

LEGISLATION & POLICY LOCAL



Kimberley Region Priority Alert Weed List

The Department of Biodiversity Conservation and Attractions (DBCA), has undertaken a species-led prioritisation process to assess the weeds of each region based on ecological impact, invasiveness, current distribution, potential distribution and feasibility and control.

In the Kimberley 13 species were identified as priority alerts of which none are known to occur in Broome.

Local Government

The Shire's Weed Brochure has been developed to educate residents and contractors in Broome of significant weed species.

See: www.broome.wa.gov.au/Community/Parks-and-Gardens/Weed-Control

Other useful weed information can be found through

- Environs Kimberley - weed cards and other identification tools
- Society for Kimberley Indigenous Plants and Animals, and Roebuck Bay Working Group - garden guides to encourage the use of native plants and reduce the opportunity for weed introduction and spread.

ROLES AND RESPONSIBILITIES IN WEED MANAGEMENT

Weed management is a shared responsibility, involving individuals, and all levels of government organisations. The coordination and involvement of all stakeholders, landholders, and community members in the Shire of Broome towards the collective approach of weed management is necessary for the effective long-term control of target species. Clear understanding of the roles and responsibilities of different stakeholders in environmental weed management and control is provided below.



IMPACTS OF ENVIRONMENTAL WEEDS

What are Environmental Weeds?

Environmental weeds are highly invasive and create competition with native plants for light, water, space, moisture, and nutrients. A plant's status as a weed is dependent upon its location and the land use of that place, for example native plants may be weeds in farm and forage lands. Similarly, non-native plants may become useful in the control of erosion, provision of habitat and shade where a native equivalent cannot be identified.

Invasive characteristics of environmental weeds include:

- Abundant seed production
- Rapid population establishment
- Seed dormancy
- Long term survival of buried seed
- Adaptation for spread
- Presence of vegetative reproductive structures
- The ability to release self-protecting toxins that interfere with the growth of surrounding plants
- Ability to occupy sites disturbed by human activities.



Beneficial characteristics of environmental weeds include:

- Soil stabilisation
- Habitat and resources for wildlife
- Aesthetic qualities
- Added organic matter for soils
- Nectar for insects and bird species
- Food resource for agricultural livestock

IMPACTS OF ENVIRONMENTAL WEEDS

Like most plants, weeds can be divided into Annuals and Perennials. Knowing a plant's lifecycle is important in aiding identification and deciding the best forms of control required. Annuals and Perennials can be described as:

Annuals: plants which flower, produce seeds and die in 1 year or less. Annual weeds are mostly opportunists that germinate after the first rains when the soil is at least partially bare through seasonal conditions following, mowing, cultivation, burning or other site disturbances.
Control - should aim to prevent further seeding. Roots are usually shallow, and plants easily hoed, hand pulled or controlled with herbicide.

Perennials live for 3 years or more and may be herbaceous or woody species. Plants have rhizomes, corms, lignotubers, deep roots, or similar structures so can regrow year after year. Most also reproduce through seed.
Control - is difficult due to their underground vegetative structures. Most roots grow as deep as 45cm below ground sometimes as deep as 3-4 meters. Control aims to deplete root reserves so that no new shoots can develop. Those with shallow roots and not prone to sucker can be dug out. Systemic herbicide application may be required for control of deep roots, bulbs, and other underground structures.

Even if not currently present within the Shire they are still relevant to the strategy as they are legislated and under regulation, therefore the Shire should be alert for prompt identification. The categories of environmental weeds include the following:

Target Weeds (Weeds not yet in Australia): is a list of 41 species regarded as serious threats to Australia's productivity, export markets and the environment. It focusses on the potential for weeds to enter Australia from South-East Asian countries through natural or non-conventional pathways including wind currents, migratory animals, traditional vessel movements and illegal fishing activity.

Emerging or Sleeper Weeds(Weeds already in Australia): these are plant species in the early stages of establishment with the potential to become a significant threat to Australian Biodiversity. Sleeper weeds are plants that have not yet increased in their distribution significantly and could be controlled before numbers explode. None of the species identified on the National Environmental Alert List are found in the Shire of Broome.

IMPACTS OF ENVIRONMENTAL WEEDS

Noxious Weeds (Mostly agricultural/horticultural crop weeds): A noxious weed is a plant that has been legally declared under State/Territory legislation. These weeds have a negative impact on crop or animal production and are variously referred to as noxious or declared weeds. Some plants may be noxious in one State or Shire but not in another.

Western agricultural weeds are regulated under the Biosecurity and Agricultural Management Act (2007) and managed in the Kimberley by Department of Primary Industries and Regional Development (DPIRD).

Weeds of National Significance (WoNS): is a list of Australia's worst weeds which have been legally declared by the Federal government with restrictions on their propagation, trade or sale applying to all.

The Australian State and Territory Government have listed thirty-two weeds of National Significance (WoNS), based on weed species impacts, potential to spread, invasiveness, socio-economic and environmental value. **Appendix 2** identifies all species.



IMPACTS OF ENVIRONMENTAL WEEDS

Weeds on National Environmental Alert List: The National Environmental Alert List identifies 28 plant species that are in the early stages of establishment and have the potential to become a significant threat to biodiversity if they are not managed. The Praxelis, *Praxelis clematidea* is found in Broome.

Kimberley Region Priority Alert Weeds: Department of Biodiversity Conservation and Attractions, Parks and Wildlife, has undertaken a species-led prioritisation process to assess the weeds of each region based on ecological impact, invasiveness, current distribution, potential distribution and feasibility and control. This process identified 13 priority weed species for the Kimberley Region, none of which are found within the Shire of Broome.

If any of the Priority Alert Weed Species are identified, please notify the local Department Biodiversity Conservation and Attractions Office on (08) 9195 550



IMPACTS OF ENVIRONMENTAL WEEDS

Shire of Broome - Environmental Priority Weed Species:
Environmental weeds identified as significant within the Shire, are those that are rising in population and prevalent throughout the Shire's open space areas.

Weeds of concern and on the Shire's watch or alert list for their invasiveness, ecological impact, ad health risks are listed in **Appendix 2.**



WEED SPECIES INTRODUCTION AND ESTABLISHMENT

Environmental weeds can be introduced and established through various pathways and have different characteristics for spread. Establishment of invasive species within a new area is dependent on the intrinsic characteristics of the weed species and the vulnerability or resilience of the community being invaded. The resilience or vulnerability of a location is determined by factors such as characteristics, dynamics, and history of the area. The biggest cause of weed introduction and spread is human activities and disturbance, the other cause of weed introduction is natural means.

Pathways for introduction and establishment of weed species in the Shire include:

- Transport corridors such as stormwater drain systems during and after rain.
- Accidental through tourism – camping, parking on the side of the road, rest areas and 4-wheel drive tourism.
- Vehicle transport – utility, service, construction, or civil contractors travelling between sites and transporting seed or fragments.
- Feral animals or native wildlife – seeds attached to fur or in faeces , fruit -eating birds and bats.
- Land use and development – construction and maintenance such as grading, land clearing, slashing, mowing, and vehicle/machinery movement.
- Fragmentation (Stem or root) – clearing areas, not fully removing stems and roots, and not properly disposing of weed material.
- Disturbing native vegetation – land clearing, use of vehicles or machinery in bushland and introducing mulch or foreign soil into the area.
- Dumping of garden waste – introduction of garden escapees and spread of common weeds into natural areas.
- Pastoral holdings – cattle, hay and contractors introducing weeds seeds.
- Production of new rhizomes, tubers, and other vegetative reproductive structures by perennial weeds.
- Wind-borne spores or light weight seeds – weeds can be spread over great distances.
- Post fire opportunities – over burning and hot fires can impact revegetation, create bare earth, and stimulate weed seed germination.
- Water distribution – corky, flattened or light weight seeds are transported through water systems and can establish in watercourse banks, coastal areas, and bottom of floodways.

WEED SPECIES INTRODUCTION AND ESTABLISHMENT

Once a weed species has established within an area they can create a seedbank of dormant weed seeds. Seed bank lifecycle is demonstrated in *Figure 2* below. Seeds are triggered to germinate through disturbance by fire, machinery/vehicles, water flow and moisture presence. Germination can be suppressed using a chemical pre-emergent, mechanical scraping/removal, forced germination and chemical control, hot fires, and smothering with mulch.

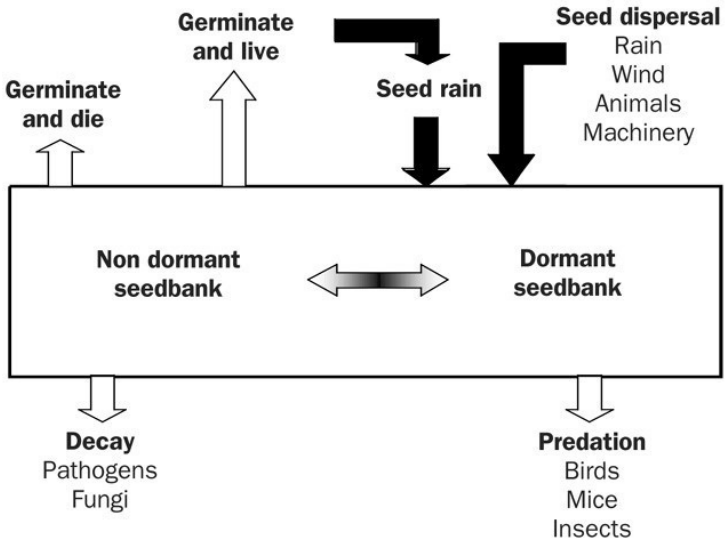


Figure 2. Weed seed bank lifecycle – with input to the seed bank depicted with black arrows and losses of seed to the seed bank with white arrows.

IMPORTANCE OF WEED MANAGEMENT

Weeds are one of the most significant and costly threats to Australia's natural environment and biodiversity. With Australian wide Commonwealth, State and Local Governments spending millions each year on costs for weed monitoring, control, management, and research. Environmental weeds also impact on tourist amenity, agricultural production, public and private infrastructure, as well as economic and social impacts.

As visible through *Figure 3* the greater the weed infestation based on area occupation, the greater the economic impact. It is evident that there are various ways weed species can be introduced or established and due to the invasive nature of weeds; prevention of spread through pathways is a necessary and cost-effective approach to weed management.

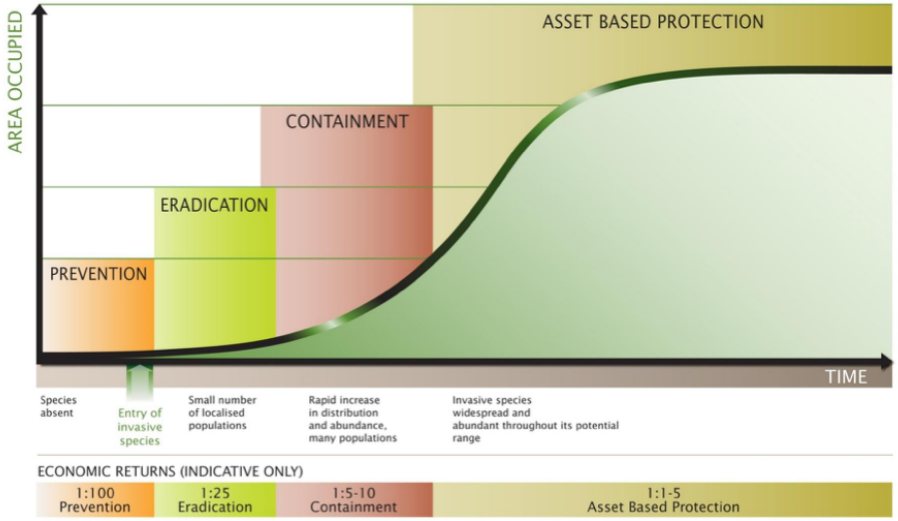


Figure 3. The generalised invasion curve – with the four stages of weed management: prevention, eradication, containment, and asset-based protection (Bailey, 2019).

IMPORTANCE OF WEED MANAGEMENT

In weed management there is an action threshold, which are set levels a weed population must reach before control can begin. These are driven by economic, seasonality and legislative factors. From an economic perspective the action threshold is when the weed density is at a point which some control should be exerted to prevent a weed population from increasing further causing economic loss.

The action threshold for seasonal weeds is based on the time of year and the corresponding temperatures, these aid in predicting the emergence of the first generation of an adult weed. With legislative action the threshold for control is whether the weed is declared therefore by law must be controlled. Action thresholds are important as it assists in resource allocation.

When controlling weeds, timing is a key factor to effectively prevent and manage weed populations establishing. From the weed lifecycle standpoint: control prior to fruiting or seeding and/or control prior to spread pathways – tourism season and wet season. From a weather standpoint: it is important to control weeds whilst the plant is actively growing and prior to it setting seed It is important to consider weather when choosing your control – use of chemicals in fine weather, conducting prescribed burns in the cooler months, and spraying chemicals on calm days.



IMPORTANCE OF WEED MANAGEMENT

Potential impacts from the introduction and spread of environmental weeds within our public open spaces/reserves:

- Reducing the viability, health and biodiversity of native flora species by competing vigorously for space, water and nutrients.
- Causing human health problems causing asthma, skin irritation, other respiratory issues, and poisoning.
- Water contamination affecting the quality of waters when infestations become prominent in wetlands.
- Social impacts on communities through degradation of parks, verges and public access ways which are impacted by lowering the amenity, functionality and aesthetic appeal.
- Alteration of fire regimes through additional fuel loads through the abundant nature of weeds and ability to spread extensively within a landscape.
- Altering soil nutrients by either removing nutrients from soils impacting intentionally planted flora or nitrogen fixing which can impact on native plant species. Some weeds release self-protecting toxins that interfere with the growth of surrounding plants
- Introduction of pests and diseases from different regions that native species or intentionally planted flora may not have been in contact with.
- Alteration of geomorphological processes with weeds causing increased erosion. When annual weeds die off after outcompeting an ecosystem, leaving the soil exposed and susceptible to being washed away from rains or wind.
- Cultural heritage impacts include alterations of cultural heritage or sacred sites and lowering the availability of bush tucker and native medicines available to indigenous communities.

ENVIRONMENTAL WEED PRESENCE IN SHIRE OF BROOME

Weed Distribution

Monitoring weed distribution is important when attempting to control weeds. Monitoring should be ongoing and must be a collaborative effort between the Shire, industry groups, landholders, community groups and our National Resource Management body

Key observations relating to the distribution of weeds in Broome and surrounds:

- Weeds have been mapped more often along (fence lines, road verges, informal vehicle, and human tracks). More mapping needs to be undertaken to decide the extent of many species from these edge areas.
- Weeds readily invade and establish in disturbed sites (due to livestock, human disturbance, fire, construction, illegal rubbish dumping)
- Weeds establish more easily in wet areas (swales, drains, monsoon vine thicket, back of dunes, near sewer treatment plant)
- Garden escapees contribute to the spread of weeds, including the introduction of new weeds.
- Weeds promote hotter fires which in turn promote the establishment of more weeds.
- Distribution is aided by humans and vehicles, animals which eat seeds or have them become stuck in their fur, inflow from the stormwater drainage system



ENVIRONMENTAL WEED PRESENCE IN SHIRE OF BROOME

Weed Management Prioritisation

Weed prioritisation is assessed and broken down within the Shire of Broome's different managed land categories including stormwater drainage systems, parks and gardens, road reserves and natural bushlands. Current and potential weed distribution, ecological impact, and level of invasiveness (at a landscape and site scale) are important factors in prioritising weed management.

To ensure wees are managed on a priority basis resources should be allocated based on the following three considerations:

- Priority weeds
- Priority landscape areas
- Priority pathways of spread



ENVIRONMENTAL WEED PRESENCE IN SHIRE OF BROOME

Alert Weeds

For the context of the weed management strategy the Shire defines 'alert' weeds as a species that:

- Not yet naturalised in the shire area
- Has the potential to have a high level of impact if it became established
- Has a reasonable likelihood to arrive in the shire area

The 'weed risk ratings' are based on the following criteria:

- **Invasiveness:** Ability to invade bushland in good or excellent condition or ability to invade waterways.
- **Distribution:** Wide current or potential distribution including consideration of known history of widespread distribution elsewhere in the world.
- **Environmental Impacts:** Ability to change the structure, composition, and function of ecosystems. Particularly the ability to form a monoculture in a vegetation community.

Priority Landscape areas

Landscape areas that require priority management attention within the Shire of Broome are determined using one or more of the following criteria:

- Low incursions of weeds
- Sites of significance for biodiversity conservation
- Significant commercial values
- Very high visitation areas
- Significant cultural and heritage values
- Susceptibility to invasion
- Weed source areas including top of streams and up wind areas
- High value assets

Consideration should be given to several other factors such as the weed species present within the natural area, the characteristics of individual sites such as soil type, proximity to water courses, quality of native vegetation and presence of sensitive species (ecological ranking).



ENVIRONMENTAL WEED PRESENCE IN SHIRE OF BROOME

Priority Pathways for Spread

The main pathways of spread for weeds within the Shire have been identified within *Figure 4*.

Considerations include:

- Physical characteristics of weeds that are likely to be transported by human or natural means
- Which weeds are most likely to be transported into or within the Shire of Broome
- Human activities most likely to spread weeds
- Presence of a physical corridor assisting weed spread



Cause	Pathway of Spread	Example mechanisms of spread along priority pathways
Physical processes	Stormwater drainage systems Tidal movement	Water, wind
Native or feral animals	Native bushland Natural corridors Watercourses	Feral of native animal movement
Land use and development	Pastoral holdings	Cattle, hay, and contractors
	Roads	Construction and maintenance such as grading, slashing, livestock and fodder hauling, high traffic, rest areas and tourism
	Water pipeline	Maintenance activities
	Contractors	Maintenance activities and vehicle machinery movement
Tourism	Accidental	Camping, 4WD tourism, use of rest areas
Use by industry	Nursery industry Garden plants Horticulture Agriculture	Deliberate planting, garden escapees, pastoral escapees, vehicle, and machinery movement

Figure 4: Priority Pathways of Spread within the Shire

WEED CONTROL

This section outlines the common methods used in the control of weeds. There are many aspects that need to be considered when determining the relevant weed control method or combination of methods to implement in parks, urban landscaping areas, natural bushland, and drainage systems. The correct selection and implementation of a control method will ensure that weed infestations are dealt with in a timely manner and have least environmental costs to the impacted site or surrounding areas.

Weed control methods used to reduce weed infestations to manageable levels or eradication includes:

- **Physical Weed Control:** the removal of weeds through manual or mechanical processes including slashing, mowing, mulching, tilling or by hand.
- **Chemical Weed Control:** the use of selective, non-selective and pre-emergent herbicides to affect the growth, development and germination of weeds which may result in death of the plant.
- **Thermal Weed Control:** the utilisation of burning with fire as a tool and the application of hot water or steam to cause death of the weed.
- **Biological Weed Control:** the introduction of pest, pathogens, or viruses to reduce weed spread and growth.
- **Land Management Control:** indirect control through good land management practices including hygiene protocols, fire management, quarantine protocols, feral animal controls and prevention of overgrazing.

An important recognition is that whilst the initial implementation of the above methods is an important control, it is ineffective unless follow up controls are programmed. For long term effectiveness of the control, weeds that are removed or reduced, should be replaced with desirable plants such as native species through natural recolonisation of an area or intentional planting to ensure there is less space for re-infestation. Monitoring and follow up control methods can aid in early identification of re-infestation and weeds can be addressed promptly, preserving the area.

A comprehensive list of weed control is outlined in **Appendix 3.**



INTERGRATED WEED MANAGEMENT APPROACH

Integrated weed management (IWM) is a long-term approach, using a combination of different management and control techniques to monitor, prevent and control weeds. The most effective weed management involves the implementation of an integrated approach, as a single control measure will not be effective over the long term. Using a variety of control methods, rather than just one, also ensures weeds are less able to adapt to a single control method. Integrated Weed Management addresses the underlying causes of weed infestations, rather than just focusing on controlling visible weed presence.

This is achieved through targeting the various stages of the weeds lifecycle and undertaking measures that will prevent weed reproduction, reduce weed emergence, promote seed bank depletion, and minimise weed competition with desirable vegetation. Weed management program development can be informed through the interpretation of individual sites, the native plant communities, distribution of weed species and patterns of disturbance.

An integrated approach within the Shire would include:

- Weed Monitoring: mapping, photo monitoring and observational monitoring.
- Weed Prevention: minimising access and disturbance, and hygiene protocols.
- Weed Control: physical, chemical and land management.

INTERGRATED WEED MANAGEMENT APPROACH

Weed Mapping

Weed mapping can be a useful tool in identifying the extent of the weed infestation, identify patterns in distribution and pathways of spread, assist in control and management planning, allocation of resources and effectiveness of control actions (Bailey, 2019). Weed mapping can also assist in defining control cells within priority reserves. Mapping is done in conjunction with monitoring, as weed monitoring provides the data and information required for mapping. Parameters of mapping need to be established whether it be priority species, certain percentage cover or established highly invasive species the use of continuous mapping can determine how successful a control in an area is going and can alert us of outbreaks or when the objective has been reached.

Current Management

Weed mapping has begun in the Shire with the data being collected regularly through observational monitoring and infestation identifications. The weed mapping will assist in informing on ground weed management programs and follow up protocols.

Previous mapping has been conducted by the Environs Kimberley around the Broome townsite, evident from *Figure 5*.

Department of Primary Industries and Regional Development have developed a reporting app "My Pest Guide Reporter" which aids in identification of new or established weed infestations and in the active mapping of an area.



Figure 5 - Environs Kimberley weed map (2013))

INTERGRATED WEED MANAGEMENT APPROACH

Weed Reporting

Weed reporting can be a valuable tool for gaining or confirming identification, sharing knowledge of infestations, weed management from the responsible stakeholder can occur. Reporting can be done locally - for area specific target weed infestations, regionally – for established weed threats, and nationally – for new incursion threats.

Current Management

Weed reporting is only currently conducted internally. Only weed infestations of a large scale are reported that need substantial control methods, smaller weed populations are dealt with by staff either through physical or chemical controls.

Observational Monitoring

Observational monitoring is a form of surveying and can be conducted through use of permanent transects or quadrats. This type of monitoring tracks new weeds and monitors the effectiveness of weed control programs. Transect surveying involves walking along a fixed pathway or single line whilst recording occurrences of the weed species, this method is applicable to storm water drainage systems.

Quadrat surveying involves random sampling of one square metre of habitat and recording the distribution of weed plant species within the quadrat.



INTERGRATED WEED MANAGEMENT APPROACH

Weed Prevention and Control

Preventing the introduction and spread is one of the key objectives of the weed management strategy, as control methods can be both costly and labour intensive. Weeds can be introduced to an area through transportation by both natural and human sourced mechanisms.

Transport pathways for weed spread and introduction were detailed previously. Through the identification of these pathways, a focused effort on specific methods of weed prevention can be implemented.

Weed prevention management processes can include:

- Minimising access and disturbance
- Weed hygiene protocols
- Drainage system rehabilitation
- Fire management and response
- Education

Community Education

Community education and training for contractors and practitioners in contact with weed infestations is integral to slowing the spread of weeds. Raising awareness, knowledge, motivations, and behaviour will assist in the prevention of weed spread and encourage participation in environmental activities.

INTERGRATED WEED MANAGEMENT APPROACH

The community can prevent weed introductions and spread by:

- Correct disposal of green waste - not dumping garden waste into natural bushland areas, stormwater drain systems and roadsides.
- Minimising access and disturbance to natural areas or weed infestation sites – staying on tracks, not taking vehicles or recreational equipment into undisturbed areas, and not allowing dogs to run off-leash in natural areas.
- Undertaking appropriate hygiene practices when entering and leaving parks, natural bushlands, or stormwater drainage systems. This includes cleaning footwear, removing any seed from clothing, pet fur and recreational equipment such as bike tyres.
- Joining a community group to participate in planting and maintaining some of the stormwater drain systems and other areas.

As it is an offence to deposit litter on land or water, if you see anybody illegally dumping green waste - please contact the Shire via (08) 9191 3456 or shire@broome.wa.gov.au.

Current Management

The current approach to community education regarding weed management by the Shire of Broome includes education through the "Weeds of Broome" brochure and the "Weed Control" page on the Shire website.

There is existing local educational material offered by external sources including the "Kimberley Weeds" index cards, Roebuck Bay Working Group's "Coastal Gardens: a planting guide for Broome on the Dampier Peninsula" booklet and Department of Primary Industry and Regional Development website and "Weeds to Watch" poster. Further educational information can be found on the Department of Biodiversity Conservation and Attractions "Weed" page on their website.. Weeds Australia provides identification and distribution information on weeds.org.au.

Training

Ongoing training is essential for the continued development of staff knowledge and expertise. Training in weed identification from germination to seeding, understanding of weed lifecycles and appropriate control methods for target species and hygiene protocols for use of machinery and equipment is vital for all staff working in the Broome habitat.



IMPLEMENTATION

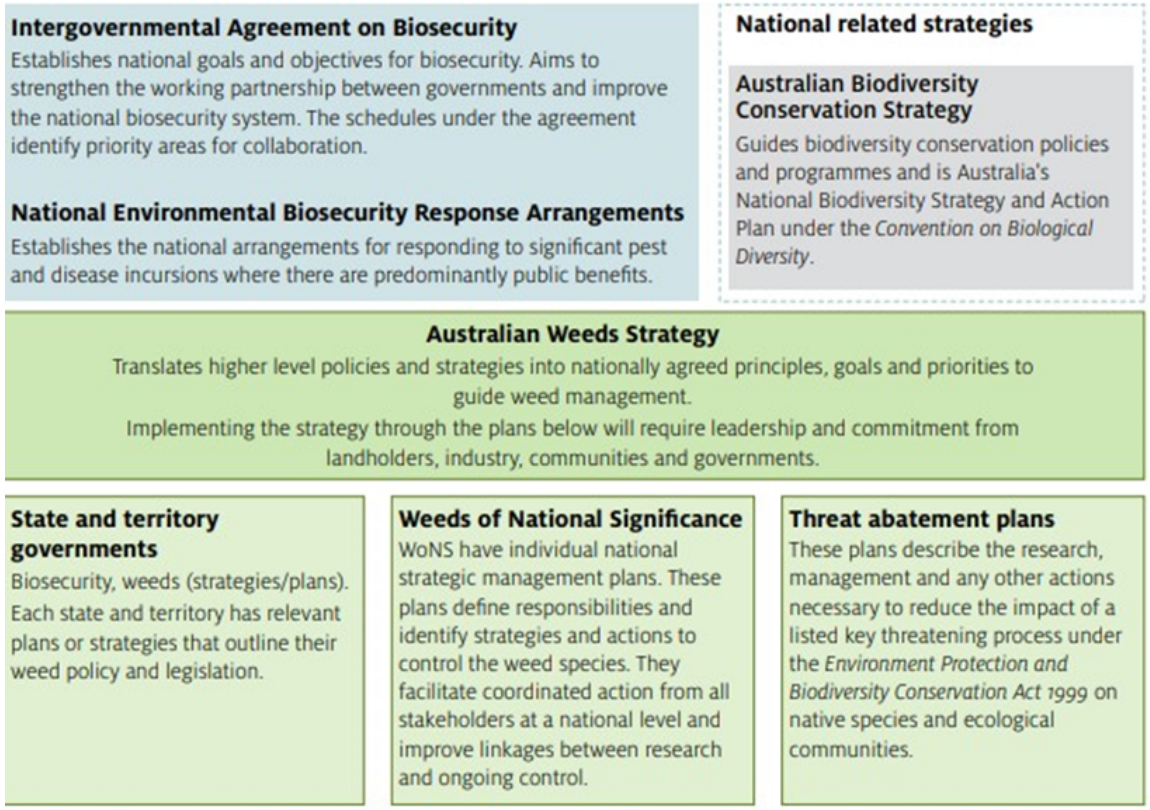
An Action plan is being developed to support the Broome Weed Strategy and provide a framework of actions for effective, efficient and sustainable management of weeds within the Shire.





Appendix 1 -

Context for the hierarchy of roles and responsibilities of weed management from a national to local level.



Appendix 1 - Cont.

Context for the hierarchy of roles and responsibilities of weed management from a national to local level.



Appendix 2- Weed Identification & Priority Listing

	WA Declared Class	Shire Priority Weeds for Eradication	Shire Watch/ Alert List	Declaired/ Noxious Weeds	Weeds of National (WoNS) Significance	Weeds of National Significance (WoNS) - Watch List	Priority
Bellyache Bush, *Jatropha gossypifolia*	Declared S22(2) (C3 Management)	Y		Y	Y		High
Buffel Grass, *Cenchrus cilliaris*	Permitted S11	Y					High
Caltrop, *Tribulus occidentalis*	Permitted S11	Y					High
Candle Bush, Senna alata			Y	Y			High
Chinese Apple, *Zizyphus mauritiana*				Y			High
Coffee Bush, *Leucaena leucocephala*	Permitted S11	Y					High
Gallon's Curse, *Cenchrus biflorus*	Permitted S11	Y					High
Hairy Merremia, *Distimake aegyptius* (previously *Merremia aegyptia)*		Y					High
Khaki Weed, *Alternanthera pungens*	Permitted S11	Y					High
Mint Bush, *Mesosphaerum suaveolens (previously Hyptis suaveolens)*	Permitted S11	Y					High
Neem Tree, *Azadirachta indica*		Y		Y			High
Praxelis, *Praxelis clematidea*	Declared S12 Prohibited (C1 Exclusion)		Y	Y	Y		High
Rubber Bush, *Calotropis procera*		Y		Y			High
Rubber Vine, *Cryptostegia grandiflora*	Declared S12 Prohibited (C2 Eradication)			Y		Y	High
Siratro, *Macroptilium atropurpureum*	Permitted S11	Y					High
Snake Vine/White Creeper, *Distimake dissectus* (previously *Merremia dissecta)*		Y					High
Water Lettuce, *Pistia stratiotes*				Y			High
Wild Passionfruit, *Passiflora foetida*	Permitted S11	Y					High

Appendix 2- Weed Identification & Priority Listing

	WA Declared Class	Shire Priority Weeds for Eradication	Shire Watch/ Alert List	Declaired/ Noxious Weeds	Weeds of National (WoNS) Significance	Weeds of National Significance (WoNS) - Watch List	Priority
Athel Pine, *Tamarix aphylla*					Y		Medium
Coffee Senna, Senna occidentalis			Y				Medium
Coral Vine, *Antigonon leptopus*	Permitted S11		Y				Medium
Indian Devil Tree/Cheesewood, *Alstonia scholaris*	Permitted S11		Y				Medium
Ivy Gourd, *Coccinia grandis*	Declared S22(2) (C3 Management)		Y				Medium
Kapok Bush, *Aerva javanica*	Permitted S11		Y				Medium
Lantana, *Lantana camara*					Y		Medium
Madagascar Rubbervine, *Cryptostegia madagascariensis*	Declared S22(2)		Y				Medium
Mossman River Grass, *Cenchrus echinatus*	Permitted S11		Y				Medium
Parkinsonia, *Parkinsonia aculeata*					Y		Medium
Taylor Fruit, *Ziziphus mauritiana*	Declared S22(2) (C3 Management)		Y				Medium
Tiger Paw, *Ipomoea pes-tigridis*	Permitted S11		Y				Medium
Birdwood Grass, *Cenchrus setiger*	Permitted S11		Y				Low
Butterfly Pea, *Clitoria ternatea*	Permitted S11		Y				Low
Cabomba, *Cabomba caroliniana*	Declared S12 Prohibited (C2 Eradication)					Y	Low
Cats Claw Vine, *Dolichandra unguis-cati*					Y		Low
Gamba Grass, *Andropogon gayanus*	Declared S12 Prohibited (C2 Eradication)					Y	Low
Hymenachne, *Hymenachne amplexiaulis*	Declared S12 Prohibited (C1 Exclusion)					Y	Low

Appendix 2- Weed Identification & Priority Listing

	WA Declared Class	Shire Priority Weeds for Eradication	Shire Watch/ Alert List	Declaired/ Noxious Weeds	Weeds of National (WoNS) Significance	Weeds of National Significance (WoNS) - Watch List	Priority
Leaf Cactus, *Pereskia aculeata*	Permitted S11					Y	Low
Madeira Vine, *Anredera cordifolia*	Permitted S11					Y	Low
Mesquite, *Prosopis spp.*						Y	Low
Mimosa, *Mimosa pigra*	Declared S12 Prohibited (C2 Eradication)					Y	Low
Parthenium, *Parthenium hysterophorus*	Declared S12 Prohibited (C1 Exclusion)					Y	Low
Pond Apple, *Annona glabra*	Declared S12 Prohibited (C1 Exclusion)					Y	Low
Prickly Pear, *Opuntia spp*	Declared S12 Prohibited (C2 Eradication)				Y		Low
Salvinia, *Salvinia molesta*	Declared S12 Prohibited (C2 Eradication)					Y	Low
Water Hyacinth, *Eichhornia crassipes*	Declared S12 Prohibited (C2 Eradication)					Y	Low

Appendix 3- Weed Control Methods

Physical Weed Control

Manual or physical control involves the physical removal of the weed by human or mechanical effort. Although, physical control is the most appropriate weed control in certain circumstances, it is also the most expensive, as it is the most time consuming and labour-intensive process. Physical control allows for selective removal of weeds and avoids the use of herbicides.

This control method follows the three general principles:

- Work outwards from good bush areas toward areas of weed.
- Make minimal disturbance to the environment.
- Let native plant regeneration dictate rate of weed removal.

This method, however, would not be recommended for species that reproduce by rhizomes, tubers, corms, or areas where soil disturbance would have implications. Gross soil disturbance can lead to weed replacement, which is why revegetation actions are recommended in conjunction with weed removal.

The method also needs adjusting for drainage weeding, where it is recommended to commence where water enters a drain.

Hand removal is commonly prescribed for the control of individual plants, small populations, ecologically sensitive areas, and species that are seeding or flowering. Care must be taken to remove all root matter to ensure regrowth does not occur from remaining roots. All removed weeds should be disposed of appropriately off site.

Mechanical Slashing is a favourable method for control of fast-growing annuals and is a standard control measure for grassweeds. This method can be used on a small scale to de-flower weeds and remove vegetative growth. Mechanical slashing is a relevant method for weeds that have not gone to seed – slashing whilst a weed is in seed will only further contribute to the spread of weed seeds. Mechanical control must be done conjunction with the relevant hygiene protocols to ensure weed seed is not spread from weed sites to different areas.

Appendix 3- Weed Control Methods

Ploughing or Tilling turns over the soil and buries the weed beneath the soil. This provides a barrier to the sun, therefore killing the weeds. Tilling is a form of physical control that can be easily undertaken over a wide area, using agricultural machinery. Strategic tilling can lower the subsequent weed emergence; however, it can lead to damage in soil structure and exposes the soil to erosion and further invasion by weeds. This is not generally an urban application.

Mulching or smothering is the use of materials such as wood chips, newspaper, black plastic, or organic matter to cover disturbed soils, smothering of weeds or stopping the emergence of plants in the area. The suitability of smothering and mulching needs to be considered in natural areas as it can cause soil disturbance from machinery use preventing native seedling regeneration

Chemical Weed Control

Chemical weed control through use of herbicide application is often the most cost-effective and practical method of weed control in various situations. Herbicides are defined as a 'chemical substance used to destroy or inhibit the growth of plants, especially weeds.' Herbicides can be classified into three categories:

- pre-emergent (residual) – inhibit the germination of pest plants.
- non-selective – broad spectrum and work on wide variety of plants; and
- selective – working on a specific range of plants.

Herbicide application is an effective component in integrated weed management, having higher success rates than other forms of weed control. Herbicide application is carefully considered and should be used in conjunction with a variety of control methods. The best practice for herbicide application involves knowing the target weed, understanding the site conditions, choosing the correct herbicide, choosing the correct application method, ensuring operators are trained and ensuring all regulations and label instructions are followed. The correct percentages of low toxicity herbicides at key points, especially in the proximity of waterways and water catchment sites can have lesser of environmental impact and more success in the management of weeds than other control methods.

Appendix 3- Weed Control Methods

A multi- faceted selection of herbicides and application techniques is recommended. Some chemical weed control methods include:

Broad Acre Spraying is a primary level of control within open areas of little or no native vegetation. This can be undertaken by hand in small areas and by vehicle to cover larger areas. It involves spraying a weak herbicide solution over the foliage of weeds.

Spot Spraying is like broad acre spraying though targets weed infestations amongst germinant rehabilitation or revegetated areas. Care must be taken when spot spraying to avoid off-target spray affecting native vegetation. Careful attention to environmental conditions, particularly wind direction and speed, and strengths of chemical solutions must be taken when spot and broad acre spraying.

Wicker Wiping is a method used to minimise off target damage often caused by spraying of herbicide. This method involves wiping a herbicide-soaked rope or cloth implement against weed foliage. Whilst this is a more targeted treatment, it is also more labour intensive and should be prescribed for areas of highest specific usage only e.g. sport ovals and high amenity areas.

Cut Stump Control is a specific method used for treating large and woody weeds from sensitive bushland areas. Trees and shrubs have foliage cut and often trunks cut to the stump and a herbicide applied by spray or brush to the cut stumps and stems. Weeds can remain intact onsite without requiring further removal if preferred.

Stem Injection/Drill and Pill involves drilling or cutting through the bark into the sapwood tissue in the trunks of woody weeds and trees. Herbicide is immediately placed into the hole or cut, in liquid or pill form. The aim is to reach the sapwood layer just under the bark (the cambium growth layer), which will transport the chemical throughout the plant.

Basal Bark involves mixing an oil-soluble herbicide in diesel and spraying or painting the full circumference of the trunk or stem of the plant. This method is suitable for thin-barked woody weeds and undesirable trees. Basal bark spraying is also an effective way to treat saplings, regrowth and multi stemmed shrubs and trees. This method allows the herbicide to enter underground storage organs and slowly kill the targeted weed.

Appendix 3- Weed Control Methods

Thermal Weed Control

Burning Fire management can be utilised as a tool in weed control. Burning removes the above soil weed body and can be a good control method for wide areas and large infestations of grasses and woody weeds. Prescribed burns can be planned appropriately either before the weed is seeding or in dry soils for maximum intensity leading to destruction of seed bank stores. An integrated approach of herbicide spraying before burning, can assist by increasing the weeds flammability, broadening the burning opportunity. Follow up weed control is recommended after burning activity, as fire can result in vegetation cover loss, expose soil surface to erosion and reduce competition for resources, providing weed species with the opportunity to grow.

Fire is an important and necessary natural feature of the Australian environment and can have negative and positive impacts on weed management. The increased disturbance from hot fires and/or regular fires within a region is destructive and can kill native species leaving an area exposed. This provides opportunities for weed species to establish in these newly disturbed areas. Therefore, quick fire responses and fire prevention activities such as maintaining fire breaks and access ways, reducing fuel loads of nearby natural bushland, and reducing access and disturbance post fire will avoid introduction of weeds into the area.

The Shire operates an annual Bushfire Mitigation Program from May through to the end of December, designed to encourage residents to take action to help minimise the threat of bushfires. Through the participation of Shire of Broome residents within this program can help prevent the impacts of fire and as a by-product the impact of weeds within the shire.

The Shire works in collaboration with the Department of Fire and Emergency Services and local Broome Volunteer Bush Fire Brigade and the Volunteer Fire and Emergency Services, to conduct planned burns to reduce large weed infestations.

If you see fires within the Shire of Broome please call Triple zero (000). To report knowledge of suspicious fires or acts of arson to the police or ring crime stoppers on 1800 333000.

Hot Water involves the application of hot water under pressure on to a weed species, which can result in the breakdown of the plants cellular structure. Hot water application is most relevant to urban environments (eg. footpaths and kerbsides), where herbicide concerns are at highest proportion. This form of thermal control can be fast-acting and a safer alternative to herbicide use; however, has been found to be less effective than chemical controls, greater in cost, non-selective and is impractical for natural areas.

Appendix 3- Weed Control Methods

Biological Weed Control

Biological weed control is the management of weed populations through the introduction and use of natural parasites, predators, and viruses. Biological control does not eliminate weeds, but aids in the reduction of target populations, lowering their impact. This can be an efficient form of weed management, particularly useful for widespread introduced species where manual control is uneconomical. Biological control can further be advantageous over other methods as it is cost-effective in the long term, reduces requirement for herbicide application and is generally an environmentally friendly option. However, not all weed species have identified biological controls and cannot be used in all circumstances. Limitations of biological controls are recognised within the Shire of Broome, as the seasonal and environmental conditions may impact the effectiveness of biological control agents.

Land Management Control

Land management control focuses on how the modification of land use practices can prevent the spread of weeds. Good land management practices are critical in reducing the incidence and impact of weeds. This control type is most relevant to Indigenous ranger groups, large tenure land managers, grazers, and station owners. The initial increased costs associated with improved land management are counteracted by the reduced weed control required.

Minimising access and disturbance to weed infestations or weed controlled sites will significantly reduce the spread of weeds. Human disturbance is a vector for weed spread, through seeds being attached to clothing, footwear, recreational equipment, machinery or tools and pets. Through preventing or controlling access to infested areas through fencing or blocking of illegal entrances site hygiene can be maintained. The use of external soils or mulch imported into natural bushland areas will only further disturb the area, introducing potential weed spread. The use of wide buffer zones between infestation sites and undisturbed adjoining areas or roadsides can also minimise the disturbance of areas.

Appendix 3- Weed Control Methods

Hygiene Protocol:

Weed hygiene is an important weed prevention tool to ensure weeds, pathogens and pests are not spread from or in parks and urban landscaping areas. Weed seeds and pathogens can be spread through materials such as soil, sand, gravel, and water, captured in footwear, lodged in machinery, vehicles, and other equipment. The appropriate cleaning of all transport mechanisms will reduce the spread of weed seeds between sites. Producing a biosecurity protocol to be used throughout the Shire of Broome by both staff members and independent contractors will be the best prevention method.

A biosecurity/hygiene protocol will target:

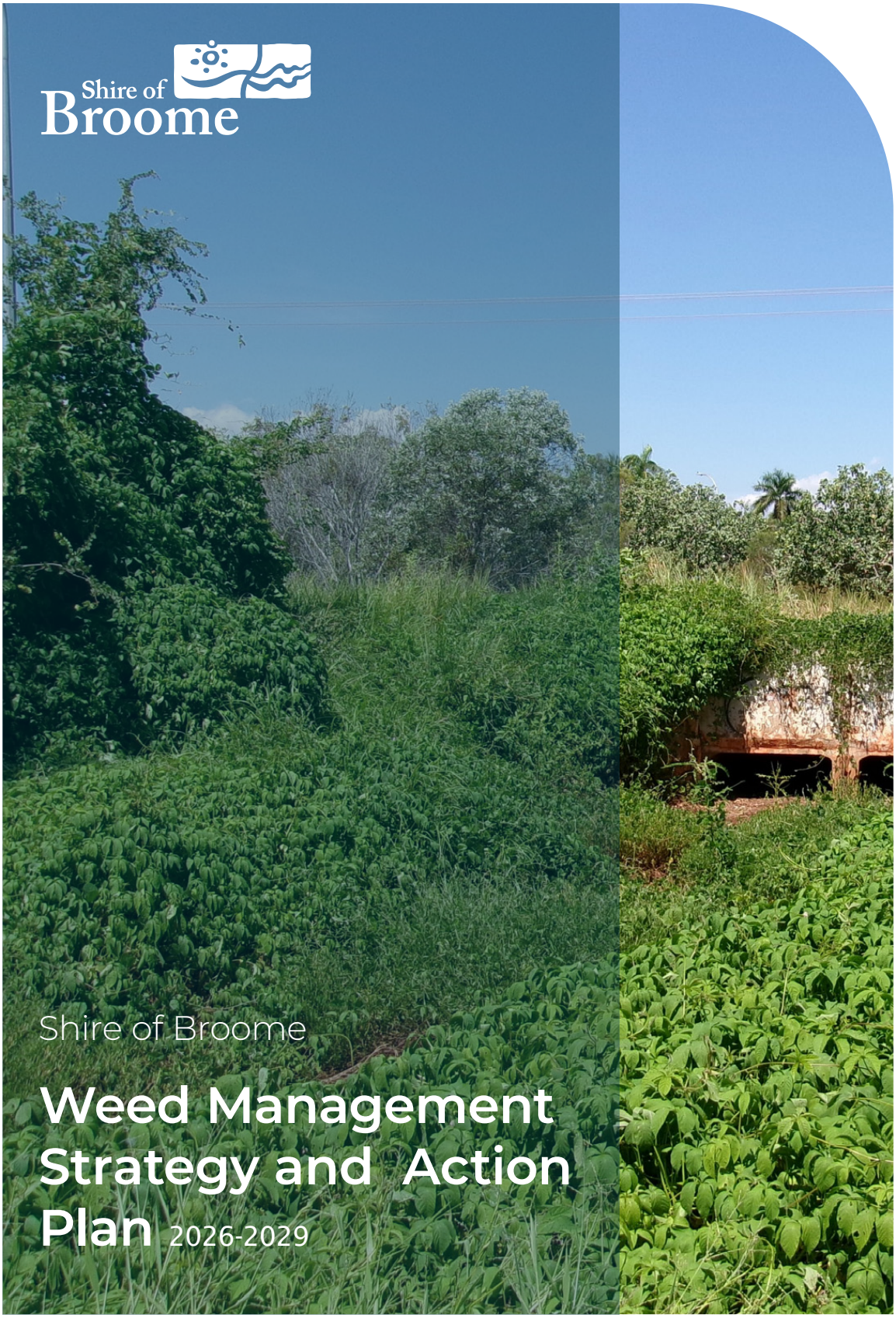
- Vehicles, machinery, and equipment
- Materials such as soil, gravel, or sand
- Clothing, boots, or recreational equipment such as bike tires.
- Best practice design and maintenance of all wash down and decontamination areas

Revegetation: Broome townsite has extensive open space areas, which experience heavy wet season monsoonal rains in combination with occasional cyclones and regular fires. The combination of these factors promotes weed incursion. Rehabilitation of the landscape through replanting, mulching, weed control and monitoring reduces weed incursion.

Feral Animal Control: appropriate feral animal control reduces seed distribution that can attach to fur and hooves, also reduces disturbance to soil and native vegetation therefore lowering weed invasion susceptibility.

Quarantine protocols: isolate a weed prone area and limits further weed dispersion and monitoring for early weed identification of neighbouring areas. Quarantine of stock may also be used to limit seed dispersion.

Prevention of overgrazing: maintenance of pastures and or desirable ground covers and grazing management through the prevention of stock will lessen the soil disturbance/deterioration which would allow for weed growth.


Shire of Broome
Shire of Broome
Weed Management Strategy and Action Plan 2026-2029

Shire of Broome Weed Management Strategy and Action Plan

1. Introduction

1.1 Acknowledgment 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.

1.2 The problem with weeds

Weeds have been described as plants out of place, but when we are talking about weed management, its more about the threats caused by weeds and their impacts on the things we value such as biodiversity and amenity. Weeds outcompete native species because they have no natural enemies (herbivores, pests and diseases) to keep them in check. They can respond quickly to disturbance events and use the opportunity to take over. The problem with this is that they provide little habitat and food for native animals, dominate the landscape, reducing biodiversity and degrading the value of cultural sites and altering fire regimes and other ecological processes.

1.2.1 Weeds without borders

Weeds don't recognise fences or change of ownership and they don't stay where we put them. They are successful opportunists. They invade and spread wherever they can and cause problems across all tenures. A collaborative approach to weed management is necessary to effectively manage weeds in the Shire of Broome.

The Shire of Broome recognises and respects the valuable partnerships it has in the community. The Shire works closely with the Department of Biodiversity, Conservation and Attractions, Environs Kimberley, Yawuru and community volunteers.

1.3 Weed management context

Local government, Commonwealth and State government agencies, as well as many other organisations are involved in the management of weeds. Locally this includes a range of volunteer groups, Traditional Owners, State Government agencies and environmental non-government organisations (eNGO's).

The Biosecurity and Agriculture Management Act, 2007 (BAM Act) provides the mechanism for government to declare a weed or restrict its movement. The Act also gives provision to safely manage the use of agricultural chemicals. If a declared pest is found on land owned or managed by the Shire of Broome, the Shire must adhere to requirements under the BAM Act and its subsidiary legislation. The action required is dependent on the status or category of the declared pest plant. Definitions are included in Appendix C.

The Weeds of National Significance (WoNS) list is a joint initiative of the Commonwealth, State and Territory Governments to coordinate national effort against 32 of Australia's worst invasive plants. These weeds cause negative impacts to Australia's natural and productive landscapes.

There are Commonwealth and State weed management strategies and this document fits under and takes some guidance from each of these documents.

2. Vision, Aim and Goals

2.1 Vision

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

2.2 Aim

The aim of this document is to provide a strategic framework for managing weeds within the Shire of Broome and prioritise strategic management actions.

2.3 Goals

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

3. Scope

The focus for active control of weeds in this strategy is within the Broome townsite. However, a broader community engagement and education approach is recommended for the whole Shire. Additionally, where possible, priority weed control actions may be undertaken in areas of 4 mile and 12 mile as these areas are seen as potentially the first line of defence, particularly for new weed species coming into the township.

Figure 1 on the next page is an indicative map showing land within the Broome townsite which is under the management of the Shire of Broome. These areas are therefore the sites in which direct weed control action can be undertaken by the Shire.

The Shire of Broome acknowledges the enormous efforts made by members of the community to control weeds within bushland reserves and drains within the Shire, which it values greatly. This document provides strategies and priority actions to improve support for and collaboration with the community on this serious threat to our natural environment.

Shire of Broome Weed Management Strategy and Action Plan

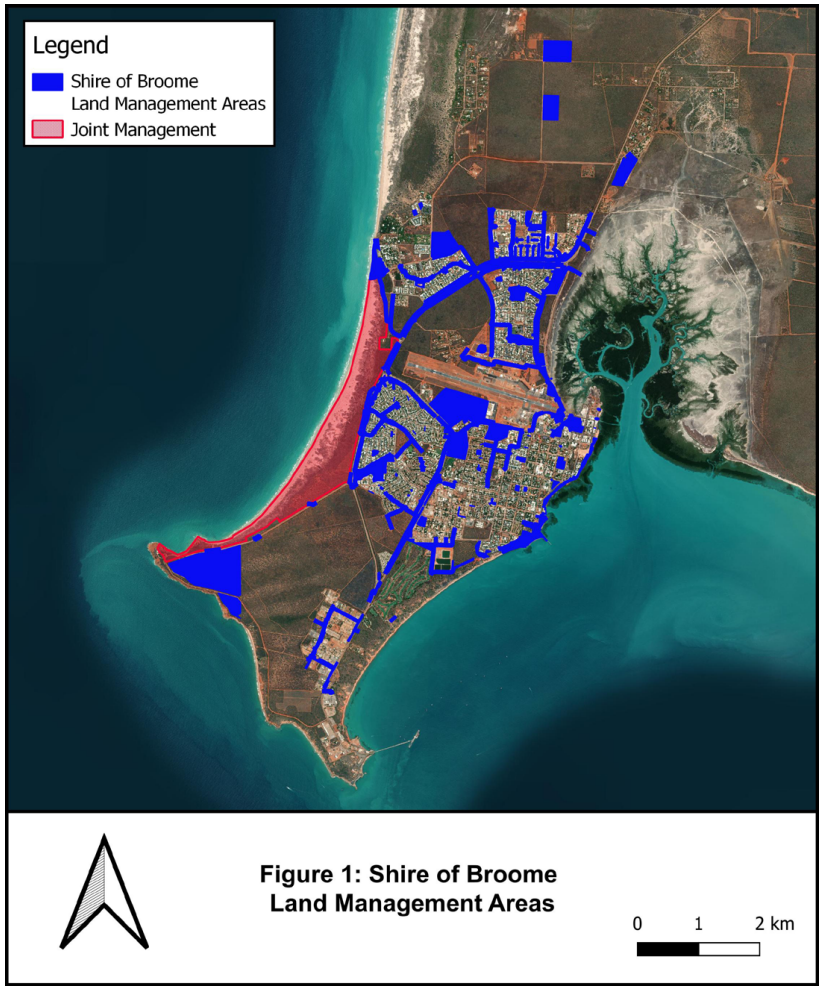


Figure 1: Shire of Broome Land Management Areas

4. Vectors and Sources

4.1 Drains

Broome's extensive drainage system helps manage flooding from seasonal rainfall, but also creates ideal conditions for weeds. As disturbed sites, drains support weed growth and act as both sources and vectors, spreading seeds downstream during overflows. Several priority weed species in Broome have floating seeds, making them particularly suited to dispersal through the drainage network.

4.2 Highways

Highways and other major transport routes also act as vectors for weeds, with paths cut through the natural vegetation creating a path of disturbance which weeds to take advantage of. Vehicles, equipment and animals carry weed seeds and other propagules along these arteries, exacerbating the spread of weeds.



▲ Broome Hwy - Neem, Coffee Bush and other weeds

4.3 Hitchhikers

Weeds are great at hitchhiking. Some have spiky fruit that stick to tyres, shoes or animals, while others rely on fruit-eating animals like birds and bats to spread seeds. In Broome, fruit bats help spread Neem Tree seeds this way.

4.4 Source populations and parent trees

Identifying where weeds are coming from is vital to effective long term management and arresting the spread of invasive species.

Source populations may exist at the top of a catchment, in local gardens or on unmanaged land. Identifying these sources and controlling weeds here, or working collaboratively with other land holders and land managers on these sites, can stop further spread or reinfestation of sites in adjacent areas.

Parent trees are those large, well-established trees of weed species which may have even been planted initially. These are potentially the source of surrounding infestations and therefore removing these trees will remove this source of new weeds in the long term. For example, Neem Trees were planted extensively in Northern Australia for their medicinal properties and as fast growing, hardy shade trees. There are two very large and well-established Neem Trees within Chinatown (corner of Short Street and Carnarvon Street) which are likely to be acting as parent trees.

4.5 Unmanaged land

Areas of unmanaged land within Broome townsite, such as vacant blocks, over-cleared or underdeveloped land, unallocated Crown Land and unmanaged road reserves are harbouring weeds which then disperse into the surrounding environment.

Shire of Broome Weed Management Strategy and Action Plan

5. Approach

There is a significant weed load within the Shire of Broome, particularly around the Broome townsite. In many cases it is unlikely that we will be able to eradicate weed species from the area and we need to prioritise efforts in order to protect high priority assets and to be able to contain and reduce the rate of spread of some weed species.

The Shire of Broome is seeking to change the approach to weed management from reactive to proactive. This Strategy and Action Plan highlights key priorities for protection and management as well as providing a prioritised list of target weed species.

An integrated approach to weed management in Broome is needed. This means using different techniques at different stages of the weed's life cycle or in different circumstances. By combining control methods such as physical, chemical, cultural (if and where appropriate) and biological (where available) it helps to ensure that weeds don't build up a tolerance to one control method. The weed load in Broome is such that physical removal is no longer possible in all areas, however, if an integrated approach is used, a program of chemical control may first be applied which may make the infestation more manageable and then follow up control may be able to be done by hand, for example with isolated seedlings being pulled out by volunteers or ranger groups. In other cases, a community weeding effort may cut out many mature Neem or Coffee Bush plants which could then be followed up by spot spraying seedlings as they recruit. This approach also helps to reduce chemical use.

6. Strategies for Effective Control

6.1 Prioritisation

It is not possible to control all weed species everywhere. Prioritising the areas that need to be protected, the weed species that should be targeted and the most impactful actions we can take to reduce the spread of invasive species are all important strategies to achieve effective weed control.

Work to protect areas of native vegetation in the best condition first. We need to protect our best biodiversity assets. Native plant species can quickly be lost by being outcompeted, shaded out or smothered by weeds. This results in the loss of habitat and food for our native animals. In the short term, it is often easier and cheaper to control weeds where natives have already been lost, but these areas are more likely to be reinfested by weeds. It is also much more expensive to revegetate and restore native ecosystems than to protect them.

6.2 Source Control

Working from the top of the catchment down is best practice for weed control. Sources of weeds including parent plants and infestations at the top of local catchments should be identified. Where possible weed control work should start here and work downward to help prevent reinfestation. This strategy however, should not be used in isolation while significant weed populations threaten biodiversity values downstream. This is because it takes significant resources to control weed infestations and we need to make sure that the things we value are not being lost while we are busy working away at the top of the catchment.



▲ Coffee bush seeding into a recently sprayed drain

Taking this approach on a site-specific scale is also useful. This means working from the upstream, or uphill areas of your site and working down, as that is the way many weed species spread (water and gravity). This approach prevents reinfestation at a local scale. For example, working on a section of drain and controlling only the weeds at the bottom of the drain will likely mean the bottom of the drain is regularly reinfested from surrounding areas.

It is more effective to control weeds one section at a time, from boundary to boundary, starting upstream and working your way down.

Weed mapping and investigation of potential parent plants or source populations should be undertaken to be able to confidently prioritise actions for maximum benefit. There is significant local knowledge and expertise available in the community to inform this process.

6.3 Practice Improvement

Some opportunities for improving practices have been identified:

- Hygiene

Vehicles, machinery and equipment moving through weed-infested areas can carry soil, seeds and plant material, spreading weeds and pests between sites. This is a major way weeds spread across Broome.

Basic hygiene practices can drastically reduce this risk and it is a cost-effective approach. It may take a little more time initially, but it saves time and money in the long run by avoiding the creation of new weed infestations.

A designated washdown bay at the operations centre could support more thorough cleaning. If a sump or drainage pit is included, it must be maintained regularly and waste disposed of in landfill. Weeds around the washdown area should also be monitored and controlled.

- Mulch making

There have been some community concerns about weed seed or other propagules remaining viable in mulch created from green waste at the Broome Waste Management Facility. Further research into improving the mulch making practice in Broome has the potential to greatly reduce the spread of weeds within the Broome townsite and encourage greater use of mulch in weed suppression. Ensuring mulch is turned and composted at >55 oC will help in eliminating pathogens.

- Timing

With a lot of area to cover and weeds all seeding at once it can be very difficult to control weeds at optimal times. Understanding expected optimal times for control of each of the priority weed species is an essential starting point for effective control. This information is included in Table 5 below. These timings are subject to some level of local and seasonal variation and are linked primarily to rainfall events, temperatures and other environmental cues. Weed managers should use this table of optimal control timings as a guide only and be ready to act before or after these times, paying attention to the growth stage of the weed species.

Effective control of weeds is essentially about applying appropriate controls while weeds are actively growing but before they develop seed. For example, using chemical control while a weed is growing strongly will ensure good uptake of chemical, reducing the amount needing to be applied.

If using a mechanical control method, such as mowing, wiper snipping, slashing, or cutting out woody weeds, there is a very high risk of spreading seed around and making the problem a lot worse. That is why it is vital not to move any weeds while they are seeding. For example, mowing or slashing Buffel Grass while it is in seed can actively spread seeds, potentially making the problem far worse.

Workforce programming must account for appropriate timing of action for effective weed control.

- Drainage Infrastructure

The Pindan soils on which Broome townsite lies, though porous, are relatively slow to absorb water. The inherent risk to community safety and environmental health associated with standing water in a residential setting, means that the drainage systems in Broome are designed to carry water to various coastal outlet locations or the back of sand dunes, which have greater soil permeability.

Available engineering and bioengineering solutions to minimise the potential impacts of this approach on receiving sites such as Minyirr should be explored. For example, sub-surface delivery, gross pollutant traps, drop out pits, drainage sumps etc.

6.4 Influence other land managers

As a Local Government Authority, the Shire of Broome can exert some level of influence over land not under its direct management. Mechanisms available to seek better outcomes in terms of weed management and prevention include:

- Planning and Development

The Shire can recommend conditions to the Western Australian Planning Commission (WAPC) at the subdivision stage, supported by relevant policies. This allows the Shire of Broome to suggest weed control and landscaping requirements (DPLH pers. comm., 2025). Developing a local landscaping policy would be a cost-effective way to reduce ongoing weed management.

Local governments may also apply and bond these conditions at planning approval, including native vegetation protection, landscaping plans, and weed management programs. Clear completion criteria should be set to ensure compliance before clearance and bond release. Bonding encourages staged development, avoiding wholesale clearing that promotes weed growth.

Bonding weed control/landscaping or site maintenance can promote the use of staged development, rather than what is considered a cheaper option of wholescale clearing initially, with cleared land attracting and promoting weed growth and dispersal.

Standardised conditions and clear landscaping guidelines help manage developer expectations and simplify compliance, saving Shire officers time. Including native species lists will help prevent new weed problems.

Ensuring subdivision planning allows for adequate and appropriate drainage infrastructure is vital to avoiding future weed issues. Drains being highly modified systems present bare areas as an opportunity for weed growth.

Feedback from previous Shire of Broome weed strategies has indicated that some community members are willing, but unable to assist with weed management in drains due to their steeply sloped banks.

Ensuring compliance in design and construction of drainage infrastructure to adhere to the Shire's standards of battering banks to 1:6, with 3m wide bases to permit access, flat longitudinal grades and drop structures will help to ensure that drains are more accessible and velocities are kept low, minimising erosion, maximising absorption, and maximising nutrient stripping.

- Other government agencies

- Seek agreements with the various state government agencies to better control weeds on land they manage. Department of Communities, Development WA, Main Roads WA and the Water Corporation have been identified as land managers in Broome townsite with weeds not being adequately managed.

- Notify landholders of weeds on their land, particularly declared weeds.

Shire of Broome Weed Management Strategy and Action Plan

6.5 Collaborate

Actively seek opportunities to work with other land managers and the community. Focus efforts where others are also working to maximise impacts through collaboration.

Explore opportunities to attract additional funding to maximise the impact of the Shire's resources for weed control and the efforts of volunteers and other organisations. Wherever possible, support volunteer groups applications for funding by providing letters of support and permission, complimentary funding, or in-kind support.

6.6 Engage and Educate

The more that people are aware of the impacts of weeds and understand what to look for and how to control them, the more they are likely to help with the issue. The scale of the problem with weeds in Broome is such that it will not successfully be tackled alone.



▲ Before



▲ After

These before and after photos of the recent effort of SKIPA volunteers at Magabala Botanic Park in Broome North show that 5 people can make a huge difference in only 1.5 hrs.

The Shire of Broome needs a strong commitment to community engagement and weed education, which can be achieved by:

- Making simple, easy to understand information available.
- Ensuring a framework exists to support both community and Shire Staff to easily and safely facilitate volunteer involvement.
- Offering environmental induction or training for Shire employees to build basic knowledge of weed management priorities, including species control, timing, and protection areas.
- Ensuring resources are available to identify priority weed species and understand their impacts, with clear, well-understood hygiene protocols.



▲ Native vegetation in the Broome townsite

Shire of Broome Weed Management Strategy and Action Plan

7. Priorities for Protection

7.1 Priority 1 - Minyirr Park

During the development of this strategy, Minyirr Park was identified as the top priority area for protection by Shire Officers, Department of Biodiversity, Conservation and Attractions (DBCA) representatives, and members of the community.

Minyirr Park is part of the Yawuru Minyirr Buru Conservation Park. It is jointly vested with Yawuru and the Shire of Broome and managed collaboratively between the Yawuru, DBCA and the Shire of Broome. These reserves are one important component of the Yawuru Conservation Estate which comprises intertidal, sub-tidal and adjacent terrestrial reserves in and around Broome and Roebuck Bay (DBCA, 2018).

Minyirr Park is an important natural asset which conserves the threatened monsoon vine thickets and dune systems along Walmanyjun Cable Beach. The Monsoon vine thickets on the coastal sand dunes of Dampier Peninsula is listed as an endangered ecological community under both State and Commonwealth legislation (Biodiversity Conservation Act, 2016 and Environment Protection and Biodiversity Conservation Act, 1999). This vegetation community represents the southern-most occurrence of rainforest type vegetation in Western Australia (DCCEEW, 2013).

For the Yawuru people, it is a living cultural landscape which is highly valued for customary practice and management. It is a sacred bilyurr (spirit) place for Yawuru people. This place is known for its protection and healing qualities (EK & NBY, 2018). The site also plays an important role in tourism and is therefore very important economically for the Shire of Broome. It is also highly valued by residents for its recreational, aesthetic and biodiversity values.

Identifying this site as a priority for protection means concentrating weed control efforts not just within the park but in areas that directly impact it, such as the adjacent drainage channels which have been identified by Shire staff, DBCA and community volunteers as the most significant weed source for Minyirr Park.

7.2 Priority 2 - Native vegetation in good or better condition

Other areas of remnant vegetation in good or better condition should also be prioritised for protection. This may mean prioritising control of weeds in areas adjacent to other reserves or in drains feeding directly into intact areas.

Priority Scale

High Low

7.3 Priority 3 - Hold your ground

It is vital to retain areas of control over weeds. There is virtually no point controlling weeds once, as they will quickly take hold again. Established weed infestations will likely have a high level of weed seed in the soil or other propagules such as tubers (eg. Coral Creeper) from which they will rapidly recruit. All retreatments of weeds should aim to first revisit previously controlled areas and then work out from there. Weeds are also amazing colonisers, quickly filling in bare areas, so long term weed control efforts should aim to re-establish local native vegetation wherever possible.

7.4 Priority 4 - Areas of community effort

Another important priority is to actively provide support to community members and other local groups who are working to control priority (and other) weeds. The Shire is fortunate to have some hard working, dedicated and informed community volunteers making significant gains in the war against weeds. Providing support to these volunteers and other groups will help to sustain these efforts. This is sometimes described as “working where the energy is” and it is a cost-effective way of tackling environmental issues. Each individual site or group will need to be considered specifically in terms of planning to provide support in specific areas or for groups with different needs. This approach may help to extend the areas being controlled or maintained by community volunteers, attract new volunteers or extend the ‘life’ of a community group. An example of this approach may be for the Shire to dedicate some effort to the area immediately upstream of where the volunteers are working, or for the Shire’s Weed Control Officer to work collaboratively with volunteers on a busy bee or weeding day. This may help to extend the impact of the work, improve communication and understanding between parties and help all involved to feel they are not fighting this battle alone.

The areas community volunteers are working in needs to be mapped in the Shire’s GIS mapping or internal asset management system and registered in a central location to ensure effort can be directed for support and improved communication.

Shire of Broome Weed Management Strategy and Action Plan

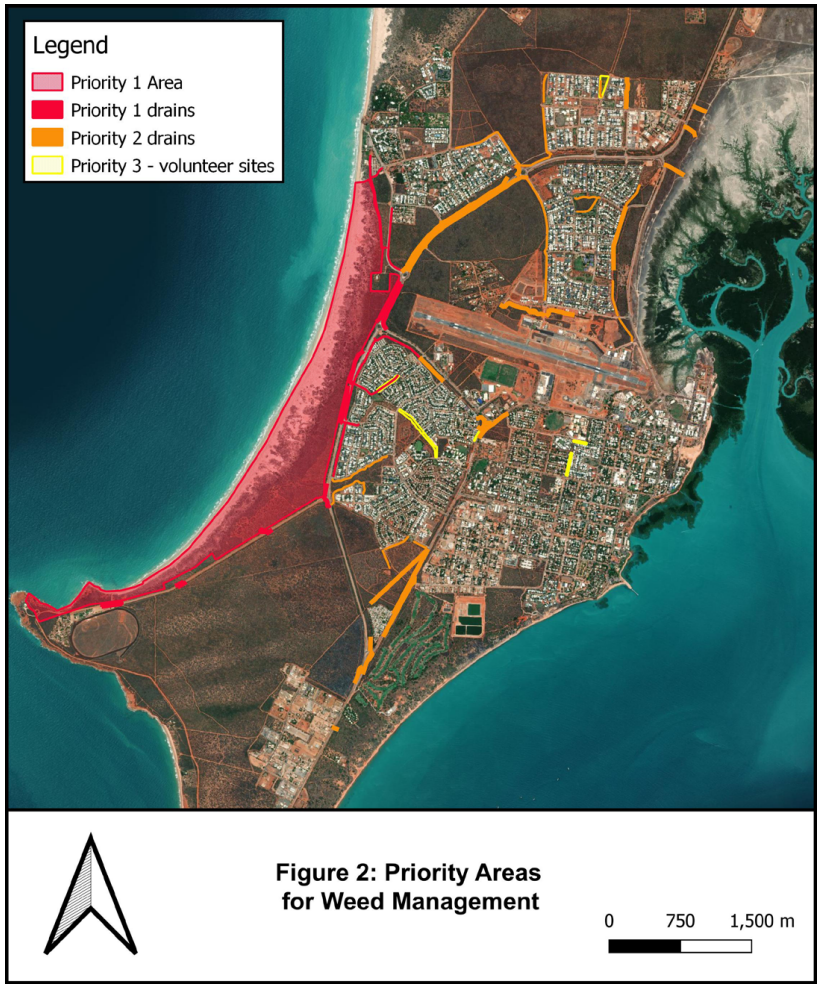


Figure 2: Priority Areas for Weed Management

8. Priority Weed Species and Categories

Information and photos to help with identification of the priority weeds listed below are available in Appendix A for reference.

8.1 Priority 1 Species - Watch and Act

Weeds listed here as priority one weeds are those species which have the potential to become big problems but are only currently present at low density. Controlling these species, as and when they are recorded within the Shire of Broome, is a cost and time effective strategy which will help to prevent them becoming big weed issues in the future.

A more detailed "Alert" list of weed species is provided in Appendix B, and definitions of weed status categories can be found in Appendix C.

Common Name	Scientific Name	Status	Concern
Gallon's Curse	*Cenchrus biflorus*	Permitted - s11	Alters fire regimes, increases erosion risk, and competes with native vegetation.
Sicklepod	*Senna obtusifolia*	DP (s22)	Declared weed. Major environmental weed in QLD and NT. Potential for large infestations to create thickets, outcompeting natives. One very recent record in Broome townsite along a drain (tbc).
Rubber Bush	*Calotropis procera*	DP (s22)	A weed of disturbed sites, roadsides, waste areas, inland watercourses, coastal sand dunes, grasslands, open woodlands and pastures. Relatively uncommon in Broome townsite.
Coral Creeper/ Queens Jewels	*Antigonon leptopus*	Permitted - s11	Recognised internationally as a weed of Monsoon Vine thickets, dunes and coastal vegetation, it smothers native vegetation. Leaves dry out and drop in the dry season causing increased fire hazard and fuel loads. Reproduces by seed, tubers and root suckers.

▲ Table 1: Priority 1 Species – Watch and Act

Priority Scale

High Low

Shire of Broome Weed Management Strategy and Action Plan

8.2 Priority 2 Species - Take Strategic Action

Priority 2 weeds are those species within the Broome townsite (and the broader Shire of Broome) which are having serious detrimental impacts on biodiversity and amenity values and continue to threaten these values. These species are well established across the townsite on numerous sites and in high abundance. It is important to plan to control these weeds in a strategic manner to ensure the protection of the highest value assets in the Broome townsite and wherever possible, to restrict the spread of these invasive species.

Common Name	Scientific Name	Status	Concern
Bellyache Bush	*Jatropha gossypiifolia*	DP (s22) WoNS	Invasive along rivers and wetlands, displacing native vegetation.
Coffee Bush	*Leucaena leucocephala*	Permitted - s11	A prolific seed producer. Seeds germinate readily and can grow into dense thickets. Has become a weed of undisturbed bushland.
Hairy Merremia	*Distimake aegyptius*	unknown	An escapee from gardens that can form dense infestations that will grow over native shrubs, grasses or young trees, effectively smothering them.
Mint Bush	*Mesosphaerum suaveolens*	Permitted - s11	Invades woodlands, open forests and watercourses and forms dense thickets on flood plain margins.
Neem Tree	*Azadirachta indica*	DP (s22)	Has a detrimental impact upon terrestrial and riparian ecosystems, agricultural production and cultural sites.
Snake Vine/ White Creeper	*Distimake dissectus*	Permitted - s11	An escapee from gardens that can form dense infestations that will grow over native shrubs, grasses or young trees, effectively smothering them.
Siratro	*Macroptilium atropurpureum*	Permitted - s11	As an environmental weed, Siratro can form dense infestations along forest edges, and will grow over native shrubs, grasses or young trees, effectively smothering them.
Stinking Passionflower	*Passiflora foetida*	Permitted - s11	A fast growing vine which can form dense infestations, growing over native plants, effectively smothering them. Easily spread by birds and bats eating them and dispersing seed.

▲ Table 2: Priority 2 Species - Take Strategic Action

8.3 Priority 3 Species - Priorities for Control in Recreational Areas

These species have been identified by the Shire as priority species as they threaten amenity values. Both species in this priority category have spiny fruit. They also have the potential to spread to other areas and outcompete natives. If left uncontrolled in high traffic areas, they are likely to be easily spread to other sites.

Note that there are two local native species (Tribulus cistoides and Tribulus occidentalis) which appear very much like Caltrop. They are extremely similar in form and have a function in dune stabilisation in the local natural environment (DBCA pers comm, 2025). Therefore, positive identification should occur before removing Tribulus species in natural or bushland areas.

Common Name	Scientific Name	Status	Concern
Caltrop	*Tribulus terrestris*	Permitted - s11	It is c in areas used for recreation as its spiny fruit can puncture footwear and bicycle tyres.
Khaki Weed	*Alternanthera pungens*	Permitted - s11	Thick ground cover with spiny burrs that can injure people and animals. It is claimed to also cause hay fever, asthma and dermatitis in some people.

▲ Table 3: Priority 3 Species - Priorities for Control in Recreational Areas

8.4 Priority 4 Species - Containment

Buffel Grass is a significant environmental weed in the Broome townsite and the broader Kimberley region. It can significantly alter ecology and fire regimes. It is listed here as Priority 4 simply because the infestation is likely beyond the level at which it could be eradicated in the long term. The focus for Buffel Grass in this strategy is to limit its impact by reducing its spread. Buffel Grass control within the Broome townsite must be undertaken at the appropriate time (while actively growing but before seed set) and undertaken in strategic areas which will help to protect priority assets and reduce its ability to spread. Control of any new infestations is also vital in containing this weed species.

It is important to note that this species is still recognised as a significant weed in the Shire of Broome and if other opportunities arise that may provide for control of this weed in other instances, they should be explored.

Common Name	Scientific Name	Status	Concern
Buffel Grass	*Cenchrus ciliaris*	Permitted - s11	Alters fire regimes, increases erosion risk, and competes with native vegetation.

▲ Table 4: Priority 4 Species - Containment

Shire of Broome Weed Management Strategy and Action Plan

9. Weed Control Methods

Weed control is most effective if the effort is sustained for a number of years. Vigilance is the key to successful long term weed management. A combination of weed control methods should be used at different stages of the lifecycle of the plant or different stages of the infestation of a weed species. This is called integrated weed management (Weeds Australia, 2025).

Different techniques can be described as biological, mechanical, cultural and chemical. They are summarised here:

- **Biological**

Introducing a natural pest or pathogen to a weed population can help to keep them under control. Care must be taken not to introduce another invasive species in this way, as we have done in the past (eg. Cane Toad). These days extensive research and testing goes into the development of biological controls.

- **Mechanical**

This means a physical control method. It can include hand pulling seedlings, digging out or cutting down weeds, mowing, slashing or wiper snipping. Care must be taken to ensure proper timing of mechanical controls (to avoid spreading seed) as well as proper disposal of any plant material with the ability to grow into new weeds. Some weeds in Broome will grow easily from cuttings, root fragments or tubers. Mechanical controls can also be those things that form physical barriers to weeds or help supress their growth such as mulching, using weed matting, or steam weeding.

- **Cultural**

Introducing better practices such as hygiene protocols and mapping tools can increase the effectiveness of a weed control program. Undertaking revegetation can result in less bare areas for weeds to take advantage of, tipping the balance from weed infested to a more natural state which will help to suppress weed growth.

- **Chemical**

The use of chemicals is not always essential and should be minimised wherever possible. However, herbicides play an important and effective role in an integrated weed control program. In some situations, herbicides offer the only practical, cost-effective and selective method of managing certain weeds.

Careful selection of herbicides is essential for effective weed control. Always read the label, follow usage directions and permit conditions, apply correct rates, and wear appropriate PPE. Key considerations include herbicide selectivity (targeting only the weed species), weather conditions (avoid spraying in wind or before rain), and minimising chemical use. For example, using mechanical methods first.

Timing is critical. Spraying after weeds have started setting seed may allow seeds to mature even as the plant dies, wasting time and resources.

Y=Yes
O=Occasionally

		Month											
Scientific Name	**Common Name**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
Alternanthera pungens	Khaki Weed	Y	O								O	Y	Y
Antigonon leptopus	Coral Creeper /Queens Jewels	Y	O							Y	Y	Y	Y
Azadirachta indica	Neem Tree	O	O	Y	Y	Y	O	O	O	O	O	O	O
Calotropis procera	Rubber Bush	Y	Y	Y	O	O	O				Y	Y	Y
Cenchrus biflorus	Gallon's Curse	Y	Y	Y	Y	O	O	O	O	O	O	Y	Y
*Cenchrus ciliaris^*	Buffel Grass	Y	Y	Y	Y	O	O	O	O	O	O	Y	Y
Distimake aegyptius	Hairy Merremia	Y	O							Y	Y	Y	Y
Distimake dissectus	Snake Vine /White Creeper	Y	O							Y	Y	Y	Y
Jatropha gossypiifolia	Bellyache Bush	Y	Y	Y	Y	O						O	Y
Leucaena leucocephala	Coffee Bush	O	O	Y	Y	O						O	Y
Macroptilium atropurpureum	Siratro		Y	Y	Y	Y	Y						
Mesosphaerum suaveolens	Mint Bush	Y	Y	O	O						Y	Y	Y
Passiflora foetida	Stinking Passionfruit	Y	O							Y	Y	Y	Y
*Senna obtusifolia**	Sicklepod	Y	Y	Y	Y							Y	Y
Tribulus terrestris	Caltrop	Y	Y	O	O	O	O	O	O	Y	Y	Y	Y

▲ Table 5: Optimal timing for control of priority weeds within the Broome townsite

^Buffel Grass responds quickly to rainfall events. Control should be undertaken within the first 2 weeks following rain to control both seedlings and actively growing adult plants. Can grow all year round if conditions are favourable.

* Early control of Sicklepod is most effective. Seedlings should be controlled. Assumption used that seedlings will recruit in the wet season only.

Shire of Broome Weed Management Strategy and Action Plan

Table 6 below provides recommendations for control of each priority species. This information has been collated from a variety of sources (available in section 12 References). Users of chemical products must always read the label and any permit, before using the product, and strictly comply with the directions on the label and the conditions of any permit.

Scientific Name	Common Name	Management Recommendations
Alternanthera pungens	Khaki Weed	◆ For isolated plants, dig or hand pull (prior to seed set) making sure to remove the taproot. ◆ Spot spray with Triclopyr and Picloram or Metsulfuron methyl while actively growing. Spraying is most effective in the early growth stage.
Antigonon leptopus	Coral Creeper /Queens Jewels	◆ Hand pulling individual plants must include digging up tubers and revisiting the site for follow up control. Cutting the vine alone will result in resprouting from cut stems and underground tubers. ◆ Apply Garlon to cut stems. Follow up control of any reshooting vegetation with a foliar spray using glyphosate or triclopyr when actively growing.
Azadirachta indica	Neem Tree	◆ Foliar spray seedlings (under 2m) while actively growing with Triclopyr and Picloram with a non-ionic wetting agent. ◆ Basal Bark with Triclopyr, Picloram and Diesel (eg. Access). ◆ Drill and pill with Di-Bak M capsules at approx. 10cm spacings around the trunk as close to the ground as possible.
Calotropis procera	Rubber Bush	◆ Grubbing or hand pulling plants is only successful if the top 20cm of root is also removed. Roots are extensive and spongy and the plant readily resprouts from root fragments. ◆ For plants <2m foliar spray with Metsulfuron-methyl or Warrant and pulse. ◆ For larger plants basal bark with Triclopyr, Picloram and Diesel (eg. Access) or spray with Picloram + 2,4-D amine while actively growing.
Cenchrus biflorus	Gallon's Curse	Spot spray with glyphosate when actively growing and before seed set.
Cenchrus ciliaris	Buffel Grass	Buffel Grass can germinate, grow, and seed within 2–6 weeks, so timing is critical. The most effective control uses both mechanical and chemical methods. Slash or mow only before flowering ends and seed set begins. **Note** – slashing while in seed can exacerbate the spread of this weed. Follow up with a foliar spray using glyphosate and/or flupropanate once active regrowth occurs.
Distimake aegyptius	Hairy Merremia / Hairy Woodrose	◆ Cut vines and apply triclopyr, glyphosate or MCPA. Follow up to ensure resprouting stems and tubers are controlled. ◆ On reachable, actively growing, reshooting foliage, glyphosate can be applied with effective results. ◆ Mechanical controls can reduce large infestations if combined with follow up chemical control, however cut stems and root fragments can develop roots and become new plants.
Distimake dissectus	Snake Vine /White Creeper	
Jatropha gossypiifolia	Bellyache Bush	Foliar spray when actively growing and before seed set with Metsulfuron-methyl or Fluroxypyr. Avoid mechanical controls as it can grow from fragments of stem and root material.
Leucaena leucocephala	Coffee Bush	◆ Hand pull small seedlings in wet season when ground is soft. Tree popper tools can assist with pulling out larger saplings. Cut and paint saplings with Vigilant II gel herbicide. Larger plants can be killed by basal barking using Diesel and access drill and pill with Di-Bak AM capsules close to ground level.
Macroptilium atropurpureum	Siratro	Isolated plants can be hand pulled or dug out, being sure to remove all root material. For larger infestations spot spray with glufosinate-ammonium (eg. Basta).
Mesosphaerum suaveolens	Mint Bush	Hand pull plants when infestations are small before seed set. Foliar spray before flowering with amine, ester 2,4-D.
Passiflora foetida	Stinking Passionflower	Hand pulling vines when the soil is moist is the most reliable form of control. Cut and paint stumps with glyphosate.
Senna obtusifolia	Sicklepod	◆ Manual control: Pull seedlings early, removing all roots. Follow up regularly, as each plant can produce up to 8,000-10,000 seeds. ◆ Chemical control: Less effective on mature plants. Before flowering, apply picloram or picloram + triclopyr (e.g. Tordon 75-D or Grazon DS) with a non-ionic wetting agent to runoff.
Tribulus terrestris	Caltrop	◆ Hand pull individual plants if infestation is small. Dispose of plants with seed carefully. ◆ Herbicides are most effective at the seedling stage. Spot spray with Glyphosate while actively growing and before seed set. This can be a short window of less than 6 weeks.

▲ Table 6: Management recommendations for each of the priority weed species for the Shire of Broome

10. Mapping and Monitoring

Ideally, weed mapping should provide a clear picture of the distribution and density of priority weed species to guide management and monitoring. Mapping helps track the effectiveness of control efforts over time, directs staff and contractors to priority areas, and supports follow-up by showing where past infestations occurred, reducing reliance on memory. Regular mapping (e.g. every 3–5 years) is a valuable tool for identifying successful control, detecting new outbreaks, and planning future efforts more strategically.

There are several weed mapping techniques that could be utilised effectively. It is recommended to undertake mapping in accordance with the Department of Biodiversity, Conservation and Attractions' (DBCA) Standard Operating Procedure (SOP22.1), which utilises standard cover classes of 0-5%, 6-75% and 75-100%. While this methodology is a little subjective, it is relatively quick and easy to do and provides a clear indication of where the core of the infestations are, where the edges or spread of the weeds is occurring and where outliers are or where potentially new populations are establishing. It can be further simplified by recording weed distribution and densities as groups of species – grasses, vines and woody weeds where individual species are intermixed and can be controlled using the same methodology. Where isolated plants occur, point locations may also be recorded.

Weed mapping across the townsite is a significant body of work on its own. For this reason, areas should be mapped in order of priority. Figure 2 above highlights the drainage basins parallel to Minyirr Park as Priority 1 drains. If possible, a professional consultant could be utilised to undertake the initial weed mapping, using the DBCA guideline outlined above. This will provide the Shire with a snapshot of the occurrence, density and extent of priority weeds in priority control areas. This data can be provided as a shapefile to be incorporated into the Shire's GIS mapping system for reference. It can then be re-surveyed in 3 – 5 years and a comparison made to understand the effectiveness of the weed control program and highlight species requiring greater control or areas for improvement.

As an interim and additional monitoring measure, photo point monitoring is a quick and inexpensive monitoring tool. Photo points should be set up to capture the scope of planned activities at key sites. The same point should be photographed facing the same direction on a regular (6 monthly) basis. There are guides available to assist with setting up good photo monitoring points, but some key tips are:

- Use a fixed point or consider installing a fixed-point marker eg. ground peg to ensure the photographer stands in the exact same spot each time, or an angle on a post, on which a camera can be aligned easily to give the same view each time.
- Ensure there is a recognisable feature in the view eg. tree, post, culvert etc to help with the alignment of photo.
- Refer to a copy of the first photo taken at each point to help align new photos correctly.

Additionally, mapping weed control efforts can help gain an understanding of effectiveness and highlight priorities for retreatment. The Shire currently maps this using its internal asset management system. A standard approach to the way in which this is recorded may improve the use of these records over time.

Alternatively, gps based mapping programs such as Fulcrum, Mappt, QGIS etc can make relocating photo points easy (with geotagged photos), provide an accurate way to undertake weed mapping and allow for recording tracks, points or polygons in the field to record weed treatment with spatial accuracy. Combined with simple drop-down menus, these tools can record important details of each weed treatment such as timing in the plants development, rate of chemical applied, weather conditions etc, to help determine what works best over time. These types of programs can become powerful and simple tools for demonstrating effort and assessing the effectiveness of weed control efforts.



▲ Vine weeds smothering native vegetation in Minyirr Park

Shire of Broome Weed Management Strategy and Action Plan

11. Action Plan

Table 7 below provides a list of actions required to effectively control weeds in the Shire of Broome. The actions are organised by the goal they contribute to and the strategy they implement.

11.1 Goal - Prevent

Strategy & Action	Target	Year				Responsible Department
		2026	2027	2028	2029	
Practice Improvement						
Develop standard weed hygiene protocols	1 SOP developed	●				Operations
Develop environmental induction/ greencard training	1 training module developed	●				Operations
Train staff (induction and hygeine protocols, for appropriate staff, include weed ID at all growth stages)	Train all relevant current staff	●				Operations
	Train new staff	●	●	●	●	
Consider creating designated wash down bay within the Shire operations centre	Cost/benefit analysis undertaken and considered potential for location	●				Operations
If appropriate create designated wash down bay within the Shire operations centre	1 washdown bay created (If appropriate)		●			Operations
Explore opportunities to improve mulch making processes to ensure weed propagules are destroyed	Research and develop 1 new SOP	●	●			Waste Service
Develop clear guidelines for staff on separation of weedy greenwaste where possible	Develop environmental induction/training	●				Waste Service
Influence						
Consider development of a local planning policy on landscaping within the Broome townsite	Consider, discuss and draft if appropriate		●			Planning & Infrastructure
Review LPP 5.22 - Subdivisional and Development Guidelines to update the drainage guidelines and include additional information regarding weed management	1 review undertaken, opportunities for improvement identified and planning policy updated	●				Planning & Infrastructure
Develop an accepted species list for landscaping and revegetation	1 species list developed		●			Operations
Develop landscape and revegetation guidelines for the Broome townsite	1 guideline developed			●		Planning & Building and Operations
Investigate the mechanisms for introducing by-laws for pest plants under the Local Government Act to allow the Shire to require the removal of certain pest plant species on private property (consider for Priority 1 weeds)	Mechanism investigated				●	Cross Departmental
Engage and Educate						
Develop a new weeds brochure to help the community identify priority weeds and assist staff in comunicating about weed issues	1 brochure developed			●		Operations

▲ Table 7: Shire of Broome Weed Action Plan

Priority Scale

High Low

Shire of Broome Weed Management Strategy and Action Plan

11.2 Goal - Understand

Strategy & Action	Target	Year				Responsible Department
		2026	2027	2028	2029	
Prioritisation						
Undertake desktop assessment (utilising local knowledge) to identify key sites within Broome townsite with weed issues that are owned/managed by government departments or other organisations	1 map and 1 list of sites and owners/ managers		●			Operations and Information Services
Map location and extent of community group working areas (internal Shire mapping system) and create a Friends Group Register	1 map and 1 friends group register created	●				Operations
Undertake a gap analysis to assess where logical gaps between community or friends group areas are. This may identify gaps between 2 groups or prioritise areas upstream/ downstream of existing groups	Gap analysis completed	●				Operations
Source Control						
Identify source populations and parent tree locations	1 community engagement workshop 1 map created		●			Operations and Community Engagement

▲ Table 7: Shire of Broome Weed Action Plan

Strategy & Action	Target	Year				Responsible Department
		2026	2027	2028	2029	
Practice Improvement						
Investigate approporiate mapping tools (such as Mappt, Fulcrum, QGIS etc) for use in weed mapping, photo point monitoring, recording new weed locations and recording weed management effort	Investigate and evaluate tools (1 document or recommendation)	●				Operations
Map priority weed infestations. Start with areas in or adjacent to priority areas for protection eg. Minyirr Park. Refer to Figure 2 of strategy	Priority weeds mapped in priority 1 locations	●				Operations
	2 drains or parks mapped per year		●	●	●	
Photopoint monitoring at all sites of significant weed infestation - starting with priority areas	Photopoints set up at priority 1 sites	●				Operations
	Photopoints set up at priority 2 sites		●			
	Photopoints set up at priority 3 sites			●		
	Photopoints revisitied at least annually		●	●	●	

Shire of Broome Weed Management Strategy and Action Plan

11.3 Goal - Limit Impacts

Strategy & Action	Target	Year				Responsible Department
		2026	2027	2028	2029	
Prioritisation						
Explore funding opportunities and support mechanisms for a collaborative effort to reduce weed load in Minyirr Park and adjacent drain to reduce to more manageable levels	1 meeting with stakeholders and land managers	●				Operations
	1 grant application or business case to council		●			
Source Control						
Remove 2 large Neem trees from the middle of Chinatown (cnr Short Street and Carnarvon Street)	1 parent tree removed	●				Operations
	1 parent tree removed			●		
Practice Improvement						
Schedule weed control to ensure optimal timing for control. Where this is not possible, avoid undertaking control measures that will exacerbate the spread of weeds. Employ other strategies to contain spread of weeds if done when seed is present eg. catchers on mowers and carefully disposing of catch, spraying grasses without slashing, leaving woody weeds in situ.	All priority weeds in priority 1 areas controlled at optimal times or mitigation measures put in place	●	●	●	●	Operations
Investigate available engineering and bioengineering solutions to minimise the potential impacts of drainage outflows on coastal ecosystems	Undertake reasearch and implement practice improvement where applicable	●	●	●	●	Engineering & Infrastructure

▲ Table 7: Shire of Broome Weed Action Plan

Strategy & Action	Target	Year				Responsible Department
		2026	2027	2028	2029	
Influence						
Contact key organisations with land that is not actively or adequately managed for weeds, starting with those that have large or multiple problem sites. Explore opportunities for improved management through better communication, collaboration, or alternative agreements.	Meet with 2 organisations per year (as needed)		●	●	●	Operations
Notify landholders with priority weed issues starting with declared weeds and priority 1 species	5 notices per year		●	●	●	Operations and Community Engagement
Use removal of Neem parent trees in Chinatown as publicity to launch a Neem replacement program in the broader community. Offer free Di-Bak M encapsulated treatments and replacement seedlings to incentivise community control of Neem.	Project scoped, costed and insurance implications checked	●				Operations
	1 article promoting program per year		●	●	●	Operations and Community Engagement
Collaborate						
Actively seek opportunities to collabortate with other organisations in Broome to control weeds (eg. Funding applications, on ground collaborative working days etc)	1 grant application and 1 collab working day per year	●	●	●	●	Operations
Regular open communication with joint manager of Minyirr Park	Attend quarterly meetings	●	●	●	●	Operations
Investigate opportunities for collaboration on weed education with DPIRD and DBCA	Regular discussions	●	●	●	●	Operations
Investigate opportunities with DBCA, DPIRD and NBY for collabration in community weed action initiatives and busy bees	Regular discussions	●	●	●	●	Operations

Shire of Broome Weed Management Strategy and Action Plan

Strategy & Action	Target	Year				Responsible Department
		2026	2027	2028	2029	
Engage and Educate						
Develop a support framework for environmental volunteer groups with a Friends Group manual, registration forms, clear request processes, annual planting plans to avoid maintenance conflicts, and sign-in/out sheets for insurance	1 Friends Group Manual developed	●				Operations and Community Engagement
Develop and deliver workshops on weed identification	2 per year		●	●	●	Operations
Facilitate community involvement in weed control through weed action days (busy bees or 'War on Weeds' efforts)	3 per year	●	●	●	●	Operations and Community Engagement
Make information on priority weeds and tips to tackle them publicly available.	1 brochure updated	●				Operations
	Information available on the Shire website	●				Operations and Corporate Services
	Design and install signage at the waste management facility		●			Operations and Waste Management
	Publish 12 'Weed Watch' articles with photo and control tips in local media.		●	●	●	Operations and Community facilitator
Actively advertise for friends group volunteers to help take care of specific sites - use gap analysis to inform target sites	Advertise for 1 new group per year		●	●	●	Operations and Community Engagement
Scope, costs and if favourable seek funding for a tools trailer or tool library for use by community groups. Include tools such as hand tools, tree poppers, planting tools.	Scope and cost		●			Operations
	Apply for funding (internally or externally)		●	●		

▲ Table 7: Shire of Broome Weed Action Plan



▲ Shire of Broome staff controlling weeds in a round about

Shire of Broome Weed Management Strategy and Action Plan

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Shire of Broome Weed Management Strategy and Action Plan

Appendix A - Priority Weed Species Profiles

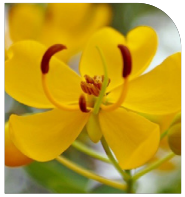
Priority 1 Weeds - Watch and Act

Name	**Gallon's Curse** ***(Cenchrus biflorus)***
Description	A clumping annual grass that grows up to 60cm tall and produces seed bearing burrs arranged in a cylindrical spike up to 10 cm long.
Habitat	Commonly found on disturbed areas around Broome including in the Vine thickets, drainage basins and road verges. Seeds germinate with little water.
Dispersal	The burrs are easily dislodged and attach to materials and fur.
Control	Hand removal of grass before it sets seed. Bag if the seeds have formed for proper disposal in landfill. Chemical treatment can assist in large areas to help with regrowth.





Name	**Sicklepod** ***(Senna obtusifolia)***
Description	An annual or short-lived perennial shrub which grows to 2m. Declared weed in WA. A significant weed in NT and QLD forming dense thickets. Compound leaves on short stalks with two or three pairs of leaflets. Yellow pea type flowers produce 10cm long bean-like pods which grow down from the stem.
Habitat	Invades disturbed areas including roadsides, waterways, floodplains, drainage channels, open woodlands, crops and pastures in wetter tropical and sub-tropical environments.
Dispersal	This species reproduces only by seed. Seeds are dispersed by water and animals that eat the fruit (e.g. cattle) or in mud sticking to animals, footwear, machinery and vehicles.
Control	Hand pull seedlings as you find them, record and report locations and ensure you follow up to remove new recruits.

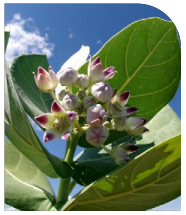




Priority Scale

High — Low

Name	**Rubber Bush** ***(Calotropis procera)***
Description	Introduced as an ornamental shrub, it has escaped gardens and become a weed of roadsides and watercourses and commonly invades old, cultivated land and heavily grazed areas.
Habitat	Commonly found on disturbed areas around Broome including in the Vine thickets, drainage basins and road verges. The burrs are easily dislodged and attach to materials and fur. Seeds germinate with little water.
Dispersal	Fruits are large green inflated pods which burst open to release ripe seeds. The seeds have a tuft of silky hairs which allows them to be carried large distances by the wind (DPIRD, 2020).
Control	Its roots are large and spongy; new plants quickly grow from underground roots missed during removal. This makes any form of mechanical control (including fire) difficult. Basal barking is recommended for control. Alternatively, drill and pill with DiBak M has also been successful previously.





Name	**Coral Creeper** ***(Antigonon leptopus)***
Description	Introduced as an ornamental shrub, it has escaped gardens and become a weed of roadsides and watercourses and commonly invades old, cultivated land and heavily grazed areas.
Habitat	Known as an invasive weed of Monsoon Vine thickets, dunes and coastal vegetation, it smothers native vegetation. Has been recorded in Minyirr Park.
Dispersal	Reshoots from root suckers and underground tubers as well as from seed.
Control	Hand pull and dig out tubers. Cut and paint stems with Garlon. Pull the vine down off native vegetation. Revisit for follow up control.

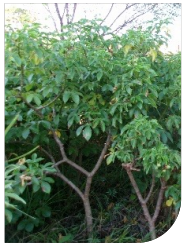


Shire of Broome Weed Management Strategy and Action Plan

Priority 2 Weeds - Take Strategic Action

Name	**Bellyache** ***(Jatropha gossypiifolia)***
Description	An erect perennial shrub with thick hairy brown stems. The leaves are alternate, palmate 3-5 lobed and are sticky and red in colour when young changing to a bright green. Flowers are reddish purple with a yellow centre and grow in clusters above the main plant with female flowers larger than the males producing an oblong fruit capsule 1.2 x 1cm that explode to release seeds. Flowers and fruits February to May. Growing from 1-3 metres tall in dense stands as seeds fall straight to the ground near the parent plants.
Habitat	Growing regularly in drainage areas but will adapt to all ranges of soils. Plants will sucker from roots if chopped.
Dispersal	Originally grown as an ornamental plant, can be found throughout Broome and the west Kimberley. A mature plant can produce 50 seeds per month aiding the spread. The seeds are toxic to stock and humans.
Control	Foliar spray when actively growing and before seed set with Metsulfuron-methyl or Fluroxypyr. Avoid mechanical controls as it can grow from fragments of stem and root material.





Name	**Coffee Bush** ***(Leucaena leucocephala)***
Description	A small dense tree growing to 6m with dark green leaves that are bipinnate. Flower heads are cream coloured and globular at the end of the branches and the seed pods are flat and brown at 10-20 cm long in clusters.
Habitat	Grows in any soil type preferring moist areas. Common along drainage channels and disturbed roadsides.
Dispersal	Found throughout the Broome town site and across Northern Australia. A prolific seeder introduced as cattle fodder, can be transported by wind, water, animals and machinery.
Control	Hand pull small seedlings in wet season when ground is soft. Basal bark larger plants, or “drill and pill” with Di-Bak AM capsules.





Name	**Hairy Merremia** ***(Distimake aegyptius)***
Description	A vigorous perennial climber that can grow prostrate with slender twinning hairy stems and a green leaf of 5 segments paler on the underside with a white funnel shaped flowers and a globular seed capsule 1cm in diameter containing 4 seeds light brown in colour.
Habitat	An invasive creeper that can smoother other plants and grow in all soil types but more vigorous during the warmer wetter months and can cover large areas.
Dispersal	Commonly found around Broome and other Kimberley town sites, generally dispersed by animals digesting the seeds.
Control	Cut vines and apply triclopyr, glyphosate or MCPA. Follow up to ensure resprouting stems and tubers are controlled. Mechanical controls can reduce large infestations if combined with follow up chemical control, however cut stems and root fragments can develop roots and become new plants.





Name	**Mint Bush** ***(Mesosphaerum suaveolens)***
Description	An erect aromatic, fast growing herb that is covered in fine hairs and usually branched. Green leaves are opposite and deeply veined broadly ovate and slightly toothed. Small mauve flowers are arranged in clusters along the stems and seeds are light brown. Flowers between April and September.
Habitat	Growing from 0.5 metres to 1.0 metres tall the herb is usually found growing in clumps and only lives for a year.
Dispersal	Each plant can produce a large number of flowers, resulting in high volumes of seed. Seed can either fall or be retained in the plant.
Control	Hand pull plants when infestations are small before seed set. Foliar spray before flowering with amine, ester 2,4-D.





Shire of Broome Weed Management Strategy and Action Plan

Name	**Neem Tree** ***(Azadirachta indica)***
Description	A fast-growing evergreen tree 6-10 metres tall and up to 10 metres wide. Dark green serrated leaflets are 3-8cm long with the young leaves reddish to purple in colour. Bark is deeply fissured. The flowers are cream coloured arranged in an axillary cluster up to 15 -20cm with a strong perfume. The fruit is an olive like drupe 1-3cm long, yellowish when ripe, containing one seed and a sweet pulp. Neems have a strong deep root system producing suckers when damaged.
Habitat	Widespread across the Kimberley. Found in disturbed and undisturbed sites: private property, paddocks, drainage systems and intact bushland around Broome townsite.
Dispersal	Trees produce up to 80,000 viable seeds per year and are readily spread by birds and bats. Can also produce suckers.
Control	Basal Bark or “drill and pill” with Di-Bak M capsules as close to the ground as possible.





Name	**Snake Vine** ***(Distimake dissectus)***
Description	A vigorous climbing perennial vine that can grow prostrate with slender twinning stems covered in fine hairs. Green leaves are paler on the underside and segmented into 5-7 lobes, slightly serrated at the edge. The white funnel shaped flowers have a purple centre, producing a globular capsule containing black seeds. Flowering from May to August.
Habitat	An escapee from gardens that can form dense infestations that will grow over native shrubs, grasses, or young trees, effectively smothering them. Found across the Broome townsite, common along drains and disturbed sites but also present in Minyirr Park.
Dispersal	Animals such as birds disperse seeds. Water moves seeds to new locations too. Snake Vine can also root from nodes.
Control	Cut vines and apply triclopyr, glyphosate or MCPA. Follow up to ensure resprouting stems and tubers are controlled. Mechanical controls can reduce large infestations if combined with follow up chemical control, however cut stems and root fragments can develop roots and become new plants.





Name	***Siratro (Macroptilium atropurpureum)***
Description	A scrambling often prostrate perennial vine that has long stems up to 4m. Pea flowers are black to deep purple and are erect above the main plant, forming seed pod up to 10 cm long that twist when ripe to release the black-brown seeds.
Habitat	Common on disturbed sites including drainage channels and edges of bushland and roads.
Dispersal	Seeds can be transported easily by animals, water, or vehicles. It can also root at the nodes and grow from just a fragment of a plant enabling the spread of the plant.
Control	Isolated plants can be hand pulled or dug out, being sure to remove all root material (otherwise it will reshoot). For larger infestations spot spray with glufosinate-ammonium (eg. Basta).





Name	**Stinking Passionflower** ***(Passiflora foetida)***
Description	Leaves are palmate and lobed, covered in soft hairs with yellowish stems. Flowers are white to purple, fruit a globular berry turning from green to yellowish orange when ripe 20-30 mm across. All vegetative materials and unripe fruit can be toxic. Flowering and fruiting February to November. Plant has an unpleasant smell.
Habitat	Common in disturbed area around Broome, but widespread across Northern Australia. More commonly found in coastal areas and drainage channels.
Dispersal	Seeds spread by birds, bats and other animals (including people) and germinate readily.
Control	Hand pulling vines when the soil is moist is the most reliable form of control. Cut and paint stumps with glyphosate.





Shire of Broome Weed Management Strategy and Action Plan

Priority 3 Weeds - Priorities for Control in Recreational Areas

Name	**Khaki Weed *(Alternanthera pungens)***
Description	A prostrate annual with leaves opposite, hairy with whitish veins. Ovate to elliptical in shape often rooting at the nodes to form new plants and often with several tap roots per plant. Flowers are a whitish globular head with five sharp sepals that dry to Khaki colour. Fruit and seed inconspicuous. Plants can flower all year but flower and fruit more in the warmer months.
Habitat	Colonises bare ground, disturbed areas, road sides, lawns, camp sites and stock yards forming a dense mat.
Dispersal	Seed in spikey burs that penetrate footwear and tyres to spread easily, preferring moister areas.
Control	◆ For isolated plants, dig or hand pull (prior to seed set) making sure to remove the taproot. ◆ Spot spray with Triclopyr and Picloram or Metsulfuron methyl while actively growing. Spraying is most effective in the early growth stage.





Name	**Caltrop *(Tribulus terrestris)***
Description	A vigorous prostrate spreading perennial growing up to 30cm x several metres, forming a dense mat that suffocates other plants. Greenish grey pinnate leaves covered in hairs with bright yellow flowers and a woody tap root. Fruit woody and globular, 30mm across separating into 5 parts when mature with spines 5mm long. Flowering all year round.
Habitat	Disturbed sites including roadsides and parks.
Dispersal	Spikey fruit is easily spread by vehicles, human and animal foot traffic.
Control	◆ Hand pull individual plants if infestation is small. Dispose of plants with seed carefully. ◆ Herbicides are most effective at the seedling stage. Spot spray with Glyphosate while actively growing and before seed set.





Appendix B - Alert Weed Species List

Scientific Name	Common Name
Alstonia scholaris	Cheesewood/Indian Devil Tree
Cabomba caroliniana	Cabomba
Cenchris echinatus	Mossman Rivergrass
Cenchris setiger	Birdwood Grass
Clitorea tirnatea	Butterfly Pea
Coccinia grandis	Ivy Gourd
Cryptostegia grandiflorus	Rubber Vine
Cryptostegia madagascariensis	Madagascar Rubber Vine
Datura metel	Angel's Trumpet, Downy Thornapple
Datura stramonium	Common Thornapple
Eichhornia crassipes	Water Hyacinth
Euphorbia tirucalli	Finger Tree
Hymenachne amplexicaulis	Hymenachne, Olive Hymenachne
Martynia annua	Devil's Claw
Moringa oleifera	Moringa
Parthenium hysterophorus	Parthenium Weed
Pistia stratiotes	Water Lettuce
Praxelis clematidea	Praxelis
Prosopis sp.	Mesquite
Salvinia molesta	Salvinia
Senna alata	Candle bush
Thunbergia grandiflora	Green trumpet plant
Ziziphus mauritiana	Taylor Fruit

Compiled from various sources including DBCA's Kimberley Alert weeds list, previous Shire of Broome Strategic documents and with reference to Florabase, and QLD alert list species.

Shire of Broome Weed Management Strategy and Action Plan

Appendix C - Weed Status Definitions and Explanations

BAM Act definitions:

- **Legal Status**

Each listed organism is declared under the Biosecurity and Agriculture Management Act, 2007, with certain legal requirements:

- **Declared Pest, Prohibited - s12**

Prohibited organisms are declared pests by virtue of section 22(1), and may only be imported and kept subject to permits. Permit conditions applicable to some species may only be appropriate or available to research organisations or similarly secure institutions.

- **Permitted - s11**

Permitted organisms must satisfy any applicable import requirements when imported. They may be subject to an import permit if they are potential carriers of high-risk organisms.

- **Declared Pest - s22(2)**

Declared pests must satisfy any applicable import requirements when imported, and may be subject to an import permit if they are potential carriers of high-risk organisms. They may also be subject to control and keeping requirements once within Western Australia.

- **Permitted, Requires Permit - r73**

Regulation 73 permitted organisms may only be imported subject to an import permit. These organisms may be subject to restriction under legislation other than the Biosecurity and Agriculture Management Act 2007. Permit conditions applicable to some species may only be appropriate or available to research organisations or similarly secure institutions.

- **Unlisted - s14**

If you are considering importing an unlisted organism/s you will need to submit the name/s for assessment, as unlisted organisms are automatically prohibited entry into WA.

- **Weeds of National Significance**

To help focus national efforts to address weed problems in Australia, the federal government compiled a list of the most problematic plant species in Australia. Species on this list are known as Weeds of National Significance (WoNS).



▲ Native vegetation in the Broome townsite

Contact Us

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Email: shire@broome.wa.gov.au
Website: www.broome.wa.gov.au

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

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

SUMMARY:

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

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

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

BACKGROUND

Previous Considerations

Nil.

Site and Surrounds

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

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

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



Aerial Image – 1 Robert Street

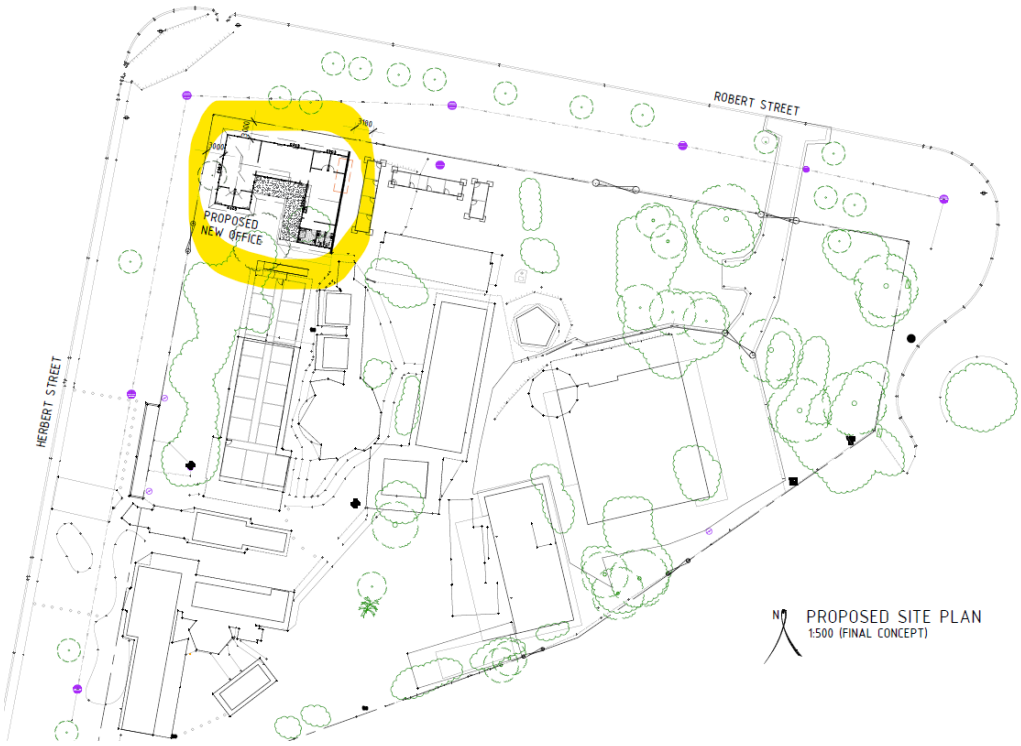
Background – Proposed Office expansion

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

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

Proposed Development

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



Site Plan

COMMENT

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

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

Planning Framework

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

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

Old Broome Development Strategy

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

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

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

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

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

Site and Development Requirements

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

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

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

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

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

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

Summary

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

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

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

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

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

6. Act does not interfere with public works

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

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

(2) Rights referred to in subsection (1) are to be exercised having due regard to –

a) the purpose and intent of any planning scheme that has effect in the locality where, and at the time when, the right is exercised; and
b) the orderly and proper planning, and the preservation of the amenity, of that locality at that time; and
c) any advice provided by the responsible authority in the course of the consultation required under subsection (3) in respect of the exercise of the right.

POLICY IMPLICATIONS

Local Planning Policy 5.16 – Old Broome Development Strategy

FINANCIAL IMPLICATIONS

Nil.

RISK

Nil.

STRATEGIC ASPIRATIONS

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

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

Objective 6.1 Promote sensible and sustainable growth and development.

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

That Council:

1. *Advises the Department of Biodiversity Conservation and Attractions that it:*
   a) *notes that the public works proposal is inconsistent with Amendment No 1 to Local Planning Scheme No 7 which is a seriously entertained planning document; and*
   b) *does not support the proposed Public Works as it will result in the expansion of an activity which does not align with the proposed planning framework.*

2. *Requests the Chief Executive Officer to continue discussions with the Department of Biodiversity Conservation and Attractions to investigate alternative sites for the office and depot operations of the Department.*

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

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

(i) A detailed engineering plan for all car parking, landscaping and works (including crossovers) within the adjacent road reserve. This engineering plan must be prepared in accordance with the Guidelines for the Construction of Car Parking within the Shire of Broome Road Reserves;

(ii) A detailed landscaping plan for the site, showing landscaping proposed to be installed in proximity of the new office; and

(ii) A storm water drainage plan designed and documented by a practising Civil Engineer.

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

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

(iii) Install the landscaping in accordance with the approved landscaping plan.

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

(i) The Department of Biodiverstiy Conservation and Attractions is responsible for the maintenance of the car parking and landscaping within the road verge; and

(ii) The Department of Biodiverstiy Conservation and Attractions indemnifies the Shire over any claim arising from the improvements in the road verge and agrees to take out and maintain public liability insurance for a minimum amount of $10 million for any one claim.

Cr Lewis moved the following motion.
Cr Mamid seconded the motion.
The motion was carried unanimously.

COUNCIL RESOLUTION:

Minute No. C/0725/013

Moved: Cr J Lewis ***Seconded: Cr J Mamid***

MOTION:

That Council:

1. Advises the Department of Biodiversity Conservation and Attractions that it:

a) notes that the public works proposal is inconsistent with Amendment No 1 to Local Planning Scheme No 7 which is a seriously entertained planning document; and

b) does not support the proposed Public Works as it will result in the expansion of an activity which does not align with the proposed planning framework.

2. Notes the important work the Department of Biodiversity Conservation and Attractions undertakes in the region, both independently and as a joint management partner, and requests the Chief Executive Officer to continue discussions with the Department

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

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

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

      (i) A detailed engineering plan for all car parking, landscaping and works (including crossovers) within the adjacent road reserve. This engineering plan must be prepared in accordance with the Guidelines for the Construction of Car Parking within the Shire of Broome Road Reserves;

      (ii) A detailed landscaping plan for the site, showing landscaping proposed to be installed in proximity of the new office; and

      (iii) A storm water drainage plan designed and documented by a practising Civil Engineer.

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

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

      (ii) Install the landscaping in accordance with the approved landscaping plan.

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

      (iii) The Department of Biodiverstiy Conservation and Attractions is responsible for the maintenance of the car parking and landscaping within the road verge; and

      (iv) The Department of Biodiverstiy Conservation and Attractions indemnifies the Shire over any claim arising from the improvements in the road verge and agrees to take out and maintain public liability insurance for a minimum amount of $10 million for any one claim.

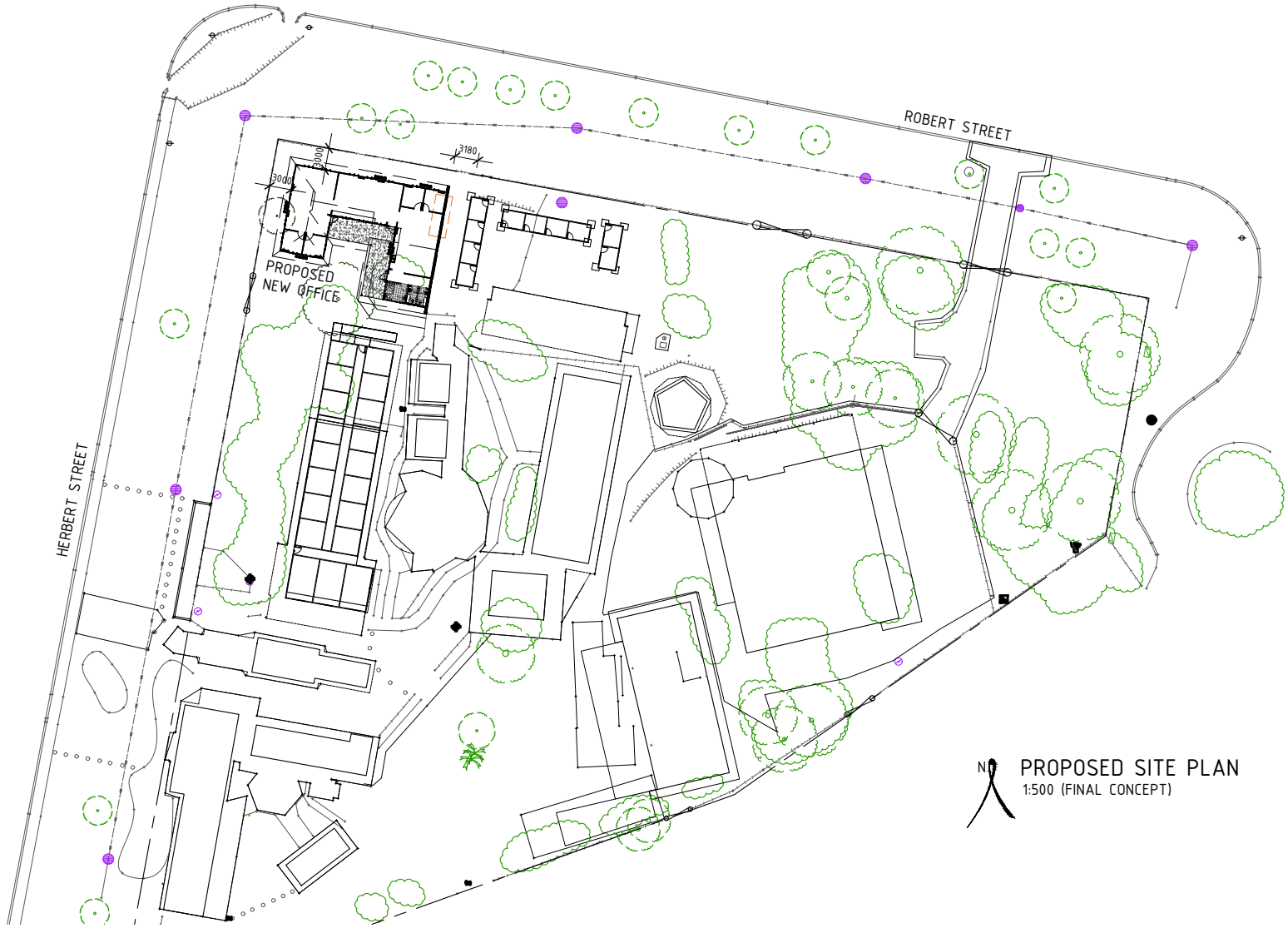
For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr P Taylor, Cr M Virgo

CARRIED UNANIMOUSLY 9/0

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

Attachments

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



PROPOSED SITE PLAN
1:500 (FINAL CONCEPT)

LairdTran studio
architecture + design
abn: 61 634 293 673
PO BOX 1047
Broome 6725
office : 08 9192 7729
et mobile: 0401 573 623

drawing: A101
revision: A

CAD File No. : -
Project Architect: ET
Project No. : LT241102
Scale: 1:100 @ A3

project & address:
DBCA PROPOSED NEW OFFICE
111 HERBERT STREET BROOME

drawing:
PROPOSED FLOOR PLAN

Rev.	Description	Date
A	PRELIM DD BASE DRAWINGS	10.02.25

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Contractor to check and verify all dimensions, levels and angles on site before commencement of work. This is a CAD drawing. Do not scale.



PROPOSED FLOOR PLAN
1:100 (NEW OFFICE BUILDING)

GENERAL NOTES:

- LOOSE FURNITURE AND EQUIPMENT NOT NOTED/SPECIFIED IN DOCUMENTATION TO BE PROVIDED BY OTHERS.
- FINAL LOCATIONS OF FIRE EXTINGUISHERS AND FIRE BLANKETS ARE TO BE CONFIRMED WITH SUPPLIER PRIOR TO BUILDING OCCUPATION. INDICATIVE LOCATIONS SHOWN ON FLOOR PLANS ONLY.
- REFER TO DETAIL ROOM PLANS AND ELEVATIONS FOR FURTHER DETAILS

LEGEND:

TYPICAL WALL CONSTRUCTION:

76MM STEEL STUD FRAME
GENERAL INTERNAL: COMMERCIAL PLASTERBOARD
WET AREA INTERNAL: WET AREA PLASTERBOARD AND WALL TILES
EXTERNAL: COLORBOND CUSTOM-ORB CLADDING

190 CORE-FILLED BLOCKWORK (FIRE RESISTANCE TBA)
GENERAL INTERNAL: COMMERCIAL PLASTERBOARD LINING
WET AREA INTERNAL: WET AREA PLASTERBOARD AND WALL TILES
EXTERNAL: STEEL BATTENS, RIDGE BOARD INSULATION AND COLORBOND CUSTOM-ORB

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office : 08 9192 7729
et mobile: 0401 573 623

drawing: A101
revision: A

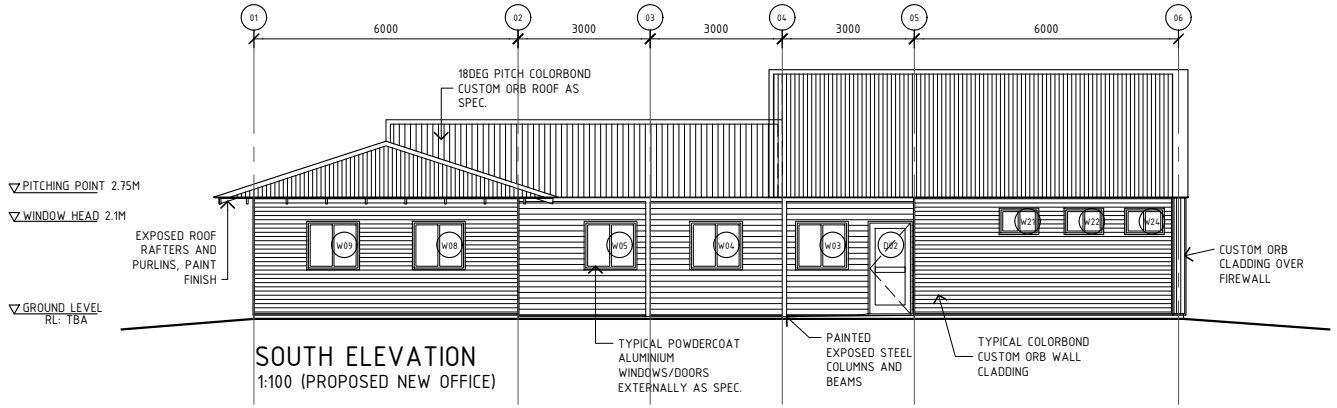
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Project Architect: ET
Project No. : LT241102
Scale: 1:100 @ A3

project & address:
DBCA PROPOSED NEW OFFICE
111 HERBERT STREET BROOME

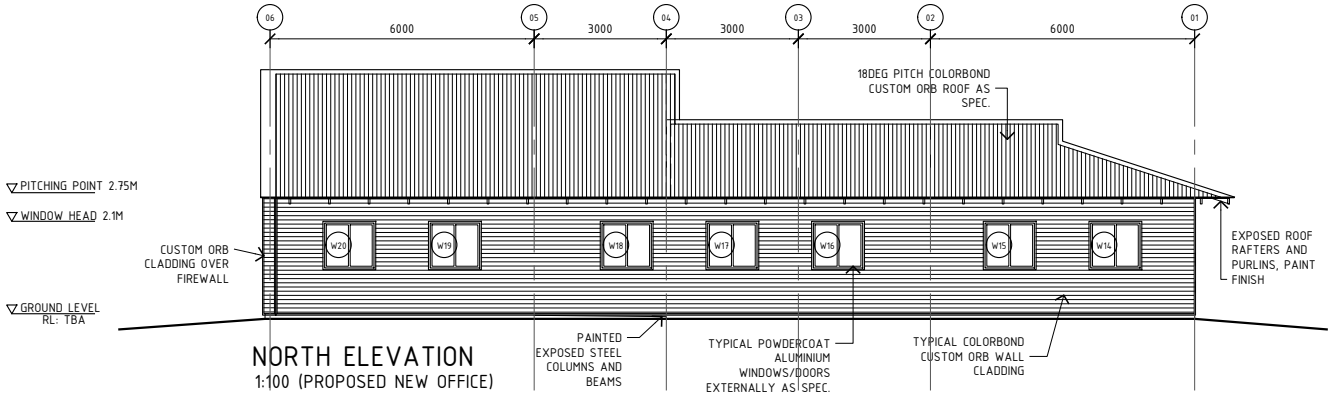
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SOUTH ELEVATION
1:100 (PROPOSED NEW OFFICE)



NORTH ELEVATION
1:100 (PROPOSED NEW OFFICE)

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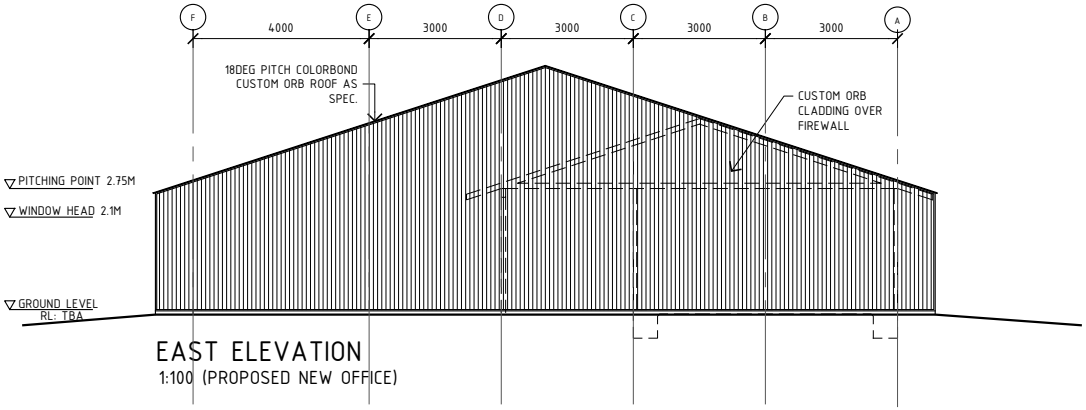
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Project Architect: ET
Project No. : LT241102
Scale: 1:100 @ A3

project & address:
DBCA PROPOSED NEW OFFICE
111 HERBERT STREET BROOME

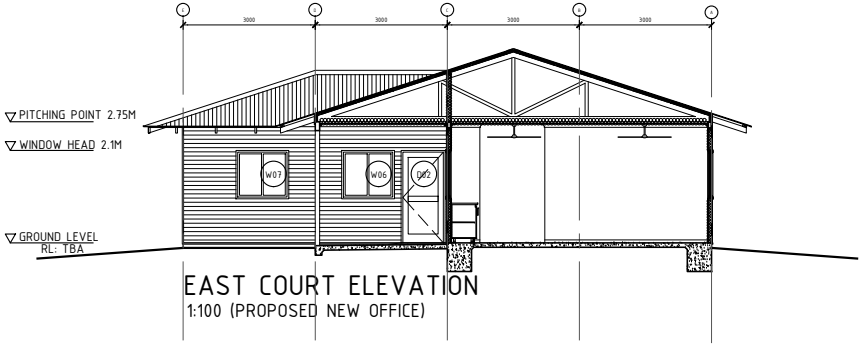
drawing:
ELEVATIONS 01

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EAST ELEVATION
1:100 (PROPOSED NEW OFFICE)



EAST COURT ELEVATION
1:100 (PROPOSED NEW OFFICE)

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abn: 61 634 293 673
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drawing: A202
revision: A

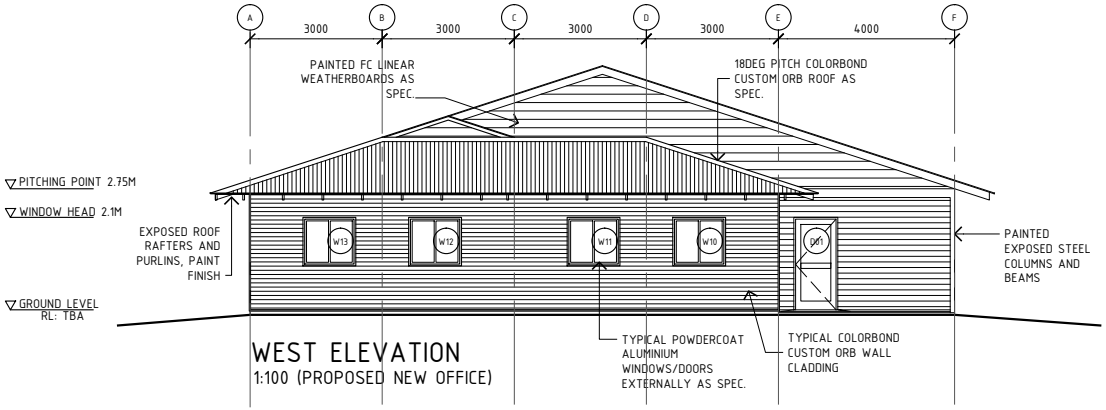
CAD File No. : -
Project Architect: ET
Project No. : LT241102
Scale: 1:100 @ A3

project & address:
DBCA PROPOSED NEW OFFICE
111 HERBERT STREET BROOME

drawing:
ELEVATIONS 02

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WEST ELEVATION
1:100 (PROPOSED NEW OFFICE)

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office : 08 9192 7729
et mobile: 0401 573 623

drawing: A203
revision: A

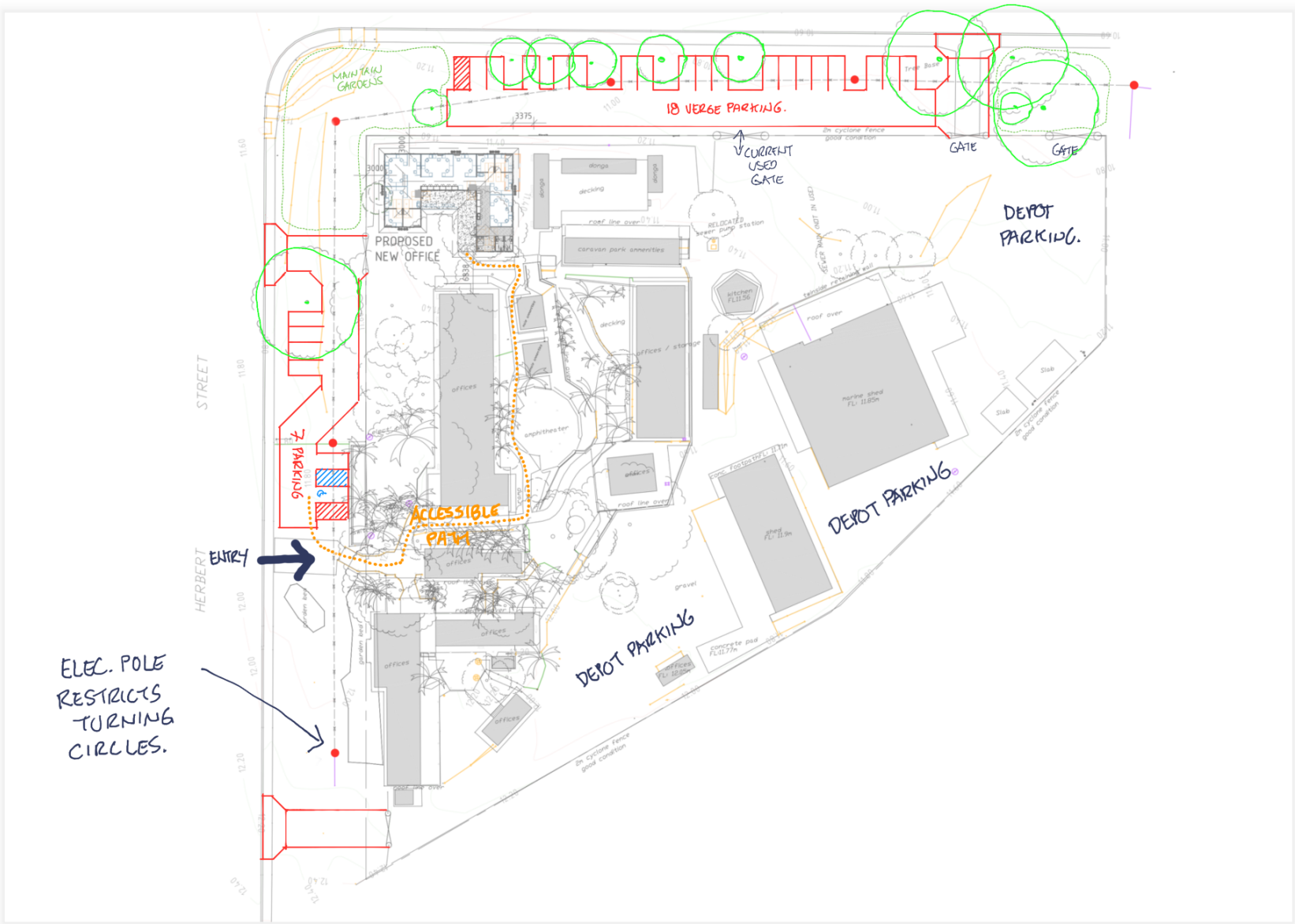
CAD File No. : -
Project Architect: ET
Project No. : LT241102
Scale: 1:100 @ A3

project & address:
DBCA PROPOSED NEW OFFICE
111 HERBERT STREET BROOME

drawing:
ELEVATIONS 03

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MAINTAIN GARDENS
18 VERGE PARKING.
CURRENT USED GATE
GATE
GATE
DEPOT PARKING.
PROPOSED NEW OFFICE
7 PARKING
ACCESSIBLE PATH
ENTRY
HERBERT STREET
DEPOT PARKING
DEPOT PARKING
ELEC. POLE RESTRICTS TURNING CIRCLES.

9.2.6 ANNUAL ELECTORS MOTION - SIGNIFICANT TREE REGISTER

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

SUMMARY:

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

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

BACKGROUND

Previous Considerations

AEM 6 February 2025
OMC 27 March 2025 Item 9.4.1

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

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

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

ELECTOR MOTION 1: ***Minute No. /0225/016***

Moved: K Weatherall ***Seconded: A Paice***

That the Shire of Broome create and instigate a Significant Tree Registry.

CARRIED UNANIMOUSLY

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

COUNCIL RESOLUTION:

ALTERNATE MOTION: Elector Motion 12 – Kylie Weatherall

Minute No. C/0325/014

Moved: Cr J Lewis ***Seconded: Cr E Smith***

That Council defer motion 12 until the next Council workshop.

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

CARRIED UNANIMOUSLY 9/0

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

COMMENT

Significant Tree Register Policy

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

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

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

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

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

Current statutory controls

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

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

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

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

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

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

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

Other Local Government Approaches

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

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

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

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

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

WALGA Advocacy

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

Regulated tree means a living tree that —

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

Tree-damaging activity means –

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

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

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

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

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

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

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

CONSULTATION

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

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

Baseline Mapping and Assessment of Significant Trees on Public Land

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

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

RISK

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

STRATEGIC ASPIRATIONS

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

Outcome 5 - Responsible management of natural resources

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

Objective 5.2 Adopt and encourage sustainable practices.

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

That Council:

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

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

COUNCIL RESOLUTION

Minute No. C/0725/015

Moved: Cr J Lewis ***Seconded: Cr E Smith***

MOTION:

That Council:

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

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

LOST 3/6

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

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

COUNCIL RESOLUTION:

(RECOMMENDATION) ***Minute No. C/0725/016***

Moved: Shire President C Mitchell ***Seconded: Cr M Virgo***

MOTION

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

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

CARRIED UNANIMOUSLY 9/0

Reason: To discuss at a workshop further with Council.

Attachments

1. Rescinded Significant Tree Register Policy

DEVELOPMENT SERVICES 4.4.9
Environment

TITLE: **SIGNIFICANT TREE REGISTER**

ADOPTED: OCM 22 April 2002 – Page 44

REVIEWED: OCM 5 July 2007 – Pages 73 - 74

ASSOCIATED LEGISLATION:

ASSOCIATED DOCUMENTS:

REVIEW RESPONSIBILITY: Chief Executive Officer

DELEGATION:

Previous Policy Number 1.2.13

Objective:

In recognising the significance of existing vegetation as being part of the natural and historical charm and character of the town, Council aims to protect it through the ongoing development of a Significant Tree Register.

The loss of trees is a community concern and there are expectations from residents, ratepayers and visitors that Council will preserve the amenity of the town.

Council welcomes community input and nominations of Significant Trees within the Township of Broome for inclusion in the Register.

Definitions:

Nil.

Policy:

Trees that will be considered for inclusion on the Register, should substantially meet the following criteria:

1. Outstanding aesthetic quality.
2. Outstanding for its large height, trunk circumference or canopy spread.
3. Is particularly old or venerable.
4. Having associations with an important historical event.
5. Any tree associated with a well-known public figure or ethnic group.
6. Occurs in a unique location or situation, or provides a significant contribution to the landscape, important landmarks and trees which form part of an historical garden, park or setting within the townsite.
7. Of a rare species or variety or very localised distribution.

8. Horticultural or genetic value and could be an important source of propagating stock.
9. Exhibits a curious growth form or physical feature, including unusually pruned forms.
10. Any mature specimens of native trees whose natural distribution is mainly restricted to Broome and/or the Dampier Peninsula.

Trees to be considered for inclusion in the Register may be located on private or public land, however, if the tree is located on private property, written consent of the owner will be required prior to the tree being included in the Significant Tree Register.

If, following an inspection of the tree, Council or the appointed officer is of the view that it satisfies one of more of the criteria for inclusion in the Significant Tree Register, Council has the discretion to determine whether or not the tree(s) is included in the Register. Where a tree is included in the Register, Council shall give notice to this effect to the landowner or adjoining landowner as appropriate and the person/group nominating the tree.

Nomination of trees for inclusion in the Significant Tree Register shall be made on the appropriate form.

Any person desiring to cut, remove or otherwise alter the state of a tree listed on the Significant Tree Register shall require the approval of Council. The following exemptions to this are:

a. Any tree or part of tree which is dead.
b. Any part of a tree which has to be pruned clear of overhead wires to the requirements of Western Power, in accordance with Australian Standard AS 4373-1996 Pruning of Amenity Trees.
c. Remedial pruning of remaining limbs (but not tree removal) after storm damage.
d. Any tree deemed to be dangerous by the Council, following service of an order requiring the tree to be made safe by the owner.

In determining an application to cut or remove or otherwise alter a tree, the Council shall give due consideration to:-

i. The health of the tree.
ii. The rarity of the tree.
iii. Any unsafe or dangerous situation created by the tree.
iv. Landscape amenity value
v. Preservation of views
vi. Access to solar collector panels
vii. Proximity of existing or proposed buildings and possible disturbance thereto.
viii. Need for replacement trees
ix. Need for minimum distance from the tree for development
x. Need for variation of any Scheme requirement to retain the tree
xi. Ease of amending development proposals.

The Chief Executive Officer has delegated authority with respect to the inclusion of trees on the Register and for works of a minor nature. The application for the physical removal of any trees on the Register will be referred to Council for consideration.

Other Documents associated with this Policy

Species List – as attached

Note: All trees, whether included in the Register or not, remain the property of the landowners concerned who are responsible for maintaining them in a safe condition.

Significant Tree List 2007

No	Botanical Name	Common Name	Location
1.	Borassus Palms	Borassus	Broome Primary School
2.	Lysophylum cunninghami	Jigal Tree	Dora Street
~~3.~~	~~Tamarind indica~~ Removed Oct 2003 by MoJ	~~Tamarind~~	~~Courthouse, Coghlan St, Louis St~~
4.	Adansonia gregorii	Boab	Frederick Street, Guy Street, Male Oval Telstra -Hamersley Street
5.	Eucalyptus polycarpa	Long fruited bloodwood	Broome peninsula
6.	Eucalyptus paractia	Cable Beach Gum	Cable Beach, Broome Golf Club
7.	Planchonia careya	Cocky apple	Broome Golf Club
8.	Pouteria sericea	Pouteria	Bowling Club, Broome Golf Club
9.	Kigelia Pinnata	Sausage Tree	Mecure Inn Continential – Louis/ Ann Street Broome. Private Property. Confirmation of tree being placed on List received 1/4/2005.
10.	Gyrocarpus americanus	Helicopter tree	Old Shire Office
11.	Terminalia ferdinandiana	Gubinge	Coastal
12.	Terminalia petiolaris	Blackbean tree	Baker Street, Clementson Street
13.	Mangroves	All are species protected	
14.	Gardenia pyriformis	Native Gardenia	Broome Golf Course
15.	Brachychiton diversifolia	Kurrajong	Broome Golf Club, Sewerage pond area
16.			
17.			

9.3 PROSPERITY

There are no reports in this section.

9.4 PERFORMANCE

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

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

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

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

BACKGROUND

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

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

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

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

COMMENT

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

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

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

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

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

Administration Regulations

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

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

Default Communications Agreement

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

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

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

Making Request for Information

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

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

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

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

These include:

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

Shire of Broome Council Policies

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

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

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

CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil.

RISK

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

STRATEGIC ASPIRATIONS

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

Outcome 9 - Effective leadership, advocacy and governance

Objective 9.1 Strengthen leadership, advocacy and governance capabilities.

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION) ***Minute No. C/0725/017***

Moved: Shire President C Mitchell ***Seconded: Cr M Virgo***

That Council:

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

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

CARRIED UNANIMOUSLY 9/0

Attachments

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

Department of
Local Government, Sport
and Cultural Industries

GOVERNMENT OF
WESTERN AUSTRALIA

Communications Agreement Consultation Paper

Local Government Reforms

Background

The *Local Government Amendment Act 2023* (2023 Amendment Act) was passed by Parliament in May 2023 and made a series of amendments to the *Local Government Act 1995* (the Act). The 2023 Amendment Act implements several key reforms, including those relating to local government elections, as well as some changes which are yet to commence. These include the requirement for a communications agreement between the council and the administration of a local government.

To implement these reforms, the Western Australian (WA) Government has prepared the draft Local Government Regulations Amendment Regulations 2025 and the draft Local Government (Default Communications Agreement) Order 2025.

These proposed draft regulations and the draft order are published on the Department of Local Government, Sport and Cultural Industries (DLGSC) website and are available for public comment until Friday 22 August 2025. This consultation paper sets out the aims of these reforms and the proposed legislative requirements.

DLGSC invites local governments, council members, CEOs, local government employees and members of the community to consider the proposed regulations and provide feedback. The feedback received will inform the finalisation of draft regulations and the draft order and the implementation of these changes.

Submissions can be made to DLGSC's Act Review team by:

1. email to actreview@dlgsc.wa.gov.au

2. post to:
   DLGSC Act Review
   PO Box 8349
   PERTH BUSINESS CENTRE WA 6849

Your say and your privacy

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential, or specifically identify the confidential information, and include an explanation.

Please note, even if your submission is treated as confidential by DLGSC, it may still be disclosed in accordance with the requirements of the *Freedom of Information Act 1995* (WA) or any other applicable written law.

DLGSC reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

Establishing regulations for communications agreements

The communications agreement is intended to function as a fundamental governance instrument within each local government to set out minimum expectations for formal communications between council members and employees of the local government.

Communications agreements currently exist between each Minister of the WA Government and the agencies that support them. These agreements set out who Ministers and their staff may contact within an agency, what they may request, how they can expect their request to be dealt with and when they can expect a response.

In a local government context, new sections 5.92A – 5.92C inserted by the 2023 Amendment Act provide that:

- each local government must have a communications agreement which deals with the matters required by the Act and regulations
- a local government may adopt a communications agreement by the council and the CEO **both agreeing** to its terms
- if a local government does not adopt or is unable to adopt a communications agreement, the default communications agreement set out in a ministerial order applies.

The draft Local Government Regulations Amendment Regulations 2025 seek to address minimum requirements for and enforcement of communications agreements.

Administration Regulations (amending regulations 3 to 8)

Amending regulations 3 to 8 set out a series of amendments to the Local Government (Administration) Regulations 1996 to deal with communications agreements.

Amending regulation 4 inserts a definition of communications agreements into the regulations.

Amending regulation 5 clarifies that the regulations regarding the employee code of conduct apply to employees of the local government, not contractors.

Amending regulation 6 requires the employee code of conduct to require a local government employee to comply with the communications agreement.

Amending regulation 7 inserts new regulations 28C and 28D.

Regulation 28C provides that in addition to the matters set out in the to be proclaimed section 5.92A of the Act, a communications agreement needs to set out the circumstances in which correspondence sent by the Mayor or President on behalf of the local government must be provided to all council members by the CEO.

Regulation 28D provides that there must be certain minimum content in a communications agreement adopted by a local government and its CEO.

Subregulation (1) provides definitions of an administrative matter and a request for information.

Subregulation (2) provides that a communications agreement must address:

- how council members and committee members can make requests for information
- the time within which a response to a request for information must be given
- the way in which information must be provided in response to a request for information
- a dispute resolution process
- which local government employees, council members and committee members may communicate or have dealings with relating to requests for information.

Subregulation (3) clarifies that the communications agreement does not apply to:

- deliberations at a council or committee meeting
- the process that needs to be undertaken for the recruitment, performance review or employment termination of the CEO.

This recognises that a Mayor or President and duly authorised council members may need to communicate with employees or contractors of the local government other than through the CEO to facilitate the recruitment, performance review or termination process.

Subregulation (4) provides that a communications agreement must address:

- how council members and committee members can make request for administrative assistance
- the time within which a response to a request for administrative assistance must be given
- the way in which information must be provided in response to a request for administrative assistance
- which local government employees, council members and committee members may communicate or have dealings with relating to administrative matters.

Subregulation (5) provides for circumstances where commissioners are administering the local government. This regulation provides that the commissioner may request information or assistance in the manner determined by the commissioner from any local government employee and that, if requested, it must be provided to the commissioner as soon as practicable. Where there is a dispute, it is resolved by the commissioner (or the chair commissioner if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.

Regulation 8 provides for the default communications agreement ministerial order to be made prior to 19 October 2025.

Model code of conduct (amending regulations 9 & 10)

To ensure council and committee members comply with the communications agreement, it is proposed that contraventions of the agreement be dealt with under the code of conduct for council members, committee members and candidates.

Amending regulation 10(1) provides that a contravention of section 5.92(3) of the Act, which states that a council member or committee member must comply with the communications agreement, will be a behavioural breach. This means that the breach is dealt with internally by the local government, rather than through the Local Government Standards Panel process. Circumstances where a council member involves themselves in the administration of the local government without authority, or where a council member seeks to direct a local government employee, will remain a rule of conduct breach.

Amending 10(2)-(3) makes an amendment to clause 20 of the model code of conduct. Clause 20 currently provides that a council member or candidate cannot direct a local government employee. This amendment clarifies that the rule of conduct against directing a local government employee does not apply where the council member is acting consistently with the communications agreement in seeking information or administrative assistance.

Default Communications Agreement Order

The 2023 Amendment Act inserted new section 5.92B, which provides for the Minister for Local Government, by order, to set out a form of default communications agreement. This will be considered the communications agreement of the local government at any time that the local government has not adopted a communications agreement of its own or the agreement has expired.

A local government's communications agreement will expire at the end of the local government's caretaker period following an ordinary election, or otherwise at the end of the employment of the CEO who agreed to that communications agreement.

It is important to note the range of circumstances where a local government will fall onto this default agreement. If unable to form an agreement of their own, a local government will be bound by this default agreement. If local governments and CEOs wish to alter something contained in the default agreement, they will need to reach an agreement on an alternative communications agreement.

The proposed default communications agreement is contained in Schedule 1 of the draft Local Government (Default Communications Agreement) Order 2025.

Preliminary provisions (Division 1 of the draft order)

The preliminary components of the agreement include definition and application clauses which address how the agreement is to be interpreted and applied.

The definition of an 'administrative matter' is important in that it clarifies what is considered an administrative matter for a council members' potential request.

Clause 3 (Application) provides that this agreement does not apply to:

- deliberations at a council or committee meeting (which to be dealt with by standardised meeting procedures)
- the process of CEO recruitment, performance reviews or termination of employment, in accordance with the CEO employment standards of the local government.

This covers practical situations, such as the Mayor or President needing to engage closely with the local government's human resources function and consultants in relation to certain instances of managing the employment of the CEO.

General provisions (Division 2 of the draft order)

Clauses 4 to 7 provide a series of general provisions.

Clause 4 addresses the general principles of the agreement:

- That the CEO supports council and committee members to fulfill their functions, including by providing information and administrative assistance that allows them to do so, and ensuring that employees communicate with council members in accordance with the agreement.
- That the council and committee members conduct themselves in accordance with the agreement to ensure the orderly running of the local government.

Clause 5 provides that, in general, all council members should receive a copy of formal correspondence sent by the Mayor or President on behalf of the local government. This reflects the Mayor or President's role of as a spokesperson of the local government, consistent with the decisions of the council. In exceptional circumstances the Mayor or President can decide it is not appropriate to provide such correspondence to all council members. If this is done where exceptional circumstances do not exist, it may constitute a breach of the agreement by the Mayor or President.

Clause 6 clarifies that requests for information or administrative should not be made during social or incidental dealings with employees or contractors, as these interactions are not an appropriate time to seek information.

Clause 7 clarifies that this agreement does not prevent social or incidental dealings or communications between council members and employees.

Clause 8 provides for the nomination of employees by the CEO, which is an important aspect of this agreement as it provides for who within the local government council members may speak with. This is similar to the approved contacts list used for WA Government communications agreements between Ministers and their agency(s).

These employees should be the most relevant employees for the council members to appropriately interact with, such as a local government's governance team, their directors (or equivalents), the executive assistant to the CEO, the communications manager or similar roles.

The clause specifies the number of employees to be nominated for each class of local government, reflecting the size of those local governments. It further clarifies that a CEO may specify that the employee is nominated for particular types of enquiries, such as nominating a communications manager for media enquiries. The CEO is required to maintain an up to date register for council and committee members of these employees and what they are able to be contacted for.

Clause 9 makes clear that the CEO determines who responds to a request for information.

Clause 10 further clarifies that nothing in this agreement requires a CEO or any other employee to respond to a request outside of office hours.

Requests for information generally (Division 3 of the draft order)

Clauses 11 to 16 deal with general requirements that apply to all requests for information.

Clause 11 provides for council and committee members to make requests for information.

Clause 12 sets out the types of information a member may request and the types of additional information a Mayor or President may request from the local government; however, this clause does not limit what information may be sought.

Clause 13 addresses certain things a council member must provide to assist the local government to respond to the request. This includes an appropriate scope, or a copy of correspondence received by the council member where they are seeking advice that relates to the correspondence.

Clause 14 deals with the circumstances where information does not need to be provided to a member, being:

- where the agreement has not been followed
- if the council member is not entitled to that information
- if the information is not held by the local government and unable to be reasonably obtained
- if in the CEO's view, preparing or providing the information would require substantial diversion of the local government's resources.

Clause 15 deals with disputes regarding the provision of information. This provision provides that a council member who is unhappy with a refusal of information may dispute the matter. Initially this should be sought to be resolved at a meeting between the council member, Mayor or President and CEO. If this does not resolve the matter, the council member should refer the matter to the council to resolve whether the information should be provided or not.

Clause 16 clarifies that the Mayor or President may discuss a media enquiry with the CEO or an appropriate nominate employee without making a request for information. This reflects that media enquiries often require urgent responses that are best dealt with promptly.

Responding to requests for information (Division 4 of the draft order)

Clause 17 to 24 deal with responding to requests for information that do not relate to administrative assistance.

Clause 17 provides that this division does not relate to an administrative request for information.

Clause 18 provides that a request for information is to be made to the CEO or an appropriate nominated employee in writing by email or such other electronic means approved by the CEO (such as a portal or similar).

Clause 19 requires the CEO to ensure that a request is acknowledged in writing within 2 working days of the request being made. This does not require the CEO to personally acknowledge the request, just ensure that a mechanism is established for their acknowledgement.

Clause 20 provides that for the purpose of responding to a request for information the CEO or other appropriate employee can discuss the request with the member for the purpose of clarifying the scope or subject of the request and enabling the request to be considered amended as a result of those discussions.

Clause 21 deals with the provision of a response to a request by providing:

- The request must be dealt with as soon as practicable.
- If a request relates to a matter on the agenda of an upcoming council or committee meeting, best endeavours are made to provide the response before that meeting.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses should be in writing and include any advice or information relating to the request.
- If the final response is to refuse or partially refuse the request, the reasons for the refusal are given to the council member.

Clause 22 provides that a response to a request for information should generally be provided to all council members and relevant committee members, ensuring all members receive the same information. However, there are proposed exceptions to this where:

- The request is for advice on correspondence received by an individual council member. In these cases, the advice should only be given to the member or members who received the correspondence.
- The request relates to matters that only the Mayor or President can request; in which case those replies should only be given to the Mayor or President.
- The council member and the CEO agree that the matter should be treated confidentially because it is appropriate in the particular circumstances.

Clause 23 provides that the member may discuss the response to their request with the CEO or an appropriate nominated employee in order to clarify or address queries with the response.

Clause 24 provides that the CEO may arrange for a briefing, meeting or other discussion for members on the particular information requested. Members may be provided with information through these avenues, including members being able to seek further information following a briefing, meeting or other discussion.

Responding to administrative requests (Division 5 of the draft order)

Clause 25 to 28 deal with responding to administrative requests.

Clause 25 provides that administrative requests encompass an administrative request for information or a request for administrative assistance.

Clause 26 provides that a member may request administrative assistance regarding an administrative matter.

Clause 27 provides that these requests are:

- To be made to the CEO or the appropriate nominated employee.
- These requests may be made verbally, but the CEO or employee can refuse to deal with the request unless it is in writing.
- If a request is made in writing it must be made via email or other electronic means approved by the CEO (such as a portal).

Clause 28 deals with the provision of a response to an administrative request by providing:

- The request must be dealt with as soon as practicable.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses to an administrative request may be verbally or in writing.

Commissioners (Division 6 of the draft order)

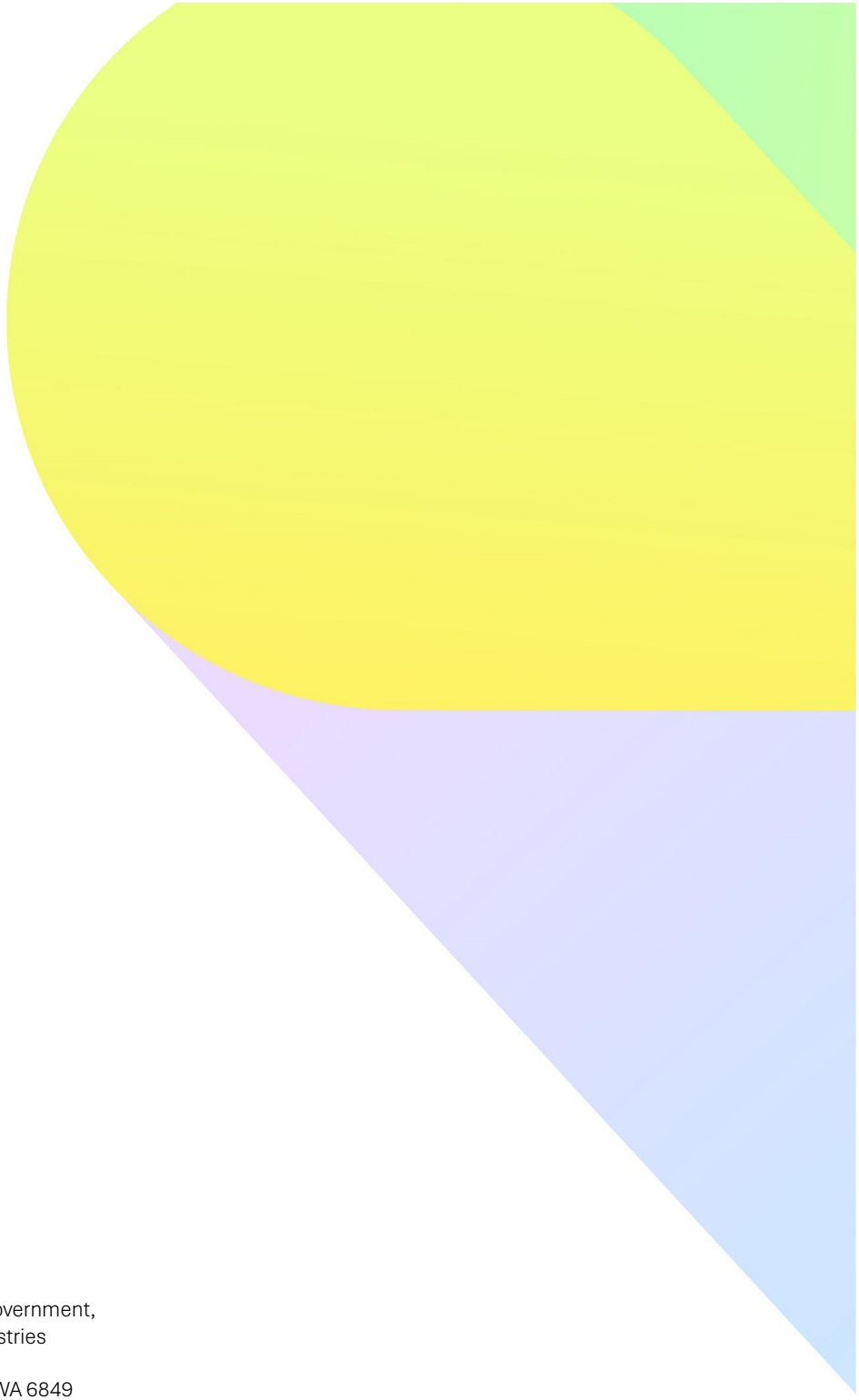
Clauses 29 and 30 deal with this agreement in relation to a commissioner appointed to administer a local government.

Clause 29 provides that the agreement applies to a commissioner as if the commissioner were the council and the Mayor or President.

Clause 30 provides that the commissioner:

- may request information from any local government employee for provision to the commissioner as soon as practicable
- where there is a dispute, it is to be resolved by the commissioner or the chair commissioner (if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.



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Communications Agreements

Discussion Paper

June 2025

Local Government Submissions to WALGA are requested by **4pm, Monday 28 July 2025** to **governance@walga.asn.au**

For more information, please contact Tony Brown on 9213 2051 or Felicity Morris on 9213 2093.

Submission Format

This Discussion Paper has been designed to enable Local Governments to insert responses in the form field provided for each section of the Discussion Paper.

Local Governments can choose to respond to only some sections or questions, and are also welcome to provide a submission in an alternative format.

Please also provide your Local Government details below.

Local Government Name:	Click or tap here to enter text.	
Submission was prepared and endorsed by:		
☐	**Council Resolution / Meeting Date:**	Click or tap here to enter text.
☐	**Council Member Workshop / Forum** (without Council resolution)	
Contact Name:	Click or tap here to enter text.	
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Contents

1. Background 1

2. Discussion paper 2

2.1. Draft Regulations 2

2.1.1. General drafting approach 2

2.1.2. Commencement and implementation 2

2.1.3. Providing correspondence sent by Mayor or President to all Council Members 3

2.1.4. Requests for information – definition and scope 4

2.1.5. Administrative matters – definition and scope 6

2.1.6. Exclusions from application of communications agreement 8

2.1.7. Commissioners 9

2.1.8. Amendments to Model Code of Conduct 10

2.3. Draft Order 11

2.3.1. Clause 4 General principles 11

2.3.2. Clause 8 Nominated employees 11

2.3.3. Clause 12 Information that may be requested 12

2.3.4. Clause 13 Requirements applicable to requests for information 13

2.3.5. Clause 14 Certain information not required to be provided 14

2.3.6. Clause 15 Disputes 14

2.3.7. Clause 16 Mayor/President discuss media enquiry 15

2.3.8. Division 4 Requests for information - processes 15

2.3.9. Division 5 Administrative requests - processes 17

1. Background

Communications Agreements were outlined in the Minister for Local Government's Reform Proposals released in 2022.

Following sector consultation, WALGA adopted the following advocacy position in relation to Communication Agreements:

> *2.5.3 Council Communication Agreements*
>
> *The Local Government sector supports the introduction of a consistent, regulated Communications Agreement between Councils and the CEO within Local Governments.*

Amendments to achieve this reform were included in the *Local Government Amendment Act 2023* but are yet to take effect:

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

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) published the draft Local Government Regulations Amendment Regulations 2025 (the Draft Regulations) and draft Local Government (Default Communications Agreement) Order 2025 (the Draft Order). The Department has also published a Communications Agreement Consultation Paper (the DLGSC Consultation Paper) which explains the Draft Regulations and Draft Order.

The Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by Local Government employees, Council Members and Committee Members.

The Draft Order sets out what is proposed to be the default communications agreement in Schedule 1. As all Local Governments will be subject to this default agreement on a regular basis (at least every two years after each caretaker period and after a CEO's employment ends) as well as at any time an agreement cannot be reached between Council and the CEO, it is critical that the default agreement is fit for purpose.

2. Discussion paper

The following discussion paper provides preliminary WALGA comments and questions on the Draft Regulations and Draft Order for consideration by Local Governments.

Part 2.1 of this paper deals with the Draft Regulations. Where the corresponding content of the Draft Order is relevant to the discussion of the issue, it is included in this part.

Part 2.2 deals with matters that appear only in the Draft Order.

All clause references are to Schedule 1 of the Draft Order.

2.1. Draft Regulations

2.1.1. General drafting approach

WALGA Comment

The Draft Regulations and Draft Order are quite detailed and prescriptive. Some detail may be necessary to provide clarity and achieve an appropriate balance. It is essential that all parties understand their responsibilities, as breaches would constitute a breach of the Code of Conduct for Council Members, Committee Members and Candidates, or the Employee Code of Conduct. However, the level of prescriptive detail in the Draft Regulations and Draft Order may be restrictive for Local Governments seeing to develop locally appropriate approaches.

Questions

1. Do the Draft Regulations and Draft Order have an appropriate level of detail, or could they be simplified?

Local Government Response:
Click or tap here to enter text.

2.1.2. Commencement and implementation

The Draft Regulations state that they will commence on 19 October 2025, the day after the Ordinary Local Government Elections. This means that the default communications agreement set out in the finalised Ministerial Order would apply to all Local Governments from this date.

WALGA comment

The lead up to Local Government elections is a very busy time for Local Governments. Many Local Governments devote considerable resources to preparing induction materials for new Council Members. These materials and any induction programs will need to provide both commencing and continuing Council Members with an understanding of the default communications agreement. In addition, Local Governments will need to establish the appropriate administrative processes to

implement the default communications agreement. To complete these preparations, Local Governments will need to know the final content of the regulations and order.

Questions

2. What would be a reasonable period to allow Local Governments to prepare for implementation of the default communications agreement after publication of the final regulations and order?

Local Government Response:
Click or tap here to enter text.

2.1.3. Providing correspondence sent by Mayor or President to all Council Members

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28C in the *Local Government (Administration) Regulations 1996* prescribing that communications agreements must regulate the circumstances in which correspondence sent by the Mayor President on behalf of the Local Government must be provided to all Council Members. This is an additional matter that was not specified in the Act amendments.

Draft Order

To meet this requirement, clause 5 of the Draft Order requires correspondence sent by the Mayor or President on behalf of the Local Government to be provided to all Council members, unless the Mayor or President is satisfied that particular circumstances mean it is appropriate not to provide the correspondence. The DLGSC Consultation Paper advises that this should only occur in "exceptional circumstances" and could otherwise constitute a breach of the communications agreement by the Mayor or President.

WALGA Comment

Depending on the Local Government, Mayors or Presidents may send a high volume of correspondence that could be understood as being on behalf of the Local Government. Providing copies of all this correspondence to all Council Members may be burdensome for the Administration, and for Council Members in receiving high volumes.

To avoid breaching the communications agreement, the Mayor or President would need to have a record of each decision and the circumstances that make it appropriate not to provide correspondence to all Council Members.

Questions

3. Is it necessary for all communications agreements to address the provision of Mayor / President correspondence to Council Members?
4. Is clause 5 of the Draft Order appropriate and workable for your Local Government? Are any changes required?

5. Would it be useful for the Draft Order to:
    a. specify types of correspondence that must be provided to all Council members, unless decided by the Mayor or President? For example, correspondence that relates to advocacy, communications with government agencies or elected representatives, major stakeholders, or communicating Council decisions.
    b. allow the Mayor or President to decide that certain categories of correspondence do not need to be provided? For example, letters of appreciation and congratulations.
    c. allow for alternative methods of making the correspondence available to Council Members rather than providing a copy? For example, allow Local Governments to provide a list of correspondence that Council Members may access on request, or publish correspondence on an Elected Member portal.

Local Government Response:
Click or tap here to enter text.

2.1.4. Requests for information – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request.

The definition of request for information in regulation 28D(1) is as follows:

> ***request for information***, in relation to a local government, means a request for —
>
> (a) access to information held by the local government under section 5.92 or otherwise; or
> (b) other information.

This definition is also used in regulation 10(2) of the Draft Regulations for a consequential amendment to the *Local Government (Model Code of Conduct) Regulation 2021*.

As this definition is prescribed in the Draft Regulations, it will apply to all communications agreements, not just the default agreement.

Draft Order

Clause 3(1) provides that the default communications agreement applies to a person only when acting in their capacity as a Council Member, Committee Member or employee.

Clause 4 provides general principles, including that Council and Committee Members will ensure they only request information that is relevant to their functions under the Act or any other written law.

Division 3 sets out the requirements regarding requests for information. Clause 11 of the Draft Order repeats the prescribed definition when stating that a Council Member or Committee Member may make a request for information. Clause 14 specifies that nothing in the agreement requires certain information to be provided, including "information mentioned in section 5.92(4) of the Act".

WALGA comment

Section 5.92(1) of the Act allows a Council Member or Committee Member to "have access to any information held by the local government that is relevant to the performance by the person of any of the person's functions under this Act or under any other written law" (emphasis added). This is a broad right of access, requiring only relevance to the performance of a statutory function.

Section 5.92(4) clarifies that the section does not give a Council Member or Committee Member the right to access specified information, including certain employee information, any personal information about individuals that is not relevant to a Council or Committee decision, information the Local Government is prohibited or restricted from disclosing to the Council Member or Committee Member under a written law, and information that is not relevant to the functions of the Council Member or Committee Member under the Act or any written law.

The definition of ***request for information*** expands significantly beyond requests under section 5.92. It is unclear what is intended by "or otherwise" in part (a) of the definition. Further, the inclusion of "other information" in part (b) is so open-ended, it may make any limitations imposed by (a) almost meaningless.

As the Draft Order only applies when a person is acting in their capacity as a Council Member or Committee Member, it is difficult to understand what "other information" could be required that is not relevant to a statutory function.

Council Members may interact with the Local Government in their personal capacity and request and gain access to information as customers of the Local Government. These ordinary citizen transactions would not be subject to the communications agreement. Similarly, all members of the public have a right to inspect and receive copies of Local Government information in accordance with s5.94, 5.95, 5,96 and 5.96A of the Act, and public information prescribed under other written laws. These public access rights would not be subject to the communications agreement.

The expansive definition appears to be inconsistent with other provisions of the Draft Order. Clause 4 uses the wording of section 5.92, stating that Council and Committee Members agree to only request information that is relevant to their functions under law. Clause 14(b) of the Draft Order confirms that a Council Member or Committee Member is not required to be provided with information mentioned in section 5.92(4) of the Act. As noted above, section 5.92(4)(f) refers to information that is not relevant to the performance of a function under law.

The result may be that a Council Member or Committee Member may *request* information under clause 11 that they must agree not to request under clause 4(c)(iii), that they do not have a statutory right to access, and that clause 14 confirms that they are not required to be provided.

Questions

6. Should the words "or otherwise" and "other information" be deleted from the definition of ***request for information***?
7. Do Local Governments identify any risks arising from the definition of ***request for information*** in its current form?

8. Does the definition of ***request for information*** create inconsistency with section 5.92 of the Act and clauses 4 and 14 of the Draft Order?
9. Should the definition of ***request for information*** be revised to refer only to requests made under s.5.92?
10. Are there any other comments on the scope or definition of ***request for information***?

Local Government Response:
Click or tap here to enter text.

2.1.5. Administrative matters – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which provides definitions and prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request. The definition of administrative matter lists the scheduling of council or committee meetings, compliance obligations under the Act, IT support, training and conference arrangements, event invitations, entitlements and "any other matter of an administrative nature".

Regulation 10(2) of the Draft Regulations would insert the proposed definition of administrative matter into clause 20(1) of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021)*.

Draft Order

Clause 2 of the Draft Order repeats the definition of administrative matter and defines administrative request for information. Clause 25 defines administrative request as either or both of an administrative request for information or a request for administrative assistance. Clause 26 defines a request for administrative assistance.

Division 5 of the Draft Order deals with administrative requests for information and requests for administrative assistance. Clause 26 provides that a Council Member or Committee Member may make a request for administrative assistance, while clause 27 provides the process for making an administrative request. Administrative requests may be made verbally or in writing

WALGA Comment

Local Government officers regularly provide routine information and support to Council Members and Committee Members. It seems reasonable to provide for a separate category of requests that may be dealt with in a simplified way, and with no requirement to provide responses to all Council or Committee Members.

The definition of administrative matter prescribed in the Draft Regulations may not be suitable for all Local Governments. WALGA suggests that an alternative definition could be as follows:

administrative matter in relation to a council member or committee member, means support or assistance provided to an individual council member or individual committee member to facilitate an administrative process related to that member, and may include:

(i) council and committee meeting scheduling, attendance, apologies, leave of absence, committee deputy member attendance, drafting a notice of motion or alternative motion.
(ii) attendance at professional development, training or events, associated speech writing, ceremonial protocols, travel, accommodation and incidental expense arrangements,
(iii) entitlements to a fee, allowance, reimbursement or superannuation,
(iv) personal compliance with obligations under the Act, Regulations, code of conduct, conflict of interest or gift disclosure requirements, record keeping,
(v) information and communication technology software or hardware provided by the local government,
(vi) any other matters specified as administrative matters in a local government's communications agreement.

Alternatively, the Draft Regulations could state that administrative matters are to be defined in the local government's communications agreement. The above alternative definition could be modified for use in the Draft Order.

Consideration could also be given to simplifying the language used in the Draft Order regarding these requests. It seems unnecessarily complex to have four defined terms to deal with simple day to day enquiries.

Questions

11. Do Local Governments support a separate process for administrative matters?
12. Is the Draft Regulation definition of ***administrative matter*** suitable for your Local Government?
13. Do you support the alternative WALGA definition above and/or have any other suggestions for the definition?
14. Should the regulations avoid a prescribed definition and allow ***administrative matter*** to be defined entirely in the communications agreement?
15. Are there any other comments on administrative matters?

Local Government Response:
Click or tap here to enter text.

2.1.6. Exclusions from application of communications agreement

Draft Regulations

The new Regulation 28D(3), to be inserted in the *Local Government (Administration) Regulations 1996* by Draft Regulation 7, provides that a communications agreement must specify it does not apply to anything a Council Member, Committee Member or Employee does as part of deliberations at a Council Meeting, or CEO employment processes.

Draft Order

Clause 3(2) of the Draft Order gives effect to these requirements.

WALGA Comment

These exclusions enable Council Members and Committee Members to communicate with employees under certain circumstances without being subject to the communications agreement. The respective codes of conduct would continue to apply to employees and Council or Committee Members.

Questions

16. Are these exclusions appropriate?

Local Government Response:
Click or tap here to enter text.

2.1.7. Commissioners

Draft Regulations

New Regulation 28D(5) will require all communications agreements to include content enabling commissioners to make requests to any employee, to determine the manner information is to be provided and to resolve disputes.

Draft Order

Clause 29 provides that the communications agreement applies to a commissioner as if they were the Mayor or President and the Council of the Local Government. Clause 30 then modifies the application of the communications agreement to allow a commissioner to make a request to the CEO or any employee, in the manner determined by the commissioner and to specify the manner in which as response is to be provided. It also provides for a commissioner to resolve disputes.

WALGA Comment

Section 2.38 of the Act provides that any reference to Council, Council Member, Mayor or President in the Act or other written law applies to a commissioner. A Local Government's communications agreement would apply to commissioners on that basis, and a commissioner could adopt a new agreement with the CEO. It does not seem appropriate for a commissioner to direct requests to any employee of the Local Government.

Questions

17. Should the rights and responsibilities of commissioners under a communications agreement be consistent with the rights and responsibilities of Council, Council Members, Mayors and Presidents?
18. Is it inappropriate for a commissioner to make requests to any employee of the Local Government?

Local Government Response:
Click or tap here to enter text.

2.1.8. Amendments to Model Code of Conduct

Draft Regulations

Regulation 10(4) of the Draft Regulations will amend clause 20 of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021)*. As a result, the prohibition on a Council Member directing or attempting to direct a local government employee will not apply to anything that a Council Member does as part of making a request in accordance with a communications agreement.

WALGA comment

Model Code of Conduct clause 20(2)(a) prohibits a Council Member from directing or attempting to direct a Local Government employee to do or not to do anything in their capacity as a Local Government employee.

This prohibition does not apply to anything done during deliberations at a Council or Committee meeting. The proposed amendment would expand the circumstances in which a Council Member may direct an employee.

The proposed amendment implies that a request for information or administrative request may be made in a manner that is an attempt to *direct* a local government employee and has the effect of allowing such direction without breaching Code of Conduct provisions.

Questions

19. Is it necessary or appropriate for a Council Member to be able to direct a local government employee when making a request in accordance with a communications agreement?

Local Government Response:
Click or tap here to enter text.

2.3. Draft Order

2.3.1. Clause 4 General principles

Draft Order

Clause 4 of the Draft Order provides general principles for both the Council and the CEO, largely relating to acting and communicating in accordance with the agreement. This includes that the CEO will support Council Members and Committee Members in performing their functions under law, and that Council Members and Committee Members will only request information relevant to their functions under law.

Questions

20. Are there any additional principles that should be referenced in this clause?
21. Would it be beneficial to include a principle requiring that the communications agreement be applied in a manner that is consistent with the respective roles and responsibilities of Council and the CEO under the Act?

Local Government Response:
Click or tap here to enter text.

2.3.2. Clause 8 Nominated employees

Draft Order

Clause 8(1) enables the CEO to nominate employees for the purposes of the agreement.

Clause 8(2) requires the CEO to nominate minimum numbers of employees, depending on the Class of the Local Government.

Clause 8(3) allows employees to be nominated for all requests for information, or a type of request for information. Clause 8(4) allows employees to be nominated for media enquiries, requests for administrative assistance, or types of either of these.

Under clauses 16, 18, 20, 23 and 27 of the Draft Order, Council Members or Committee Members must make and discuss their various requests with an "appropriate nominated employee", defined in clause 2(1). In summary, an appropriate nominated employee is an employee who has been nominated for that type of request.

Clause 9 allows the CEO to direct which employee responds to a request.

WALGA Comment

The minimum numbers of nominated employees specified in clause 8 will only apply while the default communications agreement applies to a Local Government. However, these requirements must still be fit for purpose when applying to all Local Governments at least every two years, or at any time an agreement has not been reached.

It is unlikely that all Local Governments of a particular class will have the same requirements or capacity.

CEOs are likely to be best placed to establish a sufficient number of nominated employees to service the level of requests in appropriate timeframes. This could include an administrative system of internal referrals, which could allow requests to be made to any nominated employee, rather than only an "appropriate nominated employee".

The requirement to make the request to an appropriate nominated employee may be challenging if a request for information addresses multiple subjects. It may be more efficient for responses to be coordinated by a single nominated employee.

Similarly, it may be sufficient to state that a CEO can nominate an employee generally or for the purposes of specified types of requests and that Council and Committee Members are provided with an up-to-date list.

Questions

22. Should the default communications agreement allow the CEO to nominate employees generally or for the purposes of any specified requests?
23. Should the minimum number of nominated employees be deleted or are they suitable?
24. Is it necessary to specify that requests must be made to an appropriate nominated employee, or could a nominated employee who receives a request refer and coordinate internally, subject to direction from the CEO?

Local Government Response:
Click or tap here to enter text.

2.3.3. Clause 12 Information that may be requested

Draft Order

Clause 12(1) lists matters that may be the subject of requests for information, clause 12(2) provides examples of information that may be requested by a Mayor or President, while clause 12(3) specifies that the clause does not limit what information may be requested.

WALGA Comment

It appears that this clause simply provides indicative examples of suitable subject matter for requests for information. As discussed above, the right of access to information under section 5.92 requires a link to a statutory function. It is possible that the examples provided in clause 12 could be the subject of a request for information that is relevant to a statutory function as well as a request that is not relevant or is excluded under s.5.92(4). Clause 12(3) confirms that the clause does not limit requests for information. Presumably it also does not expand what may be subject to a request for information, so it is unclear whether it is useful.

Questions

25. Is it useful for the default communications agreement to list matters that may be the subject of requests for information? Do Local Governments have any suggestions for inclusion?
26. Do Local Governments have any comments on the matters listed in clause 12?
27. Do Local Governments have examples of how the matters listed in clause 12 are or are not relevant to Council Member and Committee Member functions under the Act or other written law?

Local Government Response:
Click or tap here to enter text.

2.3.4. Clause 13 Requirements applicable to requests for information

Draft Order

Clause 13 sets out the requirements applicable to a request for information, including relevance to a statutory function (as discussed above), limited in scope and accompanied by supporting information or correspondence.

WALGA Comment

In many circumstances, the nature of information requested by Council or Committee Members is self-evidently related to performance of a function under the Act or other written law, consistent with s.5.92(1). However, some requests for information are not self-evident as being consistent with s.5.92.

Questions

28. Do Local Governments have any comments on these requirements?
29. Should clause 13 include a requirement for a request for information to explain the relevance of the request to the performance of a function under the Act or any written law?

Local Government Response:
Click or tap here to enter text.

2.3.5. Clause 14 Certain information not required to be provided

Draft Order

Clause 14 provides that information is not required to be provided in response to a request for information if:

- the request is not made in accordance with the agreement,
- the information is mentioned in section 5.92(4) of the Act,
- the information is not held by the Local Government, is held by another person or body and cannot be reasonably obtained by the Local Government,
- the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the Local Government's resources.

WALGA Comment

The exclusion of information referred to in section 5.92(4) (see cl.14(b)) is discussed above.

Clause 14(c) appears somewhat convoluted. It is not clear if this is intended to require Local Governments to undertake research to identify and obtain information that they do not currently hold. Further, if the information is not held by the Local Government and cannot be reasonably obtained, it is not clear why it is relevant whether the information is held by another person or body.

Questions

30. Should clause 14(c) be simplified to state that information is not required to be provided if it is not held by the Local Government?

Local Government Response:
Click or tap here to enter text.

2.3.6. Clause 15 Disputes

Draft Order

Clause 15 sets out the process for dealing with disputes regarding a final response to a request for information that includes a refusal to provide some or all of the information requested. In the first instance the dispute must be discussed between the Mayor or President, the CEO and the requesting member. If this does not resolve the dispute, the requesting member may refer the dispute to Council for determination. Council's determination is final, and may override a decision by the CEO that the request would divert unreasonable resources.

WALGA Comment

The Draft Order does not appear to contemplate disputes where the Mayor or President is the requesting member.

The Draft Order specifies that Council may override a decision of the CEO under clause 14(d) that a request would divert unreasonable resources. In considering such a dispute, Council should have the benefit of the CEO's advice regarding the impact on the Local Government's functions and budget.

As only clause 14(d) is referenced in this way, it may be that Council does not have the capacity to overturn a refusal on the grounds set out in clause 14(a) – (c).

Questions

31. Should the default communications agreement specify that if the Mayor or President is the requesting member, the deputy Mayor or President should attend the meeting with the CEO in the event of a dispute?
32. Would it be beneficial to have disputes determined by the Inspector rather than Council?
33. Is it appropriate that Council can overturn the CEO decision under clause 14(d)?
34. Are there any other comments on disputes?

Local Government Response:
Click or tap here to enter text.

2.3.7. Clause 16 Mayor/President discuss media enquiry

Draft Order

Clause 16 allows the Mayor or President to discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information.

WALGA Comment

In many cases, media enquiries are directed to the Administration, and the Administration then contacts the Mayor or President to coordinate a response. Media enquiries that are not provided to the Local Government could be directed to the Mayor or President, but could also be directed to individual Council Members. It is not clear that this clause is necessary to enable these enquiries to be discussed as needed.

Questions

35. Does this clause meet the needs of Local Governments in managing media enquiries?

Local Government Response:
Click or tap here to enter text.

2.3.8. Division 4 Requests for information - processes

Draft Order

Division 4 of the Draft Order sets out the processes for making, acknowledging, discussing and responding to requests for information other than administrative requests.

Clause 18 requires that a request for information must be made to the CEO or an appropriate nominated employee in writing, by email or other electronic means approved by the CEO. Clause 19 requires the CEO to acknowledge the request within 2 working days after the day it is made.

Clause 20 allows the CEO or an appropriate nominated employee to discuss the request with the requesting member, who may request an amendment to the scope of the request in these discussions.

Clause 21 provides the requirements for responding to a request for information. As a starting point, the CEO must ensure the requesting member is given a final response as soon as practicable. Where a request relates to an agenda item, the CEO must use best endeavours to provide a final response before the meeting. In any case, the CEO must ensure that the requesting member is given a final response within 10 working days after the request is made, or notice that the final response cannot be given within that period and estimating when it will be provided. The final response must be in writing. The final response must include reasons for any refusal to provide any of the information requested.

Under clause 22(1), final responses will generally be provided to all Council Members and members of the relevant committee. Clause 22(2) provides exceptions, including where the request for information is one made by the Mayor or President in relation to representing the Local Government, correspondence or arranging a formal meeting or event. Clause 22(2) also allows the CEO and requesting member to agree that the final response is confidential or because of particular circumstances it is appropriate not to provide to all members.

Clause 23 allows the requesting member to discuss the final response with the CEO or an appropriate nominated employee, and may be provided with additional information in these discussions. Clause 24 allows the CEO to arrange a briefing, meeting or discussion with some or all Council or Committee Members in relation to a final response to a request for information.

WALGA Comment

The definition and scope of requests for information are discussed in part 2.1.4 of this discussion paper.

WALGA seeks sector feedback on whether the detailed processes and requirements in Division 4 are suitable for all Local Governments. It is not clear whether it is necessary for a communications agreement to specify that a Council or Committee Member may discuss a request or response with the CEO or appropriate nominated employee, or that the CEO may organise a briefing. In contrast, it may be helpful for a communications agreement to state what will occur if the CEO and requesting member do not agree on whether a response should be provided to all members.

Questions

36. Are there any comments on the processes and requirements in Division 4, including:
    - (i) Is it suitable that all requests for information must be made in writing by email or other electronic means approved by the CEO?
    - (ii) Is 2 working days an appropriate period for acknowledgement of a request?
    - (iii) Does clause 20 provide an appropriate method for discussing and clarifying requests for information?
    - (iv) Are the timeframes for response specified in clause 21 a reasonable baseline for all Local Governments?

(v) Does clause 22(2) provide a suitable method for deciding when a response does not need to be provided to all Council or Committee Members?

(vi) Should clause 22(2) state what would occur if the CEO and requesting member do not agree on whether a response is confidential or not to be provided to other members?

(vii) Is clause 23 unnecessary or does it provide a useful approach to discussions of a response?

(viii) Is clause 24 unnecessary or does it provide a useful approach to informing Council Members and Committee Members?

Local Government Response:
Click or tap here to enter text.

2.3.9. Division 5 Administrative requests - processes

Draft Order

Division 5 of the Draft Order sets out the requirements for making and responding to administrative requests.

WALGA Comment

The definition of "administrative matter" is discussed above.

WALGA seeks sector feedback on whether the processes and requirements are suitable for all Local Governments.

Questions

37. Is it suitable that administrative requests may be made verbally or in writing?
38. Does clause 28 provide reasonable requirements for a response?

Local Government Response:
Click or tap here to enter text.

Western Australia

Local Government Regulations Amendment Regulations 2025

Contents

Part 1 — Preliminary

1. Citation 1
2. Commencement 1

Part 2 — *Local Government (Administration) Regulations 1996* amended

3. Regulations amended 2
4. Regulation 3 amended 2
5. Regulation 19AA amended 2
6. Regulation 19ADA inserted 3
   - 19ADA. Compliance with communications agreement 3
7. Regulations 28C and 28D inserted 3
   - 28C. Additional matters regulated by communications agreement (Act s. 5.92A(2)(d)) 3
   - 28D. Content of communications agreement (Act s. 5.92A(4)) 3
8. Regulation 29E inserted 7
   - 29E. Transitional provision for *Local Government Regulations Amendment Regulations 2025* 7

Part 3 — *Local Government (Model Code of Conduct) Regulations 2021* amended

9. Regulations amended 8
10. Schedule 1 amended 8
    - 10A. Communications agreement 8

Consultation Draft

Local Government Act 1995

Local Government Regulations Amendment Regulations 2025

Made by the Governor in Executive Council.

Part 1 — Preliminary

1. Citation

These regulations are the *Local Government Regulations Amendment Regulations 2025*.

2. Commencement

These regulations come into operation as follows —

(a) Part 1 — on the day on which these regulations are published on the WA legislation website (***publication day***);

(b) Part 2 (but only regulations 3 and 8) — on the day after publication day;

(c) the rest of the regulations — on 19 October 2025.

Consultation Draft

Part 2 — *Local Government (Administration) Regulations 1996* amended

3. Regulations amended

This Part amends the *Local Government (Administration) Regulations 1996*.

4. Regulation 3 amended

In regulation 3(1) insert in alphabetical order:

communications agreement, in relation to a local government, means —

(a) the default communications agreement that is taken to be the local government's communications agreement under section 5.92B; or

(b) the communications agreement adopted by the local government that has effect as the local government's communications agreement under section 5.92C;

5. Regulation 19AA amended

In regulation 19AA delete the definition of ***local government employee*** and insert:

local government employee means an employee of the local government;

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6. Regulation 19ADA inserted

After regulation 19AD insert:

19ADA. Compliance with communications agreement

A code of conduct must contain a requirement that a local government employee must (when acting in their capacity as such) comply with the local government's communications agreement.

7. Regulations 28C and 28D inserted

At the beginning of Part 7 insert:

28C. Additional matters regulated by communications agreement (Act s. 5.92A(2)(d))

For the purposes of section 5.92A(2)(d), the circumstances in which correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO is a prescribed matter.

28D. Content of communications agreement (Act s. 5.92A(4))

(1) In this regulation —

administrative matter, in relation to a council member or committee member, means the following —

(a) the scheduling of council meetings or committee meetings;

(b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;

Consultation Draft

(c) information technology support for the council member or committee member;

(d) arrangements for the council member or committee member to attend training or a conference;

(e) event invitations received by the council member or committee member;

(f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;

(g) any other matter of an administrative nature;

request for information, in relation to a local government, means a request for —

(a) access to information held by the local government under section 5.92 or otherwise; or

(b) other information.

(2) A local government's communications agreement must include content providing for —

(a) council members and committee members to make requests for information; and

(b) the way in which, and the employees of the local government to whom, a request for information must be made; and

(c) time limits within which a response to a request for information must be given; and

(d) the way in which information must be provided in response to a request for information; and

(e) the way in which disputes regarding the response given to a request for information are to be resolved; and

Consultation Draft

(f) the employees of the local government with whom council members and committee members may communicate or have dealings in relation to a request for information.

(3) A local government's communications agreement must include content providing for the agreement not to apply to anything that a council member, committee member or employee of the local government does as part of —

(a) the deliberations at a council or committee meeting; or

(b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.

(4) A local government's communications agreement must include content providing for —

(a) council members and committee members to make requests for assistance regarding administrative matters; and

(b) the way in which, and the employees of the local government to whom, a request for assistance regarding an administrative matter must be made; and

(c) time limits within which a response to a request for assistance regarding an administrative matter must be given; and

(d) the way in which information must be provided in response to a request for assistance regarding an administrative matter; and

(e) the employees of the local government with whom council members and committee members may communicate or have dealings in

Consultation Draft

relation to a request for assistance regarding an administrative matter.

(5) A local government's communications agreement must include content providing for the following —

(a) a request for information or a request for assistance regarding an administrative matter by a commissioner of the local government may be made to the CEO or another employee of the local government in the manner determined by the commissioner;

(b) the CEO must ensure that the commissioner is given a response to the request for information or request for assistance regarding an administrative matter —

(i) as soon as practicable; and

(ii) in the manner requested by the commissioner (which may include in writing or in a briefing);

(c) disputes regarding the request for information or request for assistance regarding an administrative matter must be resolved by —

(i) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or

(ii) otherwise — the commissioner who made the request.

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8. Regulation 29E inserted

At the end of Part 7 insert:

29E. Transitional provision for *Local Government Regulations Amendment Regulations 2025*

For the purposes of Schedule 9.3 clause 62(2), regulations 28C and 28D, as to be inserted by the *Local Government Regulations Amendment Regulations 2025* regulation 7, apply in relation to the exercise before 19 October 2025, under the *Interpretation Act 1984* section 25(2), of the Minister's power to make an order under section 5.92B, as to be inserted by the *Local Government Amendment Act 2023* section 74.

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Part 3 — *Local Government (Model Code of Conduct) Regulations 2021* amended

9. Regulations amended

This Part amends the *Local Government (Model Code of Conduct) Regulations 2021*.

10. Schedule 1 amended

(1) After Schedule 1 clause 10 insert:

10A. Communications agreement

A council member or committee member must not contravene section 5.92A(3) of the Act.

(2) In Schedule 1 clause 20(1) insert in alphabetical order:

administrative matter, in relation to a council member or committee member, means the following —

(a) the scheduling of council meetings or committee meetings;

(b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;

(c) information technology support for the council member or committee member;

(d) arrangements for the council member or committee member to attend training or a conference;

(e) event invitations received by the council member or committee member;

(f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;

(g) any other matter of an administrative nature;

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communications agreement, in relation to a local government, means —

(a) the default communications agreement that is taken to be the local government's communications agreement under section 5.92B of the Act; or

(b) the communications agreement adopted by the local government that has effect as the local government's communications agreement under section 5.92C of the Act;

request for information, in relation to a local government, means a request for —

(a) access to information held by the local government under section 5.92 of the Act or otherwise; or

(b) other information.

(3) In Schedule 1 clause 20(1) in the definition of ***local government employee*** paragraph (b) delete "services." and insert:

services;

(4) Delete Schedule 1 clause 20(3) and insert:

(3) Subclause (2)(a) does not apply to anything that a council member does as part of —

(a) the deliberations at a council or committee meeting; or

(b) making a request for information or a request for assistance regarding an administrative matter in accordance with the local government's communications agreement.

Clerk of the Executive Council

Consultation Draft

Western Australia

Local Government (Default Communications Agreement) Order 2025

Contents

1.	Citation	1
2.	Commencement	1
3.	Default communications agreement	1
	Schedule 1 — Default communications agreement	
	Division 1 — Preliminary provisions	
1.	Introduction	2
2.	Terms used	2
3.	Application	4
	Division 2 — General provisions	
4.	General principles	5
5.	Correspondence sent by mayor or president on behalf of local government	5
6.	Requests must not be made during social or incidental dealing or communication	6
7.	Incidental or social interactions permitted	6
8.	Nominated employees	6
9.	CEO may direct who responds	7
10.	No response required out of hours	7
	Division 3 — Requests for information generally	
11.	Council member or committee member may make request for information	7
12.	Information that may be requested	7
13.	Requirements applicable to requests for information	8
14.	Certain information not required to be provided	9

Consultation Draft

Contents

15. Disputes regarding final response to request for information 9
16. Mayor or president may discuss media enquiry without making request for information 10

Division 4 — Requests for information other than administrative requests for information

17. Application 10
18. Making a request for information 10
19. Receipt of request must be acknowledged 10
20. Request may be discussed and amended 11
21. Responding to a request for information 11
22. When final response must be provided to other members 12
23. Requesting member may discuss final response 12
24. CEO may arrange for briefing, meeting or discussion in relation to final response 12

Division 5 — Administrative requests for information and requests for administrative assistance

25. Term used: administrative request 13
26. Council member or committee member may request assistance regarding administrative matter 13
27. Making an administrative request 13
28. Responding to an administrative request 14

Division 6 — Provision in relation to commissioner

29. Application of agreement to commissioner 14
30. Requests for information by commissioner 14

Consultation Draft

Local Government Act 1995

Local Government (Default Communications Agreement) Order 2025

Made by the Minister under section 5.92B of the Act.

1. Citation

This order is the *Local Government (Default Communications Agreement) Order 2025*.

2. Commencement

This order comes into operation on 19 October 2025.

3. Default communications agreement

For the purposes of section 5.92B(1) of the Act, the form of communications agreement is set out in Schedule 1.

Note for this clause:

Under section 5.92B(2) of the Act, for the purposes of section 5.92A of the Act, the form of communications agreement set out in Schedule 1 is taken to be a local government's communications agreement at any time when the local government does not have a communications agreement of its own under section 5.92C of the Act.

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Schedule 1 — Default communications agreement

[cl. 3]

Division 1 — Preliminary provisions

1. Introduction

For the purposes of section 5.92A of the *Local Government Act 1995* (the ***Act***), this is the local government's communications agreement between the council of the local government (the ***council***) and the chief executive officer of the local government (the ***CEO***).

2. Terms used

(1) In this agreement —

Act has the meaning given in clause 1;

administrative matter, in relation to a council member or committee member, means the following —

(a) the scheduling of council meetings or committee meetings;

(b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;

(c) information technology support for the council member or committee member;

(d) arrangements for the council member or committee member to attend training or a conference;

(e) event invitations received by the council member or committee member;

(f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;

(g) any other matter of an administrative nature;

administrative request has the meaning given in clause 25;

administrative request for information means a request for information that relates only to an administrative matter;

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adopted standards means —

(a) the standards adopted by the local government under section 5.39B of the Act; or

(b) if the local government has not adopted standards under section 5.39B of the Act — the standards taken under section 5.39B(5) of the Act to be the local government's adopted standards;

appropriate nominated employee means the following —

(a) in relation to a request for information — an employee nominated under clause 8(1) and (3) in relation to —

(i) all requests for information; or

(ii) a type of request for information that includes the request for information;

(b) in relation to a media enquiry to be discussed under clause 16(1) — an employee nominated under clause 8(1) and (4)(a) in relation to —

(i) all media enquiries; or

(ii) a type of media enquiry that includes the media enquiry;

(c) in relation to a request for administrative assistance — an employee nominated under clause 8(1) and (4)(b) in relation to —

(i) all requests for administrative assistance; or

(ii) a type of request for administrative assistance that includes the request for administrative assistance;

CEO has the meaning given in clause 1;

class 1 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulation 2A(a);

class 2 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(b) and 2B(3);

class 3 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(c) and 2B(4);

Consultation Draft

class 4 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(d) and 2B(5);

committee means a committee of the council;

council has the meaning given in clause 1;

employee means an employee of the local government;

mayor or president includes a councillor performing the functions of the mayor or president under Part 5 Division 3 of the Act;

request for administrative assistance has the meaning given in clause 26;

request for information has the meaning given in clause 11;

requesting member, in relation to a request for information or a request for administrative assistance, means the council member or committee member who made the request;

working day means a day other than —

(a) a Saturday or a Sunday; or

(b) a public holiday throughout the State; or

(c) a public holiday in an area that is or includes the district or any part of the district.

(2) If any other term used in this agreement is given a meaning in section 1.4 of the Act or the *Interpretation Act 1984* section 5, it has the same meaning in this agreement.

(3) A reference in this agreement to a council member or committee member performing a function under a written law other than the Act does not include a reference to the council member or committee member performing a function in a capacity other than that of council member or committee member under the Act.

3. Application

(1) This agreement applies to a person who is a council member, committee member or employee when acting in their capacity as such.

(2) Despite subclause (1), this agreement does not apply to anything that a council member, committee member or employee does as part of —

(a) the deliberations at a council or committee meeting; or

Consultation Draft

(b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.

Division 2 — General provisions

4. General principles

The council and the CEO agree to the following general principles —

(a) the CEO will support council members and committee members to perform their functions under the Act and any other written law;

(b) without limiting paragraph (a), the CEO will ensure that —

(i) requests for information and requests for administrative assistance made by council members and committee members are responded to in accordance with this agreement; and

(ii) employees deal and communicate with council members and committee members in accordance with this agreement;

(c) council members and committee members will ensure that —

(i) their dealings and communications with employees are in accordance with this agreement; and

(ii) their requests for information and requests for administrative assistance are made in accordance with this agreement; and

(iii) they only request information that is relevant to their functions under the Act or any other written law.

5. Correspondence sent by mayor or president on behalf of local government

(1) Correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO.

(2) Subclause (1) does not apply to correspondence if the mayor or president is satisfied that, because of particular circumstances, it is appropriate not to provide the correspondence to all council members.

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6. Requests must not be made during social or incidental dealing or communication

A council member or committee member must not make a request for information or a request for administrative assistance during a social or incidental dealing or communication with an employee.

7. Incidental or social interactions permitted

Subject to clause 6, nothing in this agreement prohibits social or incidental dealings or communications between —

(a) a council member or committee member; and

(b) an employee.

8. Nominated employees

(1) The CEO may nominate employees for the purposes of this agreement.

(2) The CEO must nominate at least the following number of employees under subclause (1) —

(a) if the local government is a class 1 local government — 4 employees;

(b) if the local government is a class 2 local government — 3 employees;

(c) if the local government is a class 3 local government — 2 employees;

(d) if the local government is a class 4 local government — 1 employee.

(3) An employee nominated under subclause (1) must be nominated in relation to —

(a) all requests for information; or

(b) a type of request for information.

(4) An employee nominated under subclause (1) may be nominated in relation to either or both of the following —

(a) all media enquiries or a type of media enquiry;

(b) all requests for administrative assistance or a type of request for administrative assistance.

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(5) The CEO must ensure that —

(a) an up-to-date register of employees nominated under subclause (1) is available to council members and committee members; and

(b) the register specifies, for each employee nominated under subclause (1), the matters in relation to which the employee is nominated under subclauses (3) and (4).

9. CEO may direct who responds

Despite anything else in this agreement, the CEO may direct which employee is to respond to a particular request for information or request for administrative assistance.

10. No response required out of hours

Nothing in this agreement requires the CEO or another employee to respond to a request for information or a request for administrative assistance outside of office hours.

Division 3 — Requests for information generally

11. Council member or committee member may make request for information

A council member or committee member may make a request (a ***request for information***) for —

(a) access to information held by the local government under section 5.92 of the Act or otherwise; or

(b) other information.

12. Information that may be requested

(1) A request for information may be for advice or other information regarding any of the following —

(a) a service, project or initiative being delivered by the local government;

(b) how the local government usually manages a particular matter, issue, service or query;

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(c) budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government;

(d) an issue or situation of broad public concern or interest within the district;

(e) preparing a motion to council or a committee;

(f) correspondence received by the council member or committee member;

(g) an administrative matter.

(2) The mayor or president may make a request for information for advice or other information regarding any of the following —

(a) publicly representing the local government at a media appearance or other event (including advice or other information in the form of a briefing or speaking notes);

(b) correspondence to be sent by the mayor or president;

(c) arranging a formal meeting or an official event.

(3) This clause does not limit what information may be the subject of a request for information.

13. Requirements applicable to requests for information

(1) The information the subject of a request for information must be relevant to the functions of the requesting member under the Act or another written law.

(2) A request for information must be —

(a) limited in scope to the specific information that the council member or committee member requires; and

(b) accompanied by any supporting information that may assist the local government to respond to the request.

(3) A request for information regarding correspondence received by the council member or committee member must include a copy of the correspondence.

Consultation Draft

14. Certain information not required to be provided

Nothing in this agreement requires information to be provided to a council member or committee member in response to a request for information if —

(a) the request for information is not made in accordance with this agreement; or

(b) the information is information mentioned in section 5.92(4) of the Act; or

(c) the information —

(i) is not held by the local government; and

(ii) is held by a person or body other than the local government; and

(iii) cannot reasonably be obtained by the local government;

or

(d) the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the local government's resources away from its other functions.

15. Disputes regarding final response to request for information

(1) If the final response to a request for information includes a refusal to provide some or all of the information the subject of the request, the requesting member may notify the CEO in writing that there is a dispute regarding the final response.

(2) A dispute regarding the final response to a request for information must be discussed at a meeting between the mayor or president, the CEO and the requesting member.

(3) If the dispute is not resolved at the meeting —

(a) the requesting member may refer the dispute to the council; and

(b) the council may determine the dispute.

Consultation Draft

(4) The council's determination of the dispute —

(a) may override a decision made by the CEO under clause 14(d); and

(b) is final.

16. Mayor or president may discuss media enquiry without making request for information

(1) The mayor or president may discuss a media enquiry with the CEO or an appropriate nominated employee, either verbally or in writing, without making a request for information.

(2) Subclause (1) does not prevent the mayor or president from making a request for information in relation to a media enquiry.

Division 4 — Requests for information other than administrative requests for information

17. Application

This Division does not apply to or in relation to an administrative request for information.

18. Making a request for information

(1) A request for information must be made to the CEO or an appropriate nominated employee.

(2) A request for information must be made in writing by —

(a) email; or

(b) other electronic means approved by the CEO.

19. Receipt of request must be acknowledged

The CEO must ensure that receipt of a request for information is acknowledged in writing within 2 working days after the day on which the request is made.

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20. Request may be discussed and amended

For the purposes of responding to a request for information, the CEO or an appropriate nominated employee may do either or both of the following —

(a) discuss the request for information with the requesting member, including for the purpose of clarifying the scope of the information the subject of the request;

(b) if the requesting member requests an amendment to the scope of the information the subject of the request for information — deal with the request for information as if it were so amended.

21. Responding to a request for information

(1) The CEO must ensure that the requesting member is given a final response to their request for information as soon as practicable.

(2) If a request for information relates to a matter included in the agenda for an upcoming council or committee meeting, the CEO must make best endeavours to ensure that the requesting member is given a final response to the request before the meeting.

(3) Without limiting subclause (1) or (2), the CEO must ensure that, within 10 working days after the day on which a request for information is made, the requesting member is given —

(a) a final response to the request; or

(b) notice that a final response cannot be given within that period and an estimate as to when a final response will be given.

(4) The final response to a request for information must —

(a) be in writing; and

(b) include any advice or other information provided in response to the request for information.

(5) If the final response includes a refusal to provide some or all of the information the subject of the request for information, the response must set out the reasons for that refusal.

Consultation Draft

22. When final response must be provided to other members

(1) A copy of the final response to a request for information given to the requesting member must be provided to —

(a) all council members; and

(b) if the final response is relevant to the work of a committee — any members of the committee who are not council members.

(2) Subclause (1) does not apply if —

(a) the request for information is a request for advice regarding correspondence and the final response is provided to all council members and committee members who received the correspondence; or

(b) the request for information is for advice or other information regarding any of the matters mentioned in clause 12(2); or

(c) the requesting member and the CEO agree that —

(i) the final response is confidential; or

(ii) because of particular circumstances, it is appropriate not to provide the final response to all council members and relevant committee members under subclause (1).

23. Requesting member may discuss final response

(1) The requesting member may discuss the final response to their request for information with the CEO or an appropriate nominated employee, either verbally or in writing.

(2) During a discussion under subclause (1), the requesting member may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

24. CEO may arrange for briefing, meeting or discussion in relation to final response

(1) The CEO may arrange for some or all council members and committee members to attend a briefing, meeting or other discussion in relation to a final response to a request for information.

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(2) During a briefing, meeting or other discussion arranged under subclause (1), council members and committee members may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

Division 5 — Administrative requests for information and requests for administrative assistance

25. Term used: administrative request

In this Division —

administrative request means a request that is either or both of the following —

(a) an administrative request for information;

(b) a request for administrative assistance.

26. Council member or committee member may request assistance regarding administrative matter

A council member or committee member may make a request (a ***request for administrative assistance***) for assistance regarding an administrative matter.

27. Making an administrative request

(1) An administrative request must be made to the CEO or an appropriate nominated employee.

(2) Subject to subclause (3), an administrative request may be made verbally or in writing.

(3) If an administrative request is made verbally, the CEO or an appropriate nominated employee may refuse to deal with the request unless it is made in writing.

(4) An administrative request that is in writing must be made by —

(a) email; or

(b) other electronic means approved by the CEO.

Consultation Draft

28. Responding to an administrative request

(1) The CEO must ensure that the requesting member is given a final response to their administrative request as soon as practicable.

(2) Without limiting subclause (1), the CEO must ensure that, within 10 working days after the day on which an administrative request is made, the requesting member is given —

(a) a final response to the request; or

(b) notice that a final response cannot be given within that period and an estimate as to when the response will be given.

(3) A final response to an administrative request may be given verbally or in writing.

Division 6 — Provision in relation to commissioner

29. Application of agreement to commissioner

This agreement applies to a commissioner of the local government as if the commissioner were the council and the mayor or president.

30. Requests for information by commissioner

(1) Despite clause 29, a commissioner of the local government may make a request for information or a request for administrative assistance to the CEO or another employee in the manner determined by the commissioner.

(2) The CEO must ensure that the commissioner is given a final response to the request made under subclause (1) —

(a) as soon as practicable; and

(b) in the manner requested by the commissioner (which may include in writing or in a briefing).

(3) A dispute regarding a request made under subclause (1) must be determined by —

(a) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or

(b) otherwise — the commissioner who made the request.

Consultation Draft

(4) The chairperson's or commissioner's determination of the dispute —

(a) may override a decision made by the CEO under clause 14(d); and

(b) is final.

Minister for Local Government

Consultation Draft

RESPONSE TO WALGA COMMUNICATIONS AGREEMENTS DISCUSSION PAPER JUNE 2025

Acknowledge the discussion paper, however the requirements would impose administrative burdens on Local Governments.

This will either contribute to resourcing challenges (if the requirements are administered with existing resources) or increased costs for ratepayers (if further staff or systems resourcing are required to meet the obligations).

ADMINISTRATION FEEDBACK

2.1 DRAFT REGULATIONS		
SECTION	**QUESTION**	**COMMENT**
2.1.1	1.	Could be simplified.
2.1.2	2.	Six to twelve months would be a reasonable period to allow local governments to prepare for implementation of the default communication agreement after publication of the final regulations and order.
2.1.3	3.,4. and 5.	Agreed.
2.1.4	6.	Yes – delete the words “or otherwise” and “other information” from the definition of “request for information”.
	7.	Keep definition of “request for information” in its current form as is.
	8.	Could create inconsistency with section 5.92 of the Act and clauses 4 and 14 of the Draft Order.
	9.	The definition of “request for information” should be revised to refer only to requests made under s.5.92.
	10.	Other comment on definition of “request for information” – keep it simple.
2.1.5	11.	Yes.
	12.	Suitable. To note a Council Policy is currently in place which addresses s.5.92 of the Act.
	13.	Support WALGA definition.
	14.	Allow Administrative Matter.
	15.	No other comment.
2.1.6	16.	Exclusions are appropriate.
2.1.7	17. and18.	Yes, commissioner should be the same.
2.1.8	19.	The effect of the Regulations and default Agreement taken together would seem to limit the council member’s authority to “direct” local government.
2.3 DRAFT ORDER		
2.3.1	20.	No other comment.

	21.	No other comment.
2.3.2	22., 23. and 24.	Nomination should be by Role not by Employee, to make the nominations resilient in the (common) event of absence, acting arrangements, temporary vacancy coverage or vacancy. The capability to nominate a specific role to handle a particular type of enquiry is important to ensure that potentially confidential or sensitive information within the request is appropriately handled.
2.3.3	25.	No other comment.
	26.	No other comment.
	27.	No other comment.
2.3.4	28.	No other comment.
	29.	No other comment.
2.3.5	30.	Administration needs to be able to rely on council members understanding the exclusions in order to reduce the potential for non-compliant requests being received.
2.3.6	31.,32.,33. and 34.	Satisfactory.
2.3.7	35.	Satisfactory.
2.3.8	36. (i) – (viii)	Satisfactory.
2.3.9	37.	Writing.
	38.	Satisfactory.

9.4.2 MONTHLY PAYMENT LISTING - JUNE 2025

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

SUMMARY:
This report recommends that Council receives the list of payments made under delegated authority, as per the attachment to this report, for June 2025.

BACKGROUND

The Chief Executive Officer (CEO) has delegated authority via Delegation 1.2.20 Payments from the Municipal or Trust Funds, to make payments from the Municipal and Trust funds as per budget allocations and in line with applicable policies.

COMMENT

The Shire provides payments to suppliers by Electronic Funds Transfer (EFT and BPAY), cheque, credit card or direct debit. Attachment 1 provides a list of all payments processed under delegated authority in June 2025.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment June only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

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

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

13A. Payments by employees via purchasing cards

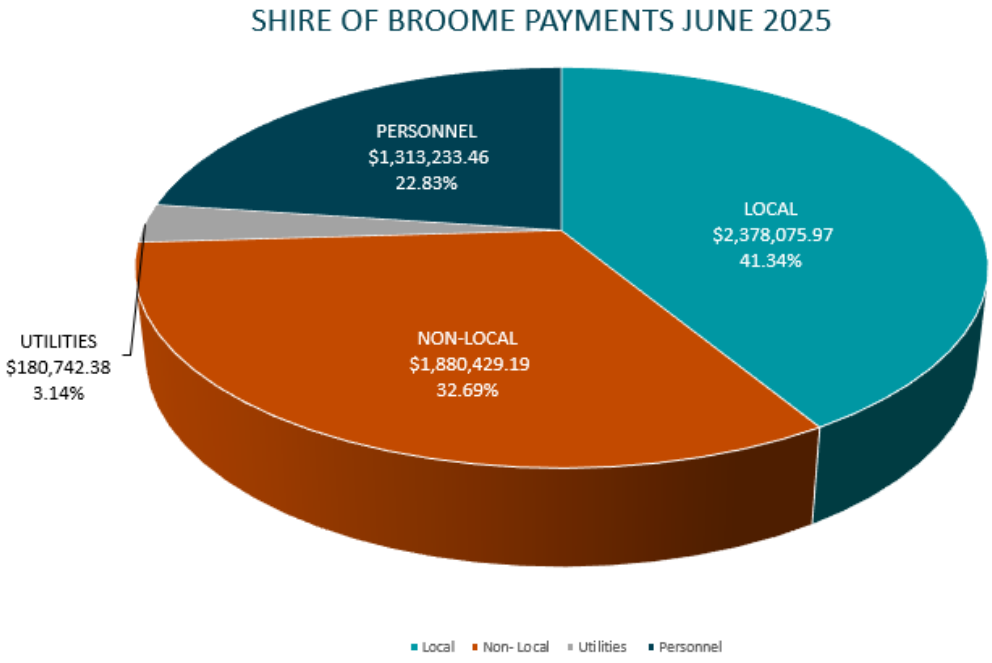
(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
(a) the payee's name;
(b) the amount of the payment;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

POLICY IMPLICATIONS

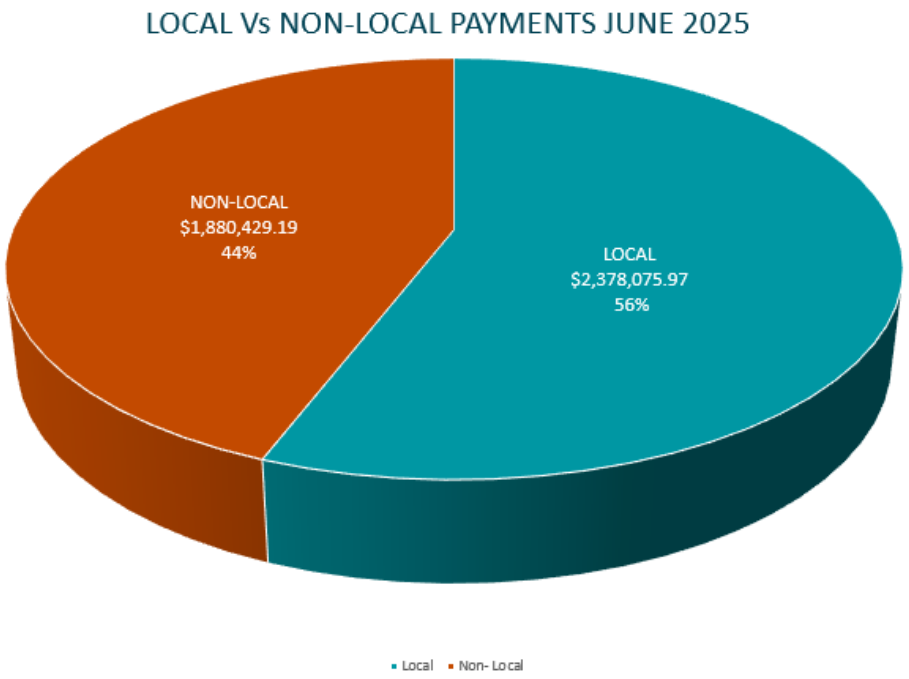
Nil.

FINANCIAL IMPLICATIONS

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

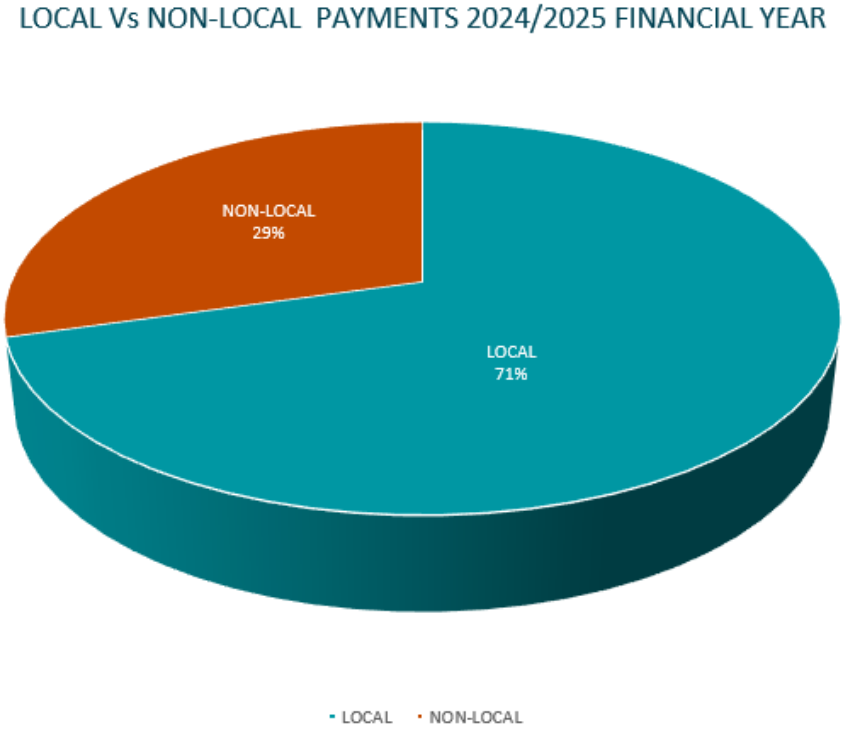


Note: Personnel payments in this analysis include payroll, superannuation (contained within Direct Debit type payments), payroll tax and other deductions (contained within the EFT Payments type payments).



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

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



YEAR TO DATE CREDITOR PAYMENTS

The table below summarises the total payments made to creditors year to date:

Month	Cheques	EFT Payments	Direct Debit	Credit Card	Trust	Payroll	Total Creditors
Jul-24	577.84	2,589,926.74	417,706.68	40,214.86	-	810,379.14	3,858,805.26
Aug-24	-	3,339,215.48	216,884.00	44,550.61	-	811,035.25	4,411,685.34
Sep-24	1,522.00	4,377,814.98	206,644.31	30,455.57	-	871,605.88	5,488,042.74
Oct-24	319.90	3,429,201.48	321,266.66	30,283.93	-	1,253,165.45	5,034,237.42
Nov-24	4,500.00	5,328,066.11	309,561.39	40,280.98	-	846,765.67	6,529,174.15
Dec-24	-	5,369,457.99	525,594.31	37,847.27	-	825,236.68	6,758,136.25
Jan-25	388.90	5,167,307.63	289,099.49	19,948.17	-	798,876.19	6,275,620.38
Feb-25	-	2,459,287.62	229,572.09	39,852.13	-	825,248.60	3,553,960.44
Mar-25	-	3,567,009.20	266,839.87	27,168.16	-	837,433.86	4,698,451.09
Apr-25	-	4,222,516.98	423,758.24	45,293.36	-	862,016.35	5,553,584.93
May-25	-	3,414,184.26	508,414.43	44,134.54	-	1,325,601.35	5,292,334.58
Jun-25	38,369.33	4,138,551.21	663,381.11	41,351.36	-	870,827.99	5,752,481.00
TOTAL	**$ 45,677.97**	**$ 47,402,539.68**	**$ 4,378,722.58**	**$ 441,380.94**	**$ -**	**$ 10,938,192.41**	**$ 63,206,513.58**

RISK

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

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

STRATEGIC ASPIRATIONS

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

Outcome 9 - Effective leadership, advocacy and governance

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

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION) ***Minute No. C/0725/018***

Moved: Cr M Virgo ***Seconded: Cr S Cooper***

That Council:

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

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

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

CARRIED UNANIMOUSLY 9/0

Attachments

1. Monthly Payment Listing- June 2025

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT #	**Date**	**Name**	**Description**	**Amount**
EFT79974	05/06/2025	AA SPRAY	Line Marker- Depot	$ 11,044.00
EFT79939	04/06/2025	AARON MANSON (POOL WISDOM)	Pool Chemicals- BRAC	$ 1,603.80
EFT80065	11/06/2025	AARON MANSON (POOL WISDOM)	Pool Chemicals- BRAC	$ 1,825.70
EFT80161	18/06/2025	AARON MANSON (POOL WISDOM)	Pool Chemicals- Town Beach Water Park	$ 728.75
EFT80250	23/06/2025	AARON MANSON (POOL WISDOM)	Pool Chemicals- Town Beach Water Park	$ 284.50
EFT80309	25/06/2025	AARON MANSON (POOL WISDOM)	Pool Chemicals- BRAC & Town Beach Water Park	$ 2,398.40
EFT80310	25/06/2025	ABL LANDSCAPING CONTRACTING PTY LTD	Landscaping Labour For Various Locations, Including Chinatown, BRAC & Shire Commercial Tenancies	$ 90,592.70
EFT80388	27/06/2025	ABL LANDSCAPING CONTRACTING PTY LTD	Landscape Clean-up & Maintenance- Broome Highway	$ 1,963.50
EFT79940	04/06/2025	ABLE ELECTRICAL (WA) PTY LTD	Investigate Fault UV System- BRAC	$ 198.00
EFT80251	23/06/2025	ABLE ELECTRICAL (WA) PTY LTD	Field Lights Maintenance- BRAC	$ 429.00
EFT80311	25/06/2025	ABLE ELECTRICAL (WA) PTY LTD	New Pole Installation- Nipper Roe Sports Field	$ 3,960.00
EFT80162	18/06/2025	ACOR CONSULTANTS (WA) PTY LIMITED	Service Inspection Report- Town Beach Cafe	$ 2,653.20
EFT80163	18/06/2025	ACURIX NETWORKS PTY LTD	Public Wi-Fi- Library	$ 497.20
EFT80066	11/06/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Mower Parts- Depot	$ 3,021.24
EFT80164	18/06/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	V Belt- Depot	$ 796.09
EFT79975	05/06/2025	AIT SPECIALISTS PTY LTD	Monthly Review of Fuel Tax Credits- Finance April	$ 603.02
EFT80312	25/06/2025	AIT SPECIALISTS PTY LTD	Monthly Review of Fuel Tax Credits- Finance May	$ 859.32
EFT80252	23/06/2025	ALISON LOUISE MORRIS	Staff Reimbursement- Training Expenses	$ 146.40
EFT79941	04/06/2025	ALLPEST (BROOME PEST CONTROL)	Bi-Annual Pest Inspections- Various Shire Facilities	$ 633.00
EFT79976	05/06/2025	ALLPEST (BROOME PEST CONTROL)	Bi-Annual Pest Inspections- Various Shire Facilities	$ 3,697.50
EFT80389	27/06/2025	ALLPEST (BROOME PEST CONTROL)	Bi-Annual Pest Inspections- Various Shire Facilities	$ 1,270.50
EFT80253	23/06/2025	A. CASSIDY	Rates Refund- A110658	$ 2,829.07
EFT79977	05/06/2025	ARTCOURTS	Artwork- Cable Beach Basketball Court RFQ 24/36	$ 51,276.94
EFT80067	11/06/2025	ASSORTED SIGNS	Tennis Court Sign- BRAC	$ 297.38
EFT79978	05/06/2025	AUSSIE BROADBAND LIMITED	Monthly NBN Charges- Various Shire Venues	$ 2,526.70
EFT80068	11/06/2025	AUSTRALIA POST	Post- Shire Administration	$ 556.00
EFT80151	13/06/2025	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	$ 711.50
EFT80380	26/06/2025	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	$ 685.00
EFT80152	13/06/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	$ 129,579.00
EFT80381	26/06/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	$ 143,995.00
EFT79979	05/06/2025	AUSTRALIAN TAXATION OFFICE - FBT	Fringe Benefits Tax Return 2024/2025- Finance	$ 13,615.29
EFT80165	18/06/2025	AVIAIR	Inter Regional Flight Network- Sponsorship Contribution C/1222/026	$ 17,678.10
EFT80313	25/06/2025	BIG MAMA PRODUCTIONS	Dinosaur Puppet Performance- Cable Beach Opening Event	$ 1,839.75
EFT79942	04/06/2025	BLACKWOODS	Waste, Parks & Works Employees PPE	$ 144.84
EFT80069	11/06/2025	BLACKWOODS	Staff Uniforms- People & Culture	$ 87.12
EFT80166	18/06/2025	BLACKWOODS	Staff Uniforms- People & Culture	$ 2,368.16
EFT80314	25/06/2025	BLACKWOODS	Staff Uniforms- People & Culture	$ 29.04
EFT80070	11/06/2025	BOC LIMITED	Gas Bottles- Depot	$ 136.59
EFT80167	18/06/2025	BOC LIMITED	Gas Bottles- Various Shire Facilities	$ 235.90

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80315	25/06/2025	BOC LIMITED	Gas Bottles- Various Shire Facilities	$ 404.05
EFT80168	18/06/2025	BOLINDA DIGITAL PTY LTD	Borrowbox Digital Issues- Library	$ 1,981.87
EFT80169	18/06/2025	BP AUSTRALIA PTY LTD - FUEL	Diesel- Depot	$ 42,095.02
EFT80170	18/06/2025	BRENNAN IT PTY LTD	Remote Desktop Services- ICT	$ 4,248.88
EFT80316	25/06/2025	BRENNAN IT PTY LTD	Microsoft Annual Server Licensing- ICT	$ 3,664.32
EFT80171	18/06/2025	BROOKS HIRE	Water Cart Hire- WMF	$ 2,741.70
EFT79943	04/06/2025	BROOME BOLT SUPPLIES WA PTY LTD	Screws for Animal Signage- Rangers	$ 217.25
EFT80071	11/06/2025	BROOME BOLT SUPPLIES WA PTY LTD	Tools- Depot	$ 3,213.38
EFT79980	05/06/2025	BROOME BOWLING CLUB	Community Development Fund C/0624/066	$ 4,702.21
EFT80172	18/06/2025	BROOME CAMPUS NORTH REGIONAL TAFE	Traffic Management Refresher- Parks & Gardens	$ 3,414.75
EFT80390	27/06/2025	BROOME FURNISHINGS	New Shire Dwellings Furniture- Property	$ 13,718.00
EFT80072	11/06/2025	BROOME MOVIES (SUN CINEMAS - THE TWIN CINEMAS)	Popcorn- Youth Week Movie Night	$ 900.00
EFT80173	18/06/2025	BROOME PERFORMING ARTS CO INC	BPAC Performance- Cable Beach Stage 1 Event	$ 770.00
EFT79981	05/06/2025	BROOME PLUMBING & GAS	Hose Replacement- Broome Visitor Centre	$ 1,641.00
EFT80254	23/06/2025	BROOME PLUMBING & GAS	Plumbing Works Kitchen Refit- Depot	$ 3,092.00
EFT79944	04/06/2025	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- BRAC	$ 595.35
EFT79982	05/06/2025	BROOME PROGRESSIVE SUPPLIES	Milk- Shire Administration	$ 69.43
EFT80073	11/06/2025	BROOME PROGRESSIVE SUPPLIES	Milk- Shire Administration	$ 69.43
EFT80174	18/06/2025	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- BRAC	$ 260.71
EFT80255	23/06/2025	BROOME PROGRESSIVE SUPPLIES	Kisok Stock- BRAC	$ 1,077.07
EFT80296	24/06/2025	BROOME PROPERTY PEOPLE	Staff Rent- July 2025	$ 2,389.89
EFT80256	23/06/2025	BROOME REAL ESTATE PTY LTD (FIRST NATIONAL REAL ESTATE	Vacating Costs Gardening & Cleaning- Shire Housing	$ 2,600.34
EFT80297	24/06/2025	BROOME REAL ESTATE PTY LTD (FIRST NATIONAL REAL ESTATE	Staff Rent- July 2025	$ 5,822.62
EFT80074	11/06/2025	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Whisper Twist- Parks & Gardens	$ 440.00
EFT80153	13/06/2025	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	$ 580.00
EFT80382	26/06/2025	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	$ 560.00
EFT80154	13/06/2025	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	$ 1,140.00
EFT80383	26/06/2025	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	$ 1,110.00
EFT79945	04/06/2025	BROOME SMALL ENGINE SERVICES	Pump- Depot	$ 939.00
EFT80075	11/06/2025	BROOME SMALL ENGINE SERVICES	Road Saw- Works & Operations	$ 5,717.23
EFT80317	25/06/2025	BROOME SMALL ENGINE SERVICES	Mulching Blades- Depot	$ 1,212.54
EFT80175	18/06/2025	BROOME STATE EMERGENCY SERVICES	First Aid Tent- Cable Beach Opening Event	$ 300.00
EFT80318	25/06/2025	BROOME SURF LIFE SAVING CLUB INC	Cleaning- Cable Beach Opening Event	$ 217.80
EFT80076	11/06/2025	BROOME VETERINARY HOSPITAL	Vet Fees- Ranger Services	$ 1,548.00
EFT80257	23/06/2025	BROOME VETERINARY HOSPITAL	Monthly Pound Rental- Ranger Services	$ 5,000.00
EFT80319	25/06/2025	BROOME WHEEL ALIGNING & SUSPENSION	Suspension & Shock Absorbers Kit- Depot	$ 2,254.00
EFT79983	05/06/2025	BROOMECRETE	Mulch Cartage- BRAC	$ 990.00
EFT80077	11/06/2025	BROOMECRETE	Stabilising Sand- Cable Beach	$ 3,334.85
EFT80176	18/06/2025	BROOMECRETE	Rip Rap & Spalls- Works & Operations	$ 4,345.00
EFT80258	23/06/2025	BROOMECRETE	Concrete- Works & Operations	$ 2,989.80

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80320	25/06/2025	BROOMECRETE	Metal- Frederick St Roundabout	$ 4,363.70
EFT80391	27/06/2025	BROOMECRETE	Footpath Repairs- Broome North	$ 1,566.73
EFT80259	23/06/2025	BUNNINGS BROOME	High Flow Hose-Parks & Gardens	$ 1,800.25
EFT79984	05/06/2025	CABLE BEACH PAINTING SERVICES PTY LTD	Pool Side Concrete Seat- BRAC	$ 7,535.00
EFT80078	11/06/2025	CABLE BEACH PAINTING SERVICES PTY LTD	Painting & Repairs- Administration Building	$ 4,950.00
EFT80392	27/06/2025	CABLE BEACH PAINTING SERVICES PTY LTD	Painting- Squash Court- BRAC	$ 5,470.00
EFT79946	04/06/2025	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE	Tyres- Depot	$ 3,840.00
EFT79985	05/06/2025	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE	New Tyres, Supply, Fitting & Disposal- Depot	$ 8,075.00
EFT80321	25/06/2025	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE	New Tyres, Supply, Fitting & Disposal- Depot	$ 3,606.00
EFT80079	11/06/2025	CARE PROPERTY WA STRATA MANAGEMENT	Quarterly Admin/Reserve Levy- Shire Housing	$ 1,741.78
EFT79986	05/06/2025	CASEY WAIDEMAN TA MOVE COLLECTIVE CO	Pilates Pop Up- Cable Beach- Community Development	$ 150.00
EFT80080	11/06/2025	CATALYSE PTY LTD	Consultant Fees- Animal Management Plan	$ 10,508.45
EFT80322	25/06/2025	CATALYSE PTY LTD	Consultant Fees- Community Safety & Youth Plan 2025-2029	$ 72,101.19
EFT80298	24/06/2025	CHARTER PROPERTY GROUP PTY LTD	Staff Rent- July 2025	$ 3,910.67
EFT80155	13/06/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	$ 717.14
EFT80384	26/06/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	$ 717.14
EFT80260	23/06/2025	CHRISSY LEE CARTER	Facepainting- Civic Centre Event	$ 225.00
EFT80177	18/06/2025	CIRCUITWEST INC	Event Deposit- Civic Centre	$ 1,650.00
EFT80323	25/06/2025	CIVIQ PTY LTD	Bike Repair Station- Infrastructure	$ 5,152.66
EFT79987	05/06/2025	CJD EQUIPMENT PTY LTD	Loader Parts- Depot	$ 551.69
EFT79947	04/06/2025	CLARK POOLS & SPAS BROOME (NEW)	Pool Pump- Shire Housing	$ 1,108.92
EFT80393	27/06/2025	CLARK POOLS & SPAS BROOME (NEW)	Pool Chemicals- Shire Housing	$ 1,349.83
EFT79988	05/06/2025	CLEANAWAY CO PTY LTD	Waste Removal- Kimberley Regional Offices CON23-16-T	$ 3,186.05
EFT80081	11/06/2025	CLEANAWAY CO PTY LTD	Pump Out Grease Trap & Waste Removal- Various Shire Buildings	$ 6,574.71
EFT80261	23/06/2025	CLEANAWAY CO PTY LTD	Kerbside Recycling Collection- RFQ 23/16	$ 196,055.92
EFT80324	25/06/2025	CLEANAWAY CO PTY LTD	Waste Removal- BRAC	$ 695.34
EFT80082	11/06/2025	CMA CONTRACTING PTY LTD	Head Contract Claim 1- Cable Beach Redevelopment Stage 2 RFT 23/12	$ 254,661.79
EFT80262	23/06/2025	CMA CONTRACTING PTY LTD	Cable Beach Foreshore Redevelopment- RFT 23/12	$ 40,329.47
EFT79948	04/06/2025	COAST & COUNTRY ELECTRICS	Emergency Lights Testing- Shire Venues	$ 15,216.66
EFT79989	05/06/2025	COAST & COUNTRY ELECTRICS	Kitchen Appliance Maintenance- Civic Centre	$ 858.00
EFT80083	11/06/2025	COAST & COUNTRY ELECTRICS	Light Installation- Shire Administration	$ 1,449.13
EFT80178	18/06/2025	COAST & COUNTRY ELECTRICS	Electrical Maintenance- BRAC	$ 1,790.80
EFT80263	23/06/2025	COAST & COUNTRY ELECTRICS	Electrical Maintenance- Various Shire Facilities	$ 19,875.62
EFT80325	25/06/2025	COAST & COUNTRY ELECTRICS	Electrical Maintenance- Haynes Oval	$ 246.95
EFT80394	27/06/2025	COAST & COUNTRY ELECTRICS	Bi-Annual Automatic Door Maintenance- Shire Facilities	$ 5,435.86
EFT80084	11/06/2025	COATES HIRE OPERATIONS PTY LTD	Variable Message Board- Cable Beach Stage 1	$ 596.52
EFT80326	25/06/2025	COATES HIRE OPERATIONS PTY LTD	Variable Message Board Hire- Infrastructure	$ 1,243.79
EFT80395	27/06/2025	COATES HIRE OPERATIONS PTY LTD	Lighting Tower Hire- Chinatown Mulching	$ 1,288.96
EFT80264	23/06/2025	CONNECT CALL CENTRE SERVICES	Call Centre Charges- Governance	$ 316.12
EFT80085	11/06/2025	CORELOGIC ASIA PACIFIC (RP DATA PTY LTD)	Annual Subscription- Property & Leasing	$ 2,388.01
EFT80086	11/06/2025	CORNERSTONE LEGAL	Legal Advice- Ranger Services	$ 2,172.20

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80327	25/06/2025	CORSIGN WA PTY LTD	Signage Renewal- Works & Operations	$ 10,145.30
EFT79938	03/06/2025	CR. COOPER	Monthly Councillor Sitting Fee & Allowances	$ 2,394.75
EFT79933	03/06/2025	CR. LEWIS	Monthly Councillor Sitting Fee & Allowances	$ 2,394.75
EFT79931	03/06/2025	CR. MALE	Monthly Councillor Sitting Fee & Allowances	$ 3,822.91
EFT79934	03/06/2025	CR. MAMID	Monthly Councillor Sitting Fee & Allowances	$ 2,394.75
EFT79937	03/06/2025	CR. MATSUMOTO	Monthly Councillor Sitting Fee & Allowances	$ 2,394.75
EFT79930	03/06/2025	CR. MITCHELL	Monthly Councillor Sitting Fee & Allowances	$ 8,821.50
EFT79932	03/06/2025	CR. SMITH	Monthly Councillor Sitting Fee & Allowances	$ 2,394.75
EFT79936	03/06/2025	CR. TAYLOR	Monthly Councillor Sitting Fee & Allowances	$ 2,394.75
EFT79935	03/06/2025	CR. VIRGO	Monthly Councillor Sitting Fee & Allowances	$ 2,394.75
EFT79990	05/06/2025	CS LEGAL	Debt Collection Fees- Finance	$ 281.27
EFT79991	05/06/2025	D.A. CHRISTIE PTY. LTD (TA CHRISTIE PARKSAFE)	Cleaning Solutions- Depot	$ 1,584.00
EFT80179	18/06/2025	DATA#3 LIMITED	Acrobat for Teams-ICT	$ 11,518.10
EFT80396	27/06/2025	DAVID LAURENCE BULLOCK	Decommission & Dispose Patio- Kimberley Regional Offices	$ 1,680.00
EFT79992	05/06/2025	DEAN DB & FJ (TA CABLE BEACH ELECTRICAL SERVICE)	Directional Lights- Parks & Gardens	$ 1,595.00
EFT80180	18/06/2025	DEAN DB & FJ (TA CABLE BEACH ELECTRICAL SERVICE)	Replace 3-phase Circuit Breaker- BRAC	$ 143.00
EFT80328	25/06/2025	DEAN DB & FJ (TA CABLE BEACH ELECTRICAL SERVICE)	Repairs To GPO Outlet- Depot	$ 143.00
EFT80149	12/06/2025	DEPARTMENT OF MINES, INDUSTRY AND SAFETY - BUILDING &	Building Services Levy- March 2025	$ 8,519.65
EFT80159	13/06/2025	DEPARTMENT OF MINES, INDUSTRY AND SAFETY - BUILDING &	Building Services Levy- April 2025	$ 9,910.28
EFT80087	11/06/2025	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	Annual Licence Fee- WMF	$ 6,894.86
EFT79993	05/06/2025	DMK - THE KITCHEN	Catering- Cable Beach Stage 1 Opening	$ 5,070.00
EFT79994	05/06/2025	DONALD KNOX SERVICES PTY LTD TA KIMBERLEY SECURITY	Intercom System- WMF	$ 11,627.00
EFT80088	11/06/2025	DONALD KNOX SERVICES PTY LTD TA KIMBERLEY SECURITY	Replacement Of Cabling- WMF	$ 2,079.29
EFT80156	13/06/2025	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	$ 6,594.81
EFT80385	26/06/2025	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	$ 6,730.06
EFT80329	25/06/2025	EDITH COWAN UNIVERSITY (WAAPA)	Broome Airport Advertising- Fight the Bite Campaign	$ 7,260.00
EFT80089	11/06/2025	ETC SOLUTIONS	Electrical Consultancy- Cable Beach Foreshore Upgrade	$ 2,436.72
EFT80181	18/06/2025	FAMILY SHOVELLER BAND	Family Shoveller Band- Reconciliation Week 2025	$ 4,400.00
EFT79995	05/06/2025	FIRE & SAFETY SERVICES COMPANY	Extinguisher Rectification Works- Broome Historical Museum	$ 6,286.50
EFT80182	18/06/2025	FIRE & SAFETY SERVICES COMPANY	Fire Extinguishers- Civic Centre	$ 3,120.15
EFT80265	23/06/2025	FIRE & SAFETY SERVICES COMPANY	Fire Equipment Servicing- Various Shire Locations	$ 1,469.60
EFT80330	25/06/2025	FIRE & SAFETY SERVICES COMPANY	Battery For Pump Applications- Civic Centre	$ 1,240.80
EFT80397	27/06/2025	FIRE & SAFETY SERVICES COMPANY	Fire Indicator Panel Repair- Kimberley Regional Office	$ 3,127.30
EFT80090	11/06/2025	FIT2WORK	Australian Federal Police Checks- New Staff	$ 440.00
EFT79949	04/06/2025	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Ablution Fixtures- Various Shire Facilities	$ 2,348.50
EFT80183	18/06/2025	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Garbage Bags- Depot	$ 7,610.35
EFT80091	11/06/2025	FORCH WA PTY LTD	Graffiti Removal Materials- Clean Up Crew	$ 1,189.75
EFT79996	05/06/2025	FUEL TRANS AUSTRALIA PTY LTD T/A RECHARGE PETROLEUM (BP	Unleaded Fuel Drums- Depot	$ 1,293.60
EFT80092	11/06/2025	FULL BOAR PTY LTD	Cross Over Subsidy- Infrastructure	$ 1,000.00
EFT79997	05/06/2025	FUNERGY (DIX INITIATIVES PTY LTD)	Activities- Cable Beach Opening Event	$ 1,265.00
EFT80184	18/06/2025	GINA NICOLE HAILES	Aqua Classes- BRAC	$ 480.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80266	23/06/2025	GITTCRETE	Reinforced Concrete Infills- Town Beach Scooter Track	$ 2,343.00
EFT80093	11/06/2025	GKM CABINETS	Supply, Install Kitchen Benchtops & Cupboards- Depot	$ 12,694.00
EFT80094	11/06/2025	GO GO MEDIA	Monthly Radio Service- BRAC	$ 198.00
EFT80331	25/06/2025	GOOLARRI MEDIA ENTERPRISES PTY LTD	Oral History Interview- Library	$ 1,496.00
EFT80095	11/06/2025	GPC ASIA PACIFIC PTY LTD TA REPCO	Tools -Depot	$ 857.00
EFT80185	18/06/2025	GPC ASIA PACIFIC PTY LTD TA REPCO	Tools- Depot	$ 330.65
EFT80332	25/06/2025	GUY ANDREW SHIRREFF	Staff Vaccines Reimbursement	$ 287.00
EFT80333	25/06/2025	H & M TRACEY CONSTRUCTION PTY LTD	Crossover Subsidy	$ 1,000.00
EFT79999	05/06/2025	H. HAMLETT	Rates Refund- A200805	$ 125.75
EFT80334	25/06/2025	HAMES SHARLEY	McMahon Estate LSP- Special Projects RFQ23-15	$ 9,267.29
EFT80096	11/06/2025	HARBY ENTERPRISES PTY LTD TA HARBY STUDIOS	Marketing- Cable Beach Foreshore Redevelopment Stage 2 RFQ 25/08	$ 8,493.65
EFT79950	04/06/2025	HARVEY NORMAN AV IT SUPERSTORE BROOME	White Goods- Shire Housing	$ 6,156.70
EFT80186	18/06/2025	HARVEY NORMAN AV IT SUPERSTORE BROOME	Cricut Printable A4 Sheets- Library	$ 29.90
EFT80398	27/06/2025	HARVEY NORMAN AV IT SUPERSTORE BROOME	White Goods- Shire Housing	$ 4,488.00
EFT79998	05/06/2025	HEAD OFFICE DEPARTMENT OF FIRE & EMERGENCY SERVICES	Emergency Services Levy 4th Qtr. Contribution- Finance	$ 135,464.46
EFT79951	04/06/2025	HERBERT SMITH FREEHILLS KRAMER	Draft Lease- Broome Turf Club	$ 1,344.57
EFT80267	23/06/2025	HOLDFAST FLUID POWER NW PTY LTD	Butterfly Valve & Pneumatic Actuator-Depot	$ 1,888.39
EFT79952	04/06/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage- Broome Lock Up	$ 147.13
EFT80268	23/06/2025	HORIZON POWER (ELECTRICITY USAGE)	St Lighting- Electricity Charges	$ 10,946.79
EFT80097	11/06/2025	HORIZON POWER (SERVICE WORKS)	Electrical Design Fees- Street Lighting	$ 6,600.00
EFT80000	05/06/2025	HT CLEANING SERVICES PTY LTD	Cleaning- Various Shire Facilities RFT23/04	$ 52,661.36
EFT80098	11/06/2025	HT CLEANING SERVICES PTY LTD	Cleaning- Various Shire Facilities RFT23/04	$ 3,198.78
EFT80187	18/06/2025	HT CLEANING SERVICES PTY LTD	Ad Hoc Cleaning- Civic Centre	$ 2,634.29
EFT80269	23/06/2025	HT CLEANING SERVICES PTY LTD	Cleaning- Various Shire Facilities RFT23/04	$ 59,759.18
EFT80335	25/06/2025	HT CLEANING SERVICES PTY LTD	Cleaning- Medland Pavilion RFT23/04	$ 4,236.53
EFT80399	27/06/2025	HT CLEANING SERVICES PTY LTD	Cleaning Services- Civic Centre	$ 550.44
EFT80299	24/06/2025	HUTCHINSON REAL ESTATE	Staff Rent- July 2025	$ 2,851.56
EFT79953	04/06/2025	IANNELLO DESIGN	Graphic Design- Cable Beach Opening Event	$ 577.50
EFT80001	05/06/2025	IANNELLO DESIGN	Marketing- Cable Beach Redevelopment	$ 357.50
EFT80188	18/06/2025	IANNELLO DESIGN	Graphic Design Work- Place Management Plan	$ 2,750.00
EFT80189	18/06/2025	INDUSTRIAL AUTOMATION GROUP	Lighting Configuration- Nipper Roe Oval	$ 322.53
EFT80270	23/06/2025	INDUSTRIAL AUTOMATION GROUP	Engineering & Configuration Drivers x 2- Nipper Roe Oval	$ 275.00
EFT80300	24/06/2025	J. HEARSCH	Staff Rent- July 2025	$ 2,607.14
EFT80099	11/06/2025	J. WRIGHT	Staff Training Meal Reimbursements- Library	$ 111.40
EFT80271	23/06/2025	J. WRIGHT	Staff Travel- Library	$ 53.13
EFT80272	23/06/2025	J. WATT	Staff Reimbursement- Travel & Utilities	$ 1,686.20
EFT79954	04/06/2025	JAPANESE TRUCK AND BUS SPARES PTY LTD	Door Glass- Depot	$ 447.86
EFT80190	18/06/2025	JAYE SMOKER (UNBOUND SOUND)	Audio Visual- Cable Beach Stage 1 Opening Event	$ 13,343.00
EFT80100	11/06/2025	JB HI-FI GROUP PTY LTD	Ethernet Adapter- ICT	$ 243.21
EFT80336	25/06/2025	J. HALL	Travel Reimbursement- Director Infrastructure	$ 3,000.00
EFT80400	27/06/2025	J. HALL	Reimbursement Utilities 24/25- Director Infrastructure	$ 5,000.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80002	05/06/2025	JH COMPUTER SERVICES PTY LTD	Computing Goods- ICT	$ 3,539.80
EFT80301	24/06/2025	JOCAPH SUPER FUND	Staff Rent- July 2025	$ 3,693.45
EFT80337	25/06/2025	JOEL ANTONI RANDELL	Verge Tree Pruning Maintenance- Works & Operations	$ 33,000.00
EFT80101	11/06/2025	J. HARTE	Staff Training- Reimbursement Library	$ 179.72
EFT80273	23/06/2025	J. WHYTE	Staff Meals Reimbursement- Port Smith Road	$ 287.09
EFT80003	05/06/2025	KENNARDS HIRE	Skid Steer Loader Hire- Works & Operations	$ 3,519.42
EFT80102	11/06/2025	KENNARDS HIRE	Demolition Saw Hire- Works & Operations	$ 254.00
EFT80274	23/06/2025	K. NEVILL	Staff Reimbursement- Shire Wellness Program	$ 150.00
EFT80191	18/06/2025	KIMBERLEY ACCOMMODATION (WEST) PTY LTD (TA CABLE BEACH HOUSE)	Catering- Cable Beach Opening Event	$ 1,380.00
EFT80338	25/06/2025	KIMBERLEY ACCOMMODATION (WEST) PTY LTD (TA CABLE BEACH HOUSE)	Catering- Cable Beach Opening Event	$ 234.50
EFT80339	25/06/2025	KIMBERLEY CIVIL & DRAINAGE PTY LTD TA KIMBERLEY TRAFFIC	Provide Traffic Management- Demarchi	$ 3,110.25
EFT80192	18/06/2025	KIMBERLEY CONTRACTING	Posi Shell Daily Application- WMF RFT 23-07	$ 37,510.00
EFT80004	05/06/2025	KIMBERLEY CONTRACTING TA MCKENO BLOCKS & PAVERS	Tyre Shredding- WMF	$ 10,929.60
EFT80193	18/06/2025	KIMBERLEY CONTRACTING TA MCKENO BLOCKS & PAVERS	Tyre Shredding- WMF	$ 5,781.60
EFT80103	11/06/2025	KIMBERLEY FITNESS & SUPPORT SERVICES	Group Fitness Program- BRAC	$ 1,650.00
EFT79955	04/06/2025	KIMBERLEY FUEL & OIL SERVICES	Hydraulic Oil- Depot	$ 143.29
EFT80005	05/06/2025	KIMBERLEY FUEL & OIL SERVICES	Filters- Depot	$ 1,445.63
EFT80104	11/06/2025	KIMBERLEY FUEL & OIL SERVICES	Hydraulic Oil- Depot	$ 2,970.43
EFT80194	18/06/2025	KIMBERLEY FUEL & OIL SERVICES	Hydraulic Oil- Depot	$ 1,620.24
EFT80275	23/06/2025	KIMBERLEY FUEL & OIL SERVICES	Filters for Servicing- Depot	$ 472.33
EFT80340	25/06/2025	KIMBERLEY FUEL & OIL SERVICES	Drum Trolley- Works & Operations	$ 3,763.31
EFT80105	11/06/2025	KIMBERLEY GARDENING AND MOWING	Landscaping and Reticulation- 4 New Shire Dwellings RFQ24-30	$ 35,523.40
EFT80006	05/06/2025	KIMBERLEY GOLD PURE DRINKING WATER	Water Cooler Bottles & Rental- WMF	$ 108.00
EFT80195	18/06/2025	KIMBERLEY GOLD PURE DRINKING WATER	Water Cooler Bottles- WMF	$ 108.00
EFT80007	05/06/2025	KIMBERLEY PROPERTY SETTLEMENTS	Rates Refund- A110913	$ 1,057.52
EFT80276	23/06/2025	KIMBERLEY PROPERTY SETTLEMENTS	Rates Refund- A112422	$ 838.74
EFT80008	05/06/2025	KIMBERLEY QUARRY PTY LTD	Road base & Gravel- Works & Operations RFT 23-14	$ 38,421.90
EFT80106	11/06/2025	KIMBERLEY SECURITY SHREDDING	Records Destruction- Records	$ 480.00
EFT79956	04/06/2025	KIMBERLEY TREE CARE	Open Drain Maintenance Slashing- Parks & Gardens	$ 23,292.50
EFT80341	25/06/2025	KIMBERLEY TREE CARE	Mulch- Works & Operations	$ 2,200.00
EFT80401	27/06/2025	KIMBERLEY TREE CARE	Tree Pruning- Town Beach	$ 3,465.00
EFT80196	18/06/2025	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Wheel Barrow & Blower- Parks & Gardens	$ 316.99
EFT79957	04/06/2025	KIMBERLEY WASHROOM SERVICES	Sanitary Disposal Unit Service- Various Shire Facilities	$ 1,812.00
EFT80402	27/06/2025	KIMBERLEY WASHROOM SERVICES	Sanitary Waste And Sharps Disposal- Shire Venues	$ 4,581.00
EFT80107	11/06/2025	KO CONTRACTING PTY LTD	Kerb & Footpath Repairs- Works Maintenance	$ 10,230.00
EFT80197	18/06/2025	KO CONTRACTING PTY LTD	Kerb Replacement- Works & Operations	$ 5,170.00
EFT80277	23/06/2025	KO CONTRACTING PTY LTD	Demolition & Removal of Concrete- BOSSCA	$ 4,620.00
EFT80342	25/06/2025	KO CONTRACTING PTY LTD	Kerb & Footpath Replacement- Carnarvon Street	$ 26,950.00
EFT80009	05/06/2025	KOLORS PTY LTD (PINDAN PRINTING)	Aluminium Composite Signs- Rangers	$ 929.50
EFT80010	05/06/2025	L.M BROOKSBANK & R.J KIRK (KIRKS EARTHWORKS)	Concrete Driveway Removal- Works & Operations	$ 10,953.80

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80343	25/06/2025	LAIRD TRAN STUDIO	Construction Documentation- Cable Beach Foreshore	$ 3,905.00
EFT80108	11/06/2025	LAND INSIGHTS	State of Environment Review RFQ24-21	$ 27,929.00
EFT79958	04/06/2025	LANDGATE	Property Revaluation- Interim Rates	$ 2,425.94
EFT80109	11/06/2025	LARA MARIE BLUNT	Staff Reimbursement- Items for Housing Fit Out	$ 123.00
EFT80110	11/06/2025	LEISURE INSTITUTE OF WA AQUATICS (INC) LIWA	North West Conference Enrolment- BRAC	$ 1,936.00
EFT80157	13/06/2025	LGRCEU	Payroll Deductions/Contributions	$ 44.00
EFT80386	26/06/2025	LGRCEU	Payroll Deductions/Contributions	$ 44.00
EFT80278	23/06/2025	LILY MASUDA	Staff Reimbursement- Shire Wellness Program	$ 75.00
EFT79959	04/06/2025	LINMAC BEARING EQUIPMENT	Solenoid Kit- Depot	$ 536.80
EFT80111	11/06/2025	LINMAC BEARING EQUIPMENT	Bearings- Depot	$ 71.28
EFT80199	18/06/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Staff Attendance- Local Government Conference	$ 21,709.00
EFT80198	18/06/2025	LO-GO APPOINTMENTS	Relief Business Support Officer- Depot	$ 5,875.99
EFT80200	18/06/2025	LRL BROOME MEDICAL CLINIC	Pre Employment Medical- People & Culture	$ 781.00
EFT80112	11/06/2025	MAJOR MOTORS PTY LTD	Sun Visor- Depot	$ 171.33
EFT79960	04/06/2025	MALCOLM THOMPSON PUMPS PTY LTD	Foot valve- Town Beach Water Park	$ 244.20
EFT80201	18/06/2025	MALCOLM THOMPSON PUMPS PTY LTD	Ph Probe- Town beach Water Park	$ 609.40
EFT80202	18/06/2025	MANDALAY TECHNOLOGIES PTY LTD	Software Subscription- WMF	$ 39,131.65
EFT80203	18/06/2025	M.TRELOAR	Rates Refund- A303931	$ 3,200.00
EFT80011	05/06/2025	MARKETFORCE(OMNICOM)	Local Government Notices- Finance	$ 1,564.36
EFT80113	11/06/2025	MARKETFORCE(OMNICOM)	Local Government Tenders- Infrastructure RFT25/04	$ 869.59
EFT80344	25/06/2025	MATSO'S BROOME BREWERY	Silent Disco Headsets- Cable Beach Stage Opening Event	$ 750.00
EFT80204	18/06/2025	MATTHEW FRANCIS	MC- Reconciliation Week Markets	$ 600.00
EFT80114	11/06/2025	MATT'S AUTHENTIC FILIPINO CUISINE (MONETTE SARAZA)	Coffee Rebate- Wardrobe Swap Event	$ 173.25
EFT80205	18/06/2025	MCCORRY BROWN EARTHMOVING PTY LTD	Construction of BRAC / Frederick St - Road- RFT24/09	$ 270,052.57
EFT80345	25/06/2025	MCCORRY BROWN EARTHMOVING PTY LTD	Open Drain Maintenance- Works & Operations	$ 13,901.25
EFT80346	25/06/2025	MCINTOSH & SON	Vehicle Hubs & Tubes- Depot	$ 68.70
EFT80347	25/06/2025	MCINTOSH & SON - GERALDTON	New Pump Kit- Depot	$ 297.00
EFT80348	25/06/2025	MCLEODS LAWYERS	Legal Advice- Planning	$ 513.92
EFT80279	23/06/2025	MEGA MUSIC AUSTRALIA PTY LTD AS THE TRUSTEE FOR THE KV	Speakers- Civic Centre	$ 5,270.00
EFT80115	11/06/2025	MELBOURNE INTERNATIONAL COMEDY FESTIVAL	Broome Comedy Road Show- Civic Centre	$ 3,575.00
EFT80207	18/06/2025	MICHAEL PETER STEPHENS	Live Music- Cable Beach Stage 1 Opening Event	$ 2,500.00
EFT80280	23/06/2025	MINT INVESTMENTS PTY LTD (MINT DESIGNS)	Cable Beach Interpretation Signage Installation RFQ25-04	$ 50,821.96
EFT79961	04/06/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Electric Sit-Stand Desk- People & Culture	$ 625.00
EFT80012	05/06/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Rapidline Screens & Accessories- Infrastructure	$ 10,084.02
EFT80208	18/06/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Bulletin Board- Library	$ 336.00
EFT80349	25/06/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Paper Delivery- Shire Administration	$ 784.13
EFT80013	05/06/2025	MONSTERBALL AMUSEMENTS &HIRE	Mechanical Surfboard- Cable Beach Stage 1 Opening	$ 2,200.00
EFT80014	05/06/2025	MOORE AUSTRALIA AUDIT (WA)	2025 Financial Reporting Workshop and AFS Template	$ 2,310.00
EFT80281	23/06/2025	MOORE AUSTRALIA AUDIT (WA)	Audit of Grant Acquittals- Building Better Regions Fund	$ 9,900.00
EFT80302	24/06/2025	MORTAR & SOUL REAL ESTATE (SBRT PTY LTD)	Staff Rent- July 2025	$ 4,127.98
EFT80350	25/06/2025	M. MITCHELL	Reimbursement For Staff Meeting Expenses- WMF	$ 356.27

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80351	25/06/2025	MYSMART	Lighting Diagnostics- Town Beach	$ 748.00
EFT79962	04/06/2025	N. LUIES	Compost Subsidy Rebate	$ 124.50
EFT80352	25/06/2025	NEIL MANSELL TRANSPORT PTY LTD	E-Waste Transportation Recycling- WMF	$ 2,916.00
EFT80116	11/06/2025	NGALGUN CIVIL	Slash & Brushcut- Parks & Gardens	$ 4,832.30
EFT80282	23/06/2025	NICHOLAS CLARK MANAGEMENT PTY LTD	Royalties Donought Show- Civic Centre	$ 121.70
EFT80283	23/06/2025	N. LAWRENCE	Rates Refund- A304921	$ 710.91
EFT79963	04/06/2025	NIRRUMBUK ABORIGINAL CORPORATION	Third-Party Sponsorship Agreement- Kimberley Community Action Fund	$ 4,051.65
EFT80015	05/06/2025	NORTH WEST 4X4 (NORTH WEST MOTOR GROUP PTY LTD -	Repair Wiring To Horn- Depot	$ 171.60
EFT80284	23/06/2025	NORTH WEST 4X4 (NORTH WEST MOTOR GROUP PTY LTD -	Vehicle Service- Depot	$ 290.00
EFT80209	18/06/2025	NORTH WEST AUTO ELECTRICAL	Vehicle Air-conditioning Repairs- Depot	$ 780.60
EFT80016	05/06/2025	NORTH WEST COAST SECURITY	Security Services- Administration Building	$ 4,990.72
EFT80117	11/06/2025	NORTH WEST COAST SECURITY	Security Services- Various Shire Facilities RFT 22-04	$ 3,399.00
EFT80210	18/06/2025	NORTH WEST COAST SECURITY	Security Services- Various Shire Facilities RFT 22-05	$ 4,967.19
EFT80285	23/06/2025	NORTH WEST COAST SECURITY	Security Services- Various Shire Facilities RFT 22-06	$ 5,023.72
EFT80353	25/06/2025	NORTH WEST COAST SECURITY	Security Services- Various Shire Facilities RFT 22-07	$ 3,212.00
EFT80211	18/06/2025	NORTH WEST LOCKSMITHS	Keys- Parks & Gardens	$ 2,726.00
EFT80354	25/06/2025	NORTH WEST LOCKSMITHS	Locks- Medland Pavillion	$ 650.00
EFT80404	27/06/2025	NORTH WEST LOCKSMITHS	Kitchen Screen Door Lock Repair- Shire Administration	$ 160.00
EFT80355	25/06/2025	NORTH WEST STRATA SERVICES	Strata Fees- Property	$ 1,662.40
EFT80017	05/06/2025	NORTH WEST TRIM & SHADE (RED HILL MOTOR TRIMMING)	Shade Sail Replacement- BRAC	$ 5,494.50
EFT80286	23/06/2025	NORTHERN RURAL SUPPLIES PTY LTD	Turf- Works & Operations	$ 12,800.40
EFT80118	11/06/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Reticulation Parts- Parks & Gardens	$ 2,646.37
EFT80212	18/06/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Reticulation Parts- Parks & Gardens	$ 1,770.11
EFT80287	23/06/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Reticulation Parts- Works & Operations	$ 941.40
EFT80405	27/06/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Reticulation Parts- Parks & Gardens	$ 1,013.99
EFT80018	05/06/2025	OASIS EATERY	Catering- Council Workshop Lunch	$ 363.00
EFT80356	25/06/2025	OASIS EATERY	Catering- Council Workshop Lunch	$ 314.00
EFT80406	27/06/2025	OASIS EATERY	Catering- Kimberley Ports Authority Tour	$ 162.00
EFT80213	18/06/2025	OBJECTIVE CORPORATION LIMITED	Annual Software Maintenance- ICT	$ 4,247.58
EFT80357	25/06/2025	OCLC (UK) LTD	Webdewey Annual Renewal Access- Library	$ 451.85
EFT80019	05/06/2025	OPTIC SECURITY GROUP- NORWEST	Replacement Battery- Administration Building	$ 456.50
EFT80214	18/06/2025	OPTIC SECURITY GROUP- NORWEST	Wireless Repairs- Chinatown Male Oval	$ 7,665.64
EFT80358	25/06/2025	OPTIC SECURITY GROUP- NORWEST	CCTV Install- Male Oval	$ 3,977.49
EFT80119	11/06/2025	ORH TRUCK SOLUTIONS PTY LTD	Junction Box For Watercart- Depot	$ 1,816.17
EFT80288	23/06/2025	PARKER BLACK & FORREST PTY LTD	Cut Key Stamped- Civic Centre	$ 522.50
EFT80215	18/06/2025	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	$ 2,037.15
EFT80359	25/06/2025	PEARL COAST DISTRIBUTORS	Kisok Stock- BRAC	$ 1,554.89
EFT80216	18/06/2025	PEARL SHED FRAMING STUDIO	Photo Collage Council 2023- Governance	$ 843.70
EFT80303	24/06/2025	P. RULAND & S. LLOYD-MOSTYN	Staff Rent- July 2025	$ 2,607.14
EFT80217	18/06/2025	PHIL DOCHERTY	Supply of Plants- Parks & Gardens	$ 605.00
EFT80407	27/06/2025	PORT SMITH CARAVAN PARK	Accommodation- Port Smith Road Maintenance	$ 6,600.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80218	18/06/2025	POWDERBARK ENVIRONMENTAL CONSULTING	Weed Mapping- Parks & Gardens	$ 5,040.00
EFT80020	05/06/2025	POWERVAC PTY LTD	Vacuum Hose- BRAC	$ 59.95
EFT80120	11/06/2025	PRD BROOME	Quarterly Admin Levy- Shire Housing	$ 3.53
EFT80289	23/06/2025	PRD BROOME	Shire Housing- Rent	$ 3,258.93
EFT80304	24/06/2025	PRD BROOME	Staff Rent- July 2025	$ 9,776.79
EFT80121	11/06/2025	PRINTING IDEAS	Angle Parking Signs	$ 2,778.60
EFT80219	18/06/2025	PRINTING IDEAS	Printing- Community Development	$ 1,623.16
EFT80360	25/06/2025	PRINTING IDEAS	Artwork Setup & Proofing- Cable Beach Stage 2	$ 1,399.35
EFT80361	25/06/2025	PROFESSIONAL ARTS MANAGEMENT	Conservation- Shire Art Collection	$ 22,759.00
EFT80021	05/06/2025	QUEEN TIDE CREATIVE	Event Photography - Reconciliation Week Markets 2025	$ 770.00
EFT80220	18/06/2025	QUEEN TIDE CREATIVE	Photography- Cable Beach Opening	$ 2,530.00
EFT80362	25/06/2025	QUEEN TIDE CREATIVE	Event Videography- Cable Beach Opening	$ 605.00
EFT80122	11/06/2025	RAE AND JAYDE	Advertising- Civic Centre	$ 350.00
EFT80221	18/06/2025	RAE AND JAYDE	Marketing- Civic Centre	$ 1,225.00
EFT80305	24/06/2025	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Staff Rent- July 2025	$ 5,540.18
EFT80290	23/06/2025	READYTECH (FORMALLY IT VISION)	Training- Finance	$ 1,402.50
EFT79964	04/06/2025	RED DIRT AUTO ELECTRICAL PTY LTD	Power Window Regulator- Depot	$ 916.35
EFT80123	11/06/2025	RED DIRT AUTO ELECTRICAL PTY LTD	Vehicle Airconditioning Repairs- Depot	$ 1,886.45
EFT80124	11/06/2025	REDFISH TECHNOLOGIES PTY LTD	Wireless Microphones- ICT	$ 2,073.50
EFT80222	18/06/2025	REDFISH TECHNOLOGIES PTY LTD	Expansion Microphone Setup- ICT	$ 908.15
EFT80291	23/06/2025	REDFISH TECHNOLOGIES PTY LTD	Onsight Program Installation- ICT	$ 75,043.95
EFT80125	11/06/2025	REGIONAL DEVELOPMENT AUSTRALIA KIMBERLEY	Annual Subrciption ID Economic Platform	$ 2,640.00
EFT80022	05/06/2025	RENAE DOYLE	LG Pro membership- Governance	$ 560.00
EFT80363	25/06/2025	ROADLINE CIVIL CONTRACTORS	Transport of Grader & Loader- Works & Operations	$ 3,318.88
EFT80364	25/06/2025	ROBERT PASCOE (R.B PASCOE & A.C RAMSAY)	Monsterball Event- Live Music	$ 300.00
EFT79965	04/06/2025	ROEBUCK BAY HOTEL	Refreshments- Cable Beach Redevelopment Opening	$ 292.14
EFT80126	11/06/2025	ROEBUCK BAY HOTEL	Alcohol Restock- Civic Centre	$ 1,227.33
EFT80223	18/06/2025	ROEBUCK BAY HOTEL	Refreshments- LG Professionals Training	$ 325.98
EFT80365	25/06/2025	RONALD WADE	Removal, Disposal & Replacement Of Drainage Fencing at Talboys Place & Male Court	$ 33,562.65
EFT80224	18/06/2025	ROSMECH SALES & SERVICE PTY	Level Guage for Oil Tank- Depot	$ 487.11
EFT80127	11/06/2025	ROYAL LIFE SAVING SOCIETY - WA	Swim Teacher Course- BRAC	$ 370.00
EFT80128	11/06/2025	SAFETY XPRESS UNIT TRUST	Speed Cushion- Infrastructure	$ 6,511.16
EFT80408	27/06/2025	SALVATORE CONSTANTINO MASTROLEMBO	Reimbursement of Travel & Utilities	$ 2,145.44
EFT80366	25/06/2025	SCAPE-ISM PTY LTD ATFT REES FAMILY TRUST	Sandblasted Artworks- Cable Beach Surf Club Lookout RFQ24-34	$ 140,096.00
EFT80129	11/06/2025	SEAT ADVISOR PTY LTD	Ticket Sales Costs- Civic Centre	$ 155.71
EFT80130	11/06/2025	SECUREPAY PTY LTD	Transaction Fees- Civic Centre	$ 33.88
EFT80131	11/06/2025	SECUREX SECURITY PTY LTD	Remotely Deactivated User- People & Culture	$ 77.00
EFT80132	11/06/2025	SEEK LIMITED	Job Advertisement- People & Culture	$ 3,091.00
EFT80225	18/06/2025	SEEK LIMITED	Job Advertisement- People & Culture	$ 500.50
EFT80367	25/06/2025	SEEK LIMITED	Job Advertisement- People & Culture	$ 1,463.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80226	18/06/2025	SEMINARS AUSTRALIA PTY LTD	Taxation of Employee Salaries Training- Finance	$ 654.50
EFT80368	25/06/2025	SHANE GINO HUGHES	Digitisation Banfield Photographic Collection- Library	$ 1,700.00
EFT80150	12/06/2025	SHIRE OF BROOME	Building Service Levy- March 2025	$ 185.00
EFT80160	13/06/2025	SHIRE OF BROOME	Building Service Levy- April 2025	$ 105.00
EFT80227	18/06/2025	SHOW TECHNOLOGY AUSTRALIA PTY LTD	Distribution Board Panel Install Rack- Civic Centre	$ 3,299.58
EFT80023	05/06/2025	SITE ENVIRONMENTAL & REMEDIATION SERVICES PTY LTD (SERS)	Brac Reserve Remediation- RFT24-08	$ 603,152.00
EFT80306	24/06/2025	SIX SEASONS RE	Staff Rent- July 2025	$ 3,041.67
EFT80228	18/06/2025	SLATER & GARTRELL SPORTS	Badminton Shuttle Feathers- BRAC	$ 1,391.50
EFT80229	18/06/2025	S. DUNNING	Rates Refund- A303762	$ 602.01
EFT80024	05/06/2025	SOURCE BUSINESS PARTNERS PTY LTD (KELLI SMALL)	Annual Budget Preparation- Finance	$ 10,450.00
EFT80409	27/06/2025	SOURCE MACHINERY PTY LTD	Excavator Hire- Infrastructure RFQ25-06	$ 129,442.50
EFT80133	11/06/2025	SOUTH METROPOLITAN TAFE	Tafe Course Fees - People & Culture	$ 175.50
EFT80134	11/06/2025	SOUTHERN CROSS AUSTEREO (SCA)	Fight the Bite Radio Advertising- Environmental Health	$ 5,260.20
EFT80230	18/06/2025	SOUTHERN CROSS AUSTEREO (SCA)	Radio Advertising- Environmental Health	$ 9,284.00
EFT80158	13/06/2025	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	$ 665.18
EFT80387	26/06/2025	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	$ 665.18
EFT79966	04/06/2025	ST JOHN AMBULANCE AUSTRALIA (WA) INC	First Aid Training for Volunteers 2025- Community Development	$ 1,440.00
EFT80135	11/06/2025	STANTEC AUSTRALIA	Detailed Design- Old Broome Lockup RFQ25/09	$ 27,066.81
EFT79967	04/06/2025	STATEWIDE CLEANING SUPPLIES PTY LTD	Floor Cleaner- BRAC	$ 10,948.41
EFT80307	24/06/2025	STELLA LUMINOSA HOLDINGS PTY LTD	Staff Rent- July 2025	$ 7,821.43
EFT80308	24/06/2025	S. MORGAN & D. BURR	Staff Rent- July 2025	$ 2,607.14
EFT79968	04/06/2025	STREETER & MALE PTY MITRE 10	Battery Charger- Depot	$ 358.00
EFT80136	11/06/2025	STREETER & MALE PTY MITRE 10	Newspapers- Library	$ 101.20
EFT80231	18/06/2025	STREETER & MALE PTY MITRE 10	Ute Tool Box- Shire Vehicle	$ 499.00
EFT80369	25/06/2025	STREETER & MALE PTY MITRE 10	Newspapers- Library	$ 96.50
EFT79969	04/06/2025	STUART BRENT WIMSER	Compost Rebate- Waste	$ 134.00
EFT79970	04/06/2025	T - QUIP	Deck Rollers & Fittings- Depot	$ 1,616.04
EFT80137	11/06/2025	T - QUIP	Mini Loader Parts- Works & Operations	$ 96.15
EFT80370	25/06/2025	TARA GOWER - DANCE (BURRB WANGGARRAJU NURLU)	Performance- Reconciliation Week Markets 2025	$ 935.00
EFT80232	18/06/2025	TAYLAH O'BRIEN (SUNDAY STUDIO BY TAYLAH)	Marketing Poster- Events	$ 150.00
EFT80025	05/06/2025	TELSTRA LIMITED	Service & Equipment Rental- ICT	$ 4,007.95
EFT80233	18/06/2025	TELSTRA LIMITED	Phone Charges- ICT	$ 7,883.21
EFT80371	25/06/2025	TELSTRA LIMITED	Phone Charges- ICT	$ 71.83
EFT80138	11/06/2025	THE BLINDMAN	Reactive Maintenance- Civic Centre	$ 1,105.21
EFT80234	18/06/2025	THE GREEN FAIRY CRAFT & ENTERTAINMENT	Glitter Bar- Cable Beach Opening Event	$ 1,280.00
EFT80372	25/06/2025	THE TRUSTEE FOR BEZ FAMILY TRUST TA DVA FABRICATIONS	Snug Reading Shelter- Library	$ 1,680.80
EFT80235	18/06/2025	THE TRUSTEE FOR DAR STUDIO TRUST	RFQ24/15 - Broome Museum Complex Masterplan	$ 4,477.00
EFT80139	11/06/2025	THE TRUSTEE FOR HALLIDAY TRUST (TA BK SIGNS AND	Beach Safety Signs- Cable Beach	$ 5,676.00
EFT80292	23/06/2025	THE TRUSTEE FOR HALLIDAY TRUST (TA BK SIGNS AND	Handrail Rail Art Attribution Plaque- Cable Beach Look Out	$ 489.50
EFT79971	04/06/2025	THE TRUSTEE FOR HUGHES FAMILY TRUST (LHM FABRICATION &	Fence Repairs- Father McMahon Oval	$ 968.00
EFT80026	05/06/2025	THEATRE KIMBERLEY INC (WORN ART)	Opening Event- Cable Beach Stage 1	$ 3,630.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80140	11/06/2025	TIALE FAMILY TRUST (BROOME ACADEMY OF MUSIC)	Sydney Writers' Festival Presenter Fee- Library	$ 400.00
EFT80141	11/06/2025	TIMEAH ARCHER	Artist Engagement Activity- Reconciliation Week	$ 1,700.00
EFT79972	04/06/2025	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	$ 473.60
EFT80027	05/06/2025	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	$ 175.81
EFT80142	11/06/2025	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	$ 537.27
EFT80236	18/06/2025	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	$ 75.53
EFT80410	27/06/2025	TNT AUSTRALIA PTY LTD	Freight- Health	$ 250.08
EFT80237	18/06/2025	TOMORROW'S TRIBE	Hire Furniture- Cable Beach Stage	$ 5,535.75
EFT80028	05/06/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Air-conditioning Maintenance- Library	$ 3,384.23
EFT80143	11/06/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Clean Air Conditioning- Depot	$ 761.09
EFT80293	23/06/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Airconditioning Maintenance- Cable Beach House	$ 3,543.99
EFT80373	25/06/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Degass Fridges- WMF RFT24/17	$ 1,036.20
EFT80411	27/06/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Airconditioning Repairs- Civic Centre	$ 6,732.03
EFT80144	11/06/2025	TOTALLY WORKWEAR	Uniforms- Ranger Services	$ 1,059.40
EFT80374	25/06/2025	TOTALLY WORKWEAR	Embroidery- Library Bag	$ 9.90
EFT80238	18/06/2025	TOUCH FOOTBALL AUSTRALIA	Beach Touch Footy Event Funding	$ 2,750.00
EFT80239	18/06/2025	TRUE CIVIL CONSULTING	Water & Sewer Services Design- Sanctuary Road	$ 8,250.00
EFT80240	18/06/2025	TRUSTEE FOR SELTON FAMILY TRUST (BROOME TREE & PALM	Wet Hire Excavator- WMF	$ 1,650.00
EFT80375	25/06/2025	TYRECYCLE PTY LTD	Tyre Disposal- WMF	$ 6,667.10
EFT80029	05/06/2025	VERON AND PETTY TRADING TRUST (FLOORBALL CULTURE)	Floorball Goals- BRAC	$ 720.00
EFT80294	23/06/2025	VESTONE CAPITAL PTY LIMITED	Dell Latitude Unit Charges- ICT	$ 780.99
EFT80030	05/06/2025	VISIMAX	Uniforms- Rangers Services	$ 1,799.88
EFT80376	25/06/2025	VISIMAX	Animal Grasper Tongs & Embroidery- Ranger Services	$ 761.49
EFT79973	04/06/2025	WA CONTRACT RANGER SERVICES PTY LTD	Relief Staff- Ranger Services	$ 9,185.00
EFT80145	11/06/2025	WA CONTRACT RANGER SERVICES PTY LTD	Relief Staff- Ranger Services	$ 7,040.00
EFT80241	18/06/2025	WATER CORPORATION	Repair Work- Parks & Gardens	$ 602.09
EFT80242	18/06/2025	WATERTORQUE	Irrigation Tank- Male Oval RFQ24/27	$ 69,226.31
EFT80243	18/06/2025	WEST AUSTRALIAN NEWSPAPERS	Fortnightly Shire News- Advertising	$ 3,493.20
EFT80244	18/06/2025	WEST COAST ON HOLD (ON HOLD ONLINE)	On Hold Messages	$ 77.00
EFT80245	18/06/2025	WEST COAST WATER SAFETY	Ocean Lifeguard Services- Cable Beach RFT 24-11	$ 76,624.90
EFT80146	11/06/2025	WESTBOOKS	Books- Library	$ 876.88
EFT80246	18/06/2025	WESTBOOKS	Books- Library	$ 102.24
EFT80377	25/06/2025	WESTBOOKS	Books- Library	$ 212.29
EFT80031	05/06/2025	WESTCOAST SITEFAB PTY LTD	Steel for Bus Shelter- Works	$ 132.00
EFT80147	11/06/2025	WESTCOAST SITEFAB PTY LTD	Tail Gate Straighten- Depot	$ 473.00
EFT80247	18/06/2025	WESTCOAST SITEFAB PTY LTD	Repair Solar Light Footing- Town Beach	$ 2,907.00
EFT80032	05/06/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (	Councillor Attendance Aboriginal Engagement Forum	$ 190.00
EFT80148	11/06/2025	WESTERN DIAGNOSTIC PATHOLOGY	Drug & Alcohol Screening- People & Culture	$ 722.65
EFT80378	25/06/2025	WESTRAC	Stabiliser Pads- Depot	$ 81.68
EFT80248	18/06/2025	WOLFCOM AUSTRALIA PTY LTD	Body Camera & Radio Molle Chest Harness- Ranger Services	$ 514.01
EFT80295	23/06/2025	WOLFGANG ZADRAVEC	Staff Meal- Reimbursement	$ 95.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
EFT80249	18/06/2025	YOGAMON (MONIQUE ELLIS)	Group Fitness- BRAC	$ 900.00
EFT80379	25/06/2025	YOGAMON (MONIQUE ELLIS)	Yoga- Events	$ 150.00
EFT80033	05/06/2025	ZIGGY DE BRUYN	Live Music- Cable Beach Opening	$ 600.00
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				**$ 4,138,551.21**

MUNICIPAL CHEQUES - JUNE 2025				
Cheque #	Date	Name	Description	Amount
57860	25/06/2025	BROOME CHINESE COMMUNITY INC	Bond Refund	$ 896.00
57861	25/06/2025	DJARINDJIN ABORIGINAL CORPORATION	Fuel & Staff Accommodation- Rural Road Maintenance Kinney Road	$ 4,230.00
57862	25/06/2025	SHIRE OF BROOME	Library- Petty Cash	$ 244.55
57863	26/06/2025	DEPARTMENT OF TRANSPORT	Fleet Schedule- Shire Of Broome	$ 32,190.50
57864	26/06/2025	M. KARIM	Rates Refund- A103580	$ 808.28
MUNICIPAL CHEQUES TOTAL:				**$ 38,369.33**

TRUST CHEQUES - JUNE 2025				
Cheque #	**Date**	**Name**	**Description**	**Amount**
				$ -
TRUST CHEQUES TOTAL:				**$ -**

PAYROLL - JUNE 2025				
DD #	**Date**	**Name**	**Description**	**Amount**
	12/06/2025	Payroll	Payroll Fortnight Ending 10/06/2025	$ 420,841.19
	26/06/2025	Payroll	Payroll Fortnight Ending 24/06/2025	$ 449,986.80
PAYROLL TOTAL:				**$ 870,827.99**

MUNICIPAL CREDIT CARD PAYMENTS - JUNE 2025				
EFT #	**Date**	**Card**	**Description**	**Amount**
EFT80421	17/06/2025	ADMINISTRATION OFFICER- ENVIRONMENTAL HEALTH & EVENTS	PAYMENT	$ 23.19
X0000000000000006787	16/05/2025	BUNNINGS	Stakes- Mosquito Treatment	$ 9.99
X0000000000000006788	16/05/2025	COLES	Food- Sentinel Chicken Flock	$ 13.20
EFT80422	17/06/2025	BRAC Operations Supervisor	PAYMENT	$ 336.35
X0000000000000006966	25/05/2025	ZOOMSHIFT	Online Roster Platform Monthly Fee BRAC & Civic Centre	$ 253.71
X0000000000000006808	25/05/2025	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	$ 6.34
X0000000000000006967	29/05/2025	WOOLWORTHS	Milk Kiosk BRAC	$ 18.00
X0000000000000006968	05/06/2025	WOOLWORTHS	Milk Kiosk BRAC	$ 6.00
X0000000000000006969	06/06/2025	BUNNINGS	Door Handle BRAC	$ 52.30
EFT80423	17/06/2025	Chief Executive Officer	PAYMENT	$ 1,082.44
X0000000000000006889	27/05/2025	TIMS SURF N TURF	PIA Congress- Dinner Staff & Councillors 27/05/2025	$ 250.71
X0000000000000006888	28/05/2025	HANUMAN RESTAURANT DARWIN	PIA Congress- Dinner Staff & Councillors 28/05/2025	$ 265.68
X0000000000000006878	29/05/2025	DARWIN RADIO TAXI	PIA Congress – Taxi	$ 12.18
X0000000000000006879	29/05/2025	RANNEE PTY LTD	PIA Congress- Dinner Staff & Councillors 29/05/2025	$ 69.25

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
X0000000000000006880	29/05/2025	RANNEE PTY LTD	PIA Congress- Dinner Staff & Councillors 29/05/2025	$ 190.07
X0000000000000006877	30/05/2025	CABFARE PAYMENTS	PIA Congress- Taxi	$ 13.86
X0000000000000006881	30/05/2025	SALVATORES CAFE	PIA Congress- Meal Staff & Councillors	$ 23.38
X0000000000000006882	30/05/2025	DARWIN RADIO TAXI	PIA Congress- Taxi	$ 14.39
X0000000000000006887	31/05/2025	DARWIN RADIO TAXI	PIA Congress- Taxi	$ 39.06
X0000000000000007047	13/06/2025	AMPOL BROOME	Fuel CEO Vehicle	$ 203.86
EFT80424	17/06/2025	Civic Centre Coordinator	PAYMENT	$ 1,915.09
X0000000000000006740	15/05/2025	SPOTIFY	Music Streaming	$ 13.99
X0000000000000006741	16/05/2025	AUSTRALIAN CATERING EQUIPMENT SUPPLIES	Refund Water Glasses - Cannot Supply	-$ 65.03
X0000000000000006926	21/05/2025	OFFICE NATIONAL BROOME	Lectern	$ 335.00
X0000000000000006927	26/05/2025	BK SIGNS	Liquor Licence Signage	$ 122.82
X0000000000000006962	29/05/2025	FACEBOOK	Social Media Advertising & Promotion	$ 50.00
X0000000000000006876	30/05/2025	COLES	Desk Fan	$ 97.50
X0000000000000006946	30/05/2025	BROOME PROGRESSIVE SUPLLIES	Kiosk Stock Chips	$ 117.91
X0000000000000006963	30/05/2025	FACEBOOK	Social Media Advertising & Promotion	$ 150.00
X0000000000000006929	05/06/2025	ALIEXPRESS	Artificial Plants- Pigram Garden	$ 390.57
X0000000000000006944	06/06/2025	COLES	Drinks, Sweets- Kiosk Stock	$ 193.25
X0000000000000006928	11/06/2025	FACEBOOK	Social Media Advertising & Promotion	$ 11.05
X0000000000000006945	12/06/2025	COLES	Sausages, Onions & Bread	$ 135.20
X0000000000000006984	13/06/2025	DJ EQUIPMENT & STUDIO PRODUCTS	Mirror Ball & Motor	$ 258.00
X0000000000000006999	13/06/2025	STREETER & MALE HARDWARE	Therma Cell Refills & Gas Cannister	$ 60.59
X0000000000000007000	13/06/2025	COLES	Calculator, Icy Poles, Foil & Trays	$ 30.25
X0000000000000006998	15/06/2025	SPOTIFY	Music Streaming Service	$ 13.99
EFT80425	17/06/2025	Civil Operations Supervisor	PAYMENT	$ 1,854.79
X0000000000000006748	16/05/2025	PORT SMITH CARAVAN PARK	1-night x Accommodation to Unload the Plant at Port Smith	$ 125.00
X0000000000000006750	16/05/2025	80 MILE BEACH CARAVAN PARK	Accommodation 80 Mile Road Maintenance	$ 897.00
X0000000000000006747	19/05/2025	BROOME BOLT SUPPLIES	Lifting Lug For Sign Maintenance	$ 64.35
X0000000000000006746	20/05/2025	CARPET PAINT AND TILE	Line Marking Paint	$ 268.00
X0000000000000006751	20/05/2025	BUNNINGS	Bucket for Tool Storage	$ 8.99
X0000000000000006752	20/05/2025	DEPARTMENT OF TRANSPORT	HR Driver's License Application- Staff	$ 18.20
X0000000000000006826	20/05/2025	DEPARTMENT OF TRANSPORT	HR Learner's Permit - Staff	$ 21.20
X0000000000000006745	21/05/2025	CARPET PAINT AND TILE	Line Marking Paint	$ 84.00
X0000000000000006907	05/06/2025	BROOME BOLT SUPPLIES	Bunting Temporary Carpark at Old Crocodile Park	$ 119.90
X0000000000000006931	11/06/2025	WOOLWORTHS	Staff Meals- Port Smith Road Maintenance 1 Night Stay	$ 57.15
X0000000000000006975	13/06/2025	TOTALLY WORKWEAR BROOME	2 x Gumboots - Concrete Works	$ 120.00
X0000000000000006976	13/06/2025	AUTOPRO BROOME	Anderson Plug- P8315	$ 26.00
X0000000000000006977	13/06/2025	AUTOPRO BROOME	Anderson Plug- P82813	$ 45.00
EFT80426	17/06/2025	Director Corporate Services	PAYMENT	$ 828.07
X0000000000000006891	21/05/2025	AMPOL BROOME	Fuel Director Corporate Services Prado	$ 129.25
X0000000000000006947	09/06/2025	MICROSOFT	Microsoft Azure Licensing - Store Secure Network	$ 698.82
EFT80427	17/06/2025	Director Infrastructure	PAYMENT	$ 1,998.33

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
X0000000000000006829	21/05/2025	BUNNINGS	Consumables for Signage	$ 86.33
X0000000000000006830	21/05/2025	NORTHERN RURAL SUPPLIES	Fence Droppers for Signage	$ 232.00
X0000000000000006890	03/06/2025	CABLE BEACH TYRE SERVICE PTY LTD	Tyres for Work Vehicle	$ 1,680.00
EFT80428	17/06/2025	EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER	PAYMENT	$ 11,650.14
X0000000000000006794	16/05/2025	COLES	Citizenship Ceremony - Catering	$ 87.92
X0000000000000006803	16/05/2025	CORPORATE TRAVEL MANAGER	CTM Port Hedland Car Hire	$ 221.12
X0000000000000006804	16/05/2025	CORPORATE TRAVEL MANAGER	CTM Service Charge- Car Hire Port Hedland	$ 2.98
X0000000000000006817	16/05/2025	VIRGIN AUSTRALIA	CTM Library Officer Flight Additional Cost	$ 137.01
X0000000000000006821	16/05/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Cr. Matsumoto Accommodation	$ 12.05
X0000000000000006823	16/05/2025	VIRGIN AUSTRALIA	CTM LOGO Contractor BSO Flights	$ 422.60
X0000000000000006824	19/05/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- LOGO Contractor BSO Flights	$ 5.96
X0000000000000006818	20/05/2025	QANTAS AIRWAYS LIMITED	CTM Community Engagement Officer Flight	$ 940.77
X0000000000000006819	20/05/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Community Engagement Officer Flight	$ 22.52
X0000000000000006805	23/05/2025	CORPORATE TRAVEL MANAGER	CTM Car Hire Port Hedland	$ 221.12
X0000000000000006822	23/05/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Car Hire Port Hedland Study Tour	$ 2.98
X0000000000000006825	23/05/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- LOGO Contractor BSO Accommodation	$ 12.05
X0000000000000006909	26/05/2025	VIRGIN AUSTRALIA	CTM Rates Officer Flights	$ 610.80
X0000000000000006910	27/05/2025	VIRGIN AUSTRALIA	CTM Executive Assistant to Director Infrastructure Flights Virgin	$ 541.30
X0000000000000006912	27/05/2025	VIRGIN AUSTRALIA	CTM Executive Assistant to CEO Flights	$ 541.30
X0000000000000006911	28/05/2025	QANTAS AIRWAYS LIMITED	CTM Executive Assistant to Director Infrastructure Flights	$ 598.47
X0000000000000006913	28/05/2025	QANTAS AIRWAYS LIMITED	CTM Executive Assistant to CEO Flights	$ 598.47
X0000000000000006914	28/05/2025	CORPORATE TRAVEL MANAGER	CTM Service Charge- Executive Assistant to Director Infrastructure Flights	$ 5.96
X0000000000000006915	28/05/2025	CORPORATE TRAVEL MANAGER	CTM Service Charge- Executive Assistant to CEO Flights	$ 5.96
X0000000000000006916	30/05/2025	CORPORATE TRAVEL MANAGER	CTM Shire President Cr Mitchell Accommodation WALGA	$ 392.50
X0000000000000006917	30/05/2025	CORPORATE TRAVEL MANAGER	CTM Services Charge- Shire President Cr Mitchelle WALGA	$ 5.30
X0000000000000006918	30/05/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Library Officer Accommodation	$ 12.05
X0000000000000006923	31/05/2025	YANE PHOTOGRAPHY	Corporate Gifts- Stock Replenishment	$ 385.00
X0000000000000006908	04/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Charge- Shire President Cr Mitchell Accommodation	$ 5.96
X0000000000000006920	04/06/2025	QANTAS AIRWAYS LIMITED	CTM Shire President Cr Mitchell WALGA & RCAWA Flights	$ 945.99
X0000000000000006921	10/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Contractor BSO LOGO Accommodation	$ 43.12
X0000000000000006922	10/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Contractor BSO LOGO Accommodation	$ 12.05
X0000000000000007026	11/06/2025	VIRGIN AUSTRALIA	CTM Planning Officer, WALGA Flights	$ 440.35
X0000000000000007077	11/06/2025	FLOWERS ON SAVILLE STREET	Flowers- K. Freeman	$ 100.00
X0000000000000007078	11/06/2025	FLOWERS ON SAVILLE STREET	Flowers- Shire President Cr. Mitchell	$ 80.00
X0000000000000007027	12/06/2025	QANTAS AIRWAYS LIMITED	CTM Planning Officer, WALGA Flights	$ 861.69
X0000000000000007028	12/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Planning Officer - Flight	$ 5.96
X0000000000000007029	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Library Staff Accommodation	$ 310.00
X0000000000000007030	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Library Staff Accommodation	$ 12.05
X0000000000000007031	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Library Staff Accommodation	$ 519.00
X0000000000000007032	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Library Staff Accommodation	$ 7.01
X0000000000000007033	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Shire President Cr. Mitchell Accommodation PIA Congress	$ 915.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
X0000000000000007034	16/06/2025	CORPORATE TRAVEL MANAGER	CTM CEO Accommodation PIA Congress	$ 915.00
X0000000000000007035	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Charge- Shire President Cr. Mitchell Accommodation PIA Congress	$ 12.35
X0000000000000007036	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- CEO PIA Congress	$ 12.35
X0000000000000007037	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Cr. Male - Accommodation PIA Congress	$ 259.00
X0000000000000007038	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Cr. Male Accommodation PIA Congress	$ 3.50
X0000000000000007044	16/06/2025	QANTAS AIRWAYS LIMITED	CTM Service Fee- ESO Flight Change	$ 99.00
X0000000000000007045	16/06/2025	QANTAS AIRWAYS LIMITED	CTM Service Fee- ESO Flight Change	$ 16.04
X0000000000000007079	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee -Library Staff - Accommodation	$ 4.18
X0000000000000007080	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee -Library Staff - Accommodation	$ 12.05
X0000000000000007081	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee -Library Staff - Accommodation	$ 12.05
X0000000000000007082	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Charge- Shire President Cr Mitchell Accommodation	$ 12.05
X0000000000000007083	16/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Charge- Cr. Male- Accommodation	$ 12.05
X0000000000000007085	17/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Port Hedland- Car Rental	$ 12.05
X0000000000000007086	17/06/2025	CORPORATE TRAVEL MANAGER	CTM Port Headland Car Rental	$ 221.12
X0000000000000007087	17/06/2025	CORPORATE TRAVEL MANAGER	CTM Service Fee- Port Hedland- Car Rental	$ 2.98
EFT80429	17/06/2025	Executive Support Officer- Development Services	PAYMENT	$ 408.29
X0000000000000006964	09/06/2025	CYGNET BAY PEARL FARM	Accommodation-Water Sampling Dampier	$ 357.00
X0000000000000006997	16/06/2025	COLES	Broome Museum TAG Afternoon Tea	$ 51.29
EFT80430	17/06/2025	Executive Support Officer- Infrastructure	PAYMENT	$ 894.04
X0000000000000006697	15/05/2025	KMART	Shire Dwellings- Furnishings	$ 187.00
X0000000000000006743	19/05/2025	COLES	WCBFR Refreshments	$ 22.17
X0000000000000006744	21/05/2025	DEPARTMENT OF TRANSPORT	Town Beach Jetty Licence Renewal	$ 47.70
X0000000000000006841	28/05/2025	QANTAS AIRWAYS LIMITED	CTM Service Fee- Cr. Male Flight Charge	$ 99.00
X0000000000000006842	28/05/2025	QANTAS AIRWAYS LIMITED	CTM Cr. Male- Darwin to Broome Flight Charge	$ 456.77
X0000000000000006892	30/05/2025	PRINTING IDEAS	Printing Ideas - Scanned Cable Beach Images	$ 81.40
EFT80431	17/06/2025	Fleet/Store Administrator	PAYMENT	$ 3,139.95
X0000000000000006767	14/05/2025	BROOME BOLT SUPPLIES	Rivets & Drill Bit	$ 30.80
X0000000000000006717	14/05/2025	GERALDINE NOMINEES PL	Air Hose Parts Realignment	$ 16.92
X0000000000000006707	15/05/2025	REPCO	Workshop Consumables	$ 46.55
X0000000000000006709	15/05/2025	OFFICE NATIONAL BROOME	Stationery	$ 36.70
X0000000000000006768	19/05/2025	J BLACKWOOD & SON P/L	PPE Gloves	$ 31.87
X0000000000000006769	19/05/2025	STREETER & MALE HARDWARE	Vacuum Bags	$ 33.90
X0000000000000006770	19/05/2025	REPCO	Degreaser	$ 60.00
X0000000000000006786	19/05/2025	WATM EQUIPMENT	Filters for P5523	$ 124.71
X0000000000000006771	20/05/2025	BROOME SCOOTERS	Carburettor	$ 70.00
X0000000000000006772	21/05/2025	BUNNINGS	Camlock	$ 21.30
X0000000000000006781	21/05/2025	NORTH WEST LOCKSMITH	Broken Key From Lock Removal	$ 15.00
X0000000000000006773	22/05/2025	BUNNINGS	Camlock Return	-$ 21.30
X0000000000000006774	22/05/2025	BUNNINGS	Painting Gear	$ 19.97
X0000000000000006775	22/05/2025	NWH Solution Pty Ltd	Hose Fittings	$ 24.55

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
X0000000000000006776	22/05/2025	BROOME PROGRESSIVE SUPLLIES	Cleaning Gear	$ 20.08
X0000000000000006869	23/05/2025	LINMAC BEARING EQUIPMENT BROOME	V Belt	$ 123.90
X0000000000000006870	27/05/2025	TOTALLY WORKWEAR BROOME	Hi-Vis Rain Jackets	$ 280.00
X0000000000000006871	27/05/2025	REPCO	Coolant	$ 46.76
X0000000000000006872	28/05/2025	NWH Solution Pty Ltd	Hose Fittings	$ 93.70
X0000000000000006873	28/05/2025	NWH Solution Pty Ltd	Hose Fittings	$ 6.20
X0000000000000006874	28/05/2025	KIMBERLEY TRAILER PARTS	Jockey Wheel U-Bolts	$ 277.00
X0000000000000006904	04/06/2025	REPCO	Hex Key Set	$ 59.85
X0000000000000006905	06/06/2025	BUNNINGS	Torpedo Level	$ 29.38
X0000000000000006906	09/06/2025	J BLACKWOOD & SON P/L	Safety Equipment	$ 546.37
X0000000000000006955	09/06/2025	REPCO	Battery	$ 258.40
X0000000000000006956	10/06/2025	DEPARTMENT OF TRANSPORT	Licence Fee- New Number Plate	$ 31.10
X0000000000000006957	10/06/2025	RED DIRT AUTO ELECTRICAL	Battery	$ 286.00
X0000000000000006958	12/06/2025	AUTOPRO BROOME	Tail Light	$ 65.00
X0000000000000006983	16/06/2025	J BLACKWOOD & SON P/L	Sharps Containers	$ 147.14
X0000000000000006985	16/06/2025	BROOME SCOOTERS	Throttle Cable	$ 35.00
X0000000000000006986	16/06/2025	J BLACKWOOD & SON P/L	Cleaning Wipes	$ 220.54
X0000000000000006987	17/06/2025	J BLACKWOOD & SON P/L	Mosquito Repellent	$ 102.56
EFT80432	17/06/2025	Horticulture Supervisor	PAYMENT	$ 324.68
X0000000000000006754	20/05/2025	NWH Solution Pty Ltd	Reticulation Fittings for Spray Pack	$ 4.93
X0000000000000006753	21/05/2025	BUNNINGS	Water Can Plastic Rake Pot Saucer	$ 39.78
X0000000000000006902	26/05/2025	NORTRUSS BUILDERS SUPPLIES	Air Filter & Primer Bulb	$ 37.84
X0000000000000006960	10/06/2025	BUNNINGS	Stakes & Fertiliser	$ 112.72
X0000000000000006959	11/06/2025	BUNNINGS	3 x Bauhinia Purpuracea	$ 88.20
X0000000000000006974	11/06/2025	NWH Solution Pty Ltd	Reticulation Supplies Needed- Chinatown	$ 41.21
EFT80433	17/06/2025	Library Coordinator	PAYMENT	$ 1,667.87
X0000000000000006777	19/05/2025	SPOTLIGHT PTY LTD	Vinyl Pieces- Chair Repair	$ 106.99
X0000000000000006778	19/05/2025	SLIMLINE WAREHOUSE	New Locked Box- Book Swap	$ 156.09
X0000000000000006779	20/05/2025	NATIONAL MUSEUM OF AUSTRALIA	Books- Local Studies Collection	$ 369.50
X0000000000000006843	22/05/2025	HARVEY NORMAN	Speaker Audio Cord	$ 19.95
X0000000000000006844	23/05/2025	COLES	Catering Multiple Events	$ 194.62
X0000000000000006845	23/05/2025	HARVEY NORMAN	Pod Machine	$ 149.00
X0000000000000006846	23/05/2025	COLES	Item Refund- Incorrect Type	-$ 11.99
X0000000000000006847	23/05/2025	COLES	Catering Items	$ 16.56
X0000000000000006894	30/05/2025	My Post Business	Postal Charges- Interlibrary Loans	$ 20.80
X0000000000000006893	03/06/2025	KMART	Headphones Stock- Library	$ 16.00
X0000000000000006925	05/06/2025	KMART	Light Box	$ 55.00
X0000000000000006924	06/06/2025	HARVEY NORMAN	Annual Subscriptions Software for Library Programs	$ 554.00
X0000000000000006981	13/06/2025	My Post Business	Postal Charges- Interlibrary Loans	$ 21.35
EFT80434	17/06/2025	Manager - Community Facilities	PAYMENT	$ 973.77
X0000000000000006833	26/05/2025	BROOME POST SHOP	Postage- Chlorine Pump Repairs BRAC	$ 166.60

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
X0000000000000006866	29/05/2025	BUNNINGS	Fence Panels Isolating Maintenance Area - BRAC	$ 88.20
X0000000000000006883	30/05/2025	BUNNINGS	PPE for Cleaning	$ 14.37
X0000000000000006919	10/06/2025	BROOME POST SHOP	Postage- BRAC Scoreboard Component Repairs	$ 94.60
X0000000000000006982	13/06/2025	INFOCOUNCIL	Training- Library Staff Member	$ 610.00
EFT80435	17/06/2025	Manager People and Culture	PAYMENT	$ 196.93
X0000000000000006850	23/05/2025	Vistaprint Australia	Ranger Business Cards- Vista Print	$ 40.98
X0000000000000006849	28/05/2025	BROOME POST SHOP	Winner Reward & Recognition Q2 Gift Card	$ 155.95
EFT80436	17/06/2025	Marketing and Communications Officer	PAYMENT	$ 876.76
X0000000000000006864	22/05/2025	FACEBOOK	Facebook Meta- Paid Advertising	$ 45.65
X0000000000000006863	28/05/2025	CAMPAIGN MONITOR	Campaign Monitor May Monthly Invoice	$ 419.10
X0000000000000006861	29/05/2025	OFFICE NATIONAL BROOME	Corporate Gift- Office National	$ 6.95
X0000000000000006858	29/05/2025	KIMBERLEY BOOKSHOP	Corporate Gifts- Kimberley Bookshop	$ 148.45
X0000000000000006859	29/05/2025	YAWURU JARNDU ABORIGINAL CORPORATION	Corporate Gift- Naglu Jardu	$ 200.00
X0000000000000006860	29/05/2025	BROOME PROGRESSIVE SUPLLIES	Corporate Gift- Kimberley Progressive Supplies	$ 3.62
X0000000000000006970	04/06/2025	CANVA	Canva Monthly Invoice	$ 20.99
X0000000000000006971	05/06/2025	NEWS PTY LIMITED	Subsciption- June Invoice	$ 32.00
EFT80437	17/06/2025	Operations Coordinator	PAYMENT	$ 1,790.47
X0000000000000006699	15/05/2025	WOOLWORTHS	Depot Team Meeting- Catering	$ 54.30
X0000000000000006700	15/05/2025	TENDERSPOT MEAT CO	Depot Team Meeting- Catering	$ 125.03
X0000000000000006839	20/05/2025	TOTALLY WORKWEAR BROOME	Safety Boots- PPE	$ 225.00
X0000000000000006840	26/05/2025	TOTALLY WORKWEAR BROOME	Safety Jacket– PPE	$ 120.00
X0000000000000006851	27/05/2025	BUNNINGS	Soil Mix- Cable Beach Project	$ 373.10
X0000000000000006852	27/05/2025	BUNNINGS	Soil Mix- Cable Beach Project	$ 373.10
X0000000000000006903	03/06/2025	BUNNINGS	Dampier Terrace Footpath Repair- Watering Can	$ 14.94
X0000000000000006930	12/06/2025	CARPET PAINT AND TILE	Line Marking Paint- Cable Beach Carpark	$ 105.00
X0000000000000007006	13/06/2025	HARVEY NORMAN	Depot Fridge Replacement	$ 400.00
EFT80438	17/06/2025	Parks and Gardens Supervisor	PAYMENT	$ 1,707.47
X0000000000000006730	16/05/2025	BUNNINGS	Siphon Juggler to Decant 200ltr Drum Fertiliser	$ 14.98
X0000000000000006764	20/05/2025	BUNNINGS	Saw Replacement Blades & Tape Measure	$ 152.94
X0000000000000006765	20/05/2025	STREETER & MALE HARDWARE	PVC Pipe Saws	$ 177.00
X0000000000000006766	20/05/2025	J BLACKWOOD & SON P/L	Lanolin Spray- Reticulation Repairs	$ 92.99
X0000000000000006831	27/05/2025	J BLACKWOOD & SON P/L	Caution & Danger Tape- Reticulation Staff	$ 63.79
X0000000000000006832	27/05/2025	CABLE BEACH TYRE SERVICE PTY LTD	Fitting Supplied Replacement Tyres	$ 120.00
X0000000000000006848	28/05/2025	STREETER & MALE HARDWARE	Shovels & Machetes for Gardening / Weed Control	$ 222.75
X0000000000000006948	12/06/2025	NWH Solution Pty Ltd	19mm LD Reticulation Clips	$ 76.00
X0000000000000006972	13/06/2025	HARVEY NORMAN	New Fridge- Depot Lunch Room	$ 698.00
X0000000000000006973	13/06/2025	BUNNINGS	Tools- Maintenance Equipment	$ 89.02
EFT80439	17/06/2025	Place Activation & Engagement Coordinator	PAYMENT	$ 574.14
X0000000000000006865	26/05/2025	SUBWAY BROOME	Catering Community Safety Workshops	$ 78.00
X0000000000000006867	29/05/2025	COLES	Supplies Reconciliation Week Event	$ 20.38
X0000000000000006896	02/06/2025	WOOLWORTHS	Catering CSP Workshops	$ 133.50

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
X0000000000000006897	05/06/2025	OFFICE NATIONAL BROOME	VIP Supplies Cable Beach Opening	$ 120.30
X0000000000000006900	05/06/2025	WOOLWORTHS	VIP Water Cable Beach Stage 1 Opening	$ 27.60
X0000000000000006954	10/06/2025	SPINIFIX HOTEL DERBY	Accommodation Cost- Training	$ 194.36
EFT80440	17/06/2025	Place Activation & Engagement Officer	PAYMENT	$ 186.94
X0000000000000007012	29/05/2025	BP SHINJU BROOME	Ice- Reconciliation Markets	$ 7.00
X0000000000000007011	31/05/2025	WOOLWORTHS	Incidentals- Town Beach Movie Night	$ 107.59
X0000000000000007013	31/05/2025	WOOLWORTHS	Incidentals- Town Beach Movie Night	$ 24.50
X0000000000000007014	06/06/2025	DIVERS TAVERN	Ice- Cable Beach Stage 1 Opening	$ 14.00
X0000000000000007015	06/06/2025	WOOLWORTHS	Prizes- Basketball Activity Cable Beach Stage 1 Opening	$ 33.85
EFT80441	17/06/2025	Property Maintenance Officer	PAYMENT	$ 4,547.54
X0000000000000006783	15/05/2025	BUNNINGS	Batteries- Laser Level	$ 6.48
X0000000000000006934	16/05/2025	BUNNINGS	New Dwelling- Accessories	$ 65.60
X0000000000000007060	16/05/2025	OFFICE NATIONAL BROOME	Administration Building- Office Furniture	$ 390.10
X0000000000000006784	19/05/2025	BUNNINGS	Shire Housing- Repairs To Entry Door	$ 69.97
X0000000000000006785	19/05/2025	NORTH WEST LOCKSMITH	Cable Beach Key Cut	$ 162.00
X0000000000000006935	20/05/2025	STREETER & MALE HARDWARE	Shire Housing- Vacuum	$ 279.00
X0000000000000006951	20/05/2025	TRADELINK	Depot- Kitchen Fit Out	$ 230.51
X0000000000000007061	20/05/2025	BUNNINGS	Cable Beach Ablutions- Maintenance	$ 82.89
X0000000000000006936	21/05/2025	GALVINS PLUMBING SUPPLIES	Town Beach New- Toilet Repair	$ 39.16
X0000000000000006937	22/05/2025	NORTH WEST LOCKSMITH	Cable Beach Padlocks	$ 108.00
X0000000000000006938	22/05/2025	STREETER & MALE HARDWARE	New Dwelling- Hose Reel	$ 233.00
X0000000000000006952	27/05/2025	BUNNINGS	Depot- Kitchen Fit Out	$ 60.16
X0000000000000007008	27/05/2025	ENFORCER GROUP	Civic Centre- Replace Rotten Dock Bumpers	$ 751.60
X0000000000000006939	28/05/2025	STREETER & MALE HARDWARE	New Dwelling- Storage Unit	$ 357.95
X0000000000000006941	28/05/2025	SETON AUSTRALIA	Library- Entry Floor Indicators	$ 98.87
X0000000000000006940	29/05/2025	STREETER & MALE HARDWARE	New Dwelling- Hose Clamps	$ 11.40
X0000000000000006942	29/05/2025	SETON AUSTRALIA	Library- Floor Entry Indicators	$ 858.80
X0000000000000006950	09/06/2025	KMART	Depot- Kitchen Fit Out	$ 215.50
X0000000000000007009	12/06/2025	MODERN POWER SOLUTIONS	Depot- Kitchen Fit Out	$ 259.85
X0000000000000007010	16/06/2025	BUNNINGS	Shire Housing- Key Safes	$ 266.70
EFT80442	17/06/2025	Senior Administration & Governance Officer	PAYMENT	$ 1,084.85
X0000000000000006834	21/05/2025	BK SIGNS	Signage	$ 145.15
X0000000000000006762	22/05/2025	DMK- THE KITCHEN	Catering- Ordinary Monthly Council 22 May 2025	$ 310.50
X0000000000000006901	05/06/2025	INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA	IPPA Training Course	$ 629.20
EFT80443	17/06/2025	Senior Customer Service Officer	PAYMENT	$ 1,369.38
X0000000000000006759	20/05/2025	DEPARTMENT OF TRANSPORT	Shire of Broome Licence Plates	$ 200.00
X0000000000000006758	22/05/2025	COLES	Catering- Corporate Directorate Meeting	$ 101.49
X0000000000000006760	22/05/2025	OFFICE NATIONAL BROOME	Stationery Items	$ 38.60
X0000000000000006884	26/05/2025	WOOLWORTHS	Lollies- Councillor Workshops	$ 70.50
X0000000000000006885	29/05/2025	WOOLWORTHS	Catering- CEO 60 Meeting	$ 226.85
X0000000000000006886	03/06/2025	DEPARTMENT OF TRANSPORT	Shire of Broome Licence Plates	$ 200.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
X0000000000000006895	06/06/2025	DEPARTMENT OF TRANSPORT	Shire of Broome Licence Plates	$ 200.00
X0000000000000006943	09/06/2025	DEPARTMENT OF TRANSPORT	Shire of Broome Licence Plates	$ 200.00
X0000000000000006979	13/06/2025	WOOLWORTHS	Catering- Nintex Training Workshop	$ 73.90
X0000000000000006980	16/06/2025	WOOLWORTHS	Catering- Nintex Training Workshop	$ 58.04
EFT80444	17/06/2025	Senior Property & Leasing Officer	PAYMENT	$ 325.47
X0000000000000006724	15/05/2025	BUNNINGS	Maintenance Items- New Shire Dwelling	$ 92.72
X0000000000000006727	16/05/2025	WOOLWORTHS	Cleaning Products- New Shire Dwelling	$ 50.00
X0000000000000006725	16/05/2025	KMART	Fit Out - New Shire Dwelling	$ 19.00
X0000000000000006726	16/05/2025	KMART	Fit Out - New Shire Dwelling	$ 76.00
X0000000000000006898	30/05/2025	OFFICE NATIONAL BROOME	Plastic Sleeve Binder Manuals- New Shire Dwelling	$ 11.15
X0000000000000006899	04/06/2025	BUNNINGS	Key Rings & Combination Gate Lock	$ 45.00
X0000000000000006949	10/06/2025	LANDGATE	Lease Copy- Broome Camel Safari	$ 31.60
EFT80445	17/06/2025	Sport & Recreation Facility Coordinator	PAYMENT	$ 264.90
X0000000000000006855	19/05/2025	WOOLWORTHS	Milk- BRAC	$ 6.00
X0000000000000006856	22/05/2025	WOOLWORTHS	Milk- BRAC	$ 64.55
X0000000000000006857	22/05/2025	NORTH WEST LOCKSMITH	Pad Lock Keyed- Bi Lock	$ 130.00
X0000000000000006868	26/05/2025	WOOLWORTHS	Milk- BRAC	$ 3.00
X0000000000000007071	04/06/2025	WOOLWORTHS	Ice Packs	$ 4.75
X0000000000000007072	11/06/2025	WOOLWORTHS	Milk- BRAC	$ 33.00
X0000000000000007073	16/06/2025	WOOLWORTHS	Milk- BRAC	$ 6.00
X0000000000000007075	17/06/2025	J BLACKWOOD & SON P/L	PPE Water Park	$ 17.60
EFT80446	17/06/2025	Waste Education Officer	PAYMENT	$ 619.38
X0000000000000006862	28/05/2025	J BLACKWOOD & SON P/L	Clean Up Event Equipment	$ 185.02
X0000000000000006853	28/05/2025	WOOLWORTHS	DIY Workshops items	$ 26.00
X0000000000000006854	28/05/2025	HARVEY NORMAN	2x Electric Pan- Bees Wax Food Wraps Workshop	$ 64.00
X0000000000000006932	08/06/2025	WOOLWORTHS	Catering- Bees Wax Food Wraps Workshop	$ 82.50
X0000000000000006933	11/06/2025	TEMU.COM	Materials- DIY workshop	$ 51.36
X0000000000000006953	12/06/2025	COLES	Materials- Sensory Bucket	$ 23.50
X0000000000000006978	16/06/2025	THE AUSTRALIAN	Materials- DIY workshop	$ 187.00
EFT80447	17/06/2025	Waste Supervisor	PAYMENT	$ 600.13
X0000000000000006812	15/05/2025	NWH Solution Pty Ltd	Pipe Fittings & Glue- Repair Fire Waterline	$ 212.14
X0000000000000006809	16/05/2025	NUTRIEN AG SOLUTIONS	Refund- Incorrect Fittings	-$ 70.56
X0000000000000006810	16/05/2025	NUTRIEN AG SOLUTIONS	Poly & Tap Fittings- WMF Dome Shelter	$ 67.00
X0000000000000006811	16/05/2025	NUTRIEN AG SOLUTIONS	Poly & Tap Fittings- WMF Dome Shelter	$ 209.55
X0000000000000006965	04/06/2025	BROOME PROGRESSIVE SUPLLIES	Raw Sugar- WMF	$ 46.40
X0000000000000006961	12/06/2025	OFFICE NATIONAL BROOME	Office Supplies	$ 135.60
EFT80448	17/06/2025	Work Health, Safety and Wellbeing Officer	PAYMENT	$ 110.00
X0000000000000006827	26/05/2025	WOOLWORTHS	Catering- Training/ Workshop	$ 45.00
X0000000000000006828	26/05/2025	WOOLWORTHS	Catering- Training/ Workshop	$ 65.00
MUNICIPAL CREDIT CARD TOTAL:				$41,351.36

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025				
PAYMENT #	**Date**	**Name**	**Description**	**Amount**
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				
MUNICIPAL DIRECT DEBIT - JUNE 2025				
DD #	**Date**	**Name**	**Description**	**Amount**
DD34441.1	06/06/2025	COCA COLA AMATIL (HOLDINGS) LTD	BRAC Kiosk Supplies- May 2025	$ 1,783.35
DD34477.1	06/06/2025	COCA COLA AMATIL (HOLDINGS) LTD	BRAC Kiosk Supplies- June 2025	$ 1,053.28
DD34494.1	13/06/2025	SUPER EMPLOYEE PAYMENT DEFINITIV	Superannuation Fortnight Ending 13.06.25	$ 101,097.81
DD34511.1	19/06/2025	INLOGIK PTY LTD	ProMaster Essential User Fees	$ 487.75
DD34516.1	17/06/2025	FORMS EXPRESS PTY LTD	Rates Payment Gateway Fees- May 2025	$ 203.13
DD34519.1	15/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan 197- Town Beach Development Groyne Project Interest	$ 54,623.88
DD34528.1	20/06/2025	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Supplies - Brac - June 2025	$ 477.80
DD34530.1	20/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan 196- Chinatown Revitalisation Project Interest	$ 93,685.18
DD34533.1	23/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan 201- Chinatown Revitalisation Stage 2 Interest	$ 131,692.22
DD34554.1	30/06/2025	WATER CORPORATION	Water Use & Service Charge	$ 282.97
DD34554.2	26/06/2025	WATER CORPORATION	Water Use & Service Charge	$ 16,742.02
DD34554.3	25/06/2025	WATER CORPORATION	Water Use & Service Charge	$ 14,592.13
DD34554.4	27/06/2025	WATER CORPORATION	Water Use & Service Charge	$ 7,439.20
DD34554.5	10/06/2025	WATER CORPORATION	Water Use & Service Charge	$ 311.53
DD34554.6	03/06/2025	WATER CORPORATION	Water Use & Service Charge	$ 331.79
DD34559.1	25/06/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 1,164.84
DD34559.2	16/06/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 23,063.73
DD34559.3	10/06/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 1,221.74
DD34559.4	06/06/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 453.23
DD34559.5	05/06/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 3,438.46
DD34559.6	24/06/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 16,761.20
DD34559.7	19/06/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 64,680.54
DD34565.1	30/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan 198- Chinatown Revitalization Stage 2	$ 127,793.33
MUNICIPAL DIRECT DEBIT TOTAL:				**$ 663,381.11**

MUNICIPAL ELECTRONIC TRANSFER TOTAL	**$**	**4,138,551.21**
MUNICIPAL CHEQUES TOTAL	**$**	**38,369.33**
PAYROLL TOTAL	**$**	**870,827.99**
TRUST CHEQUE TOTAL	**$**	**-**
MUNICIPAL CREDIT CARD TOTAL	**$**	**41,351.36**
MUNICIPAL DIRECT DEBIT TOTAL	**$**	**663,381.11**
TOTAL PAYMENTS JUNE 2025	**$**	**5,752,481.00**

Key for Delegation of Authority:

CEO- Chief Executive Officer
DCS- Director Corporate Services

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JUNE 2025

PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JUNE 2025				

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.

9.4.3 MONTHLY FINANCIAL REPORT JUNE - 2025

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

SUMMARY:
Council is required under Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* (FMR) to consider and receive the Monthly Financial Report for the period ended 30 June 2025.

BACKGROUND

Council is provided with the Monthly Financial Report, which has been prepared in line with statutory reporting obligations and includes the:

- Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the FMR);
- Statement of Financial Position (satisfying Regulation 35 of the FMR);
- Basis of Preparation;
- Statement of Financial Activity Information - the adjustments to the Statement of Financial Activity and Net Current Assets Position which agree to the surplus/deficit position (satisfying Regulation 32 of the FMR); and
- Explanation of material variances to year-to-date budget (satisfying Regulation 34 of the FMR).

Supplementary information has been provided per Regulation 34(2) of the FMR to provide Council with a holistic overview of the operations of the Shire of Broome. The Supplementary Information notes include:

- Cash and financial assets;
- Reserve accounts;
- Capital acquisitions – summarised by asset class, detailed to project, plant disposals;
- Aged payables;
- Borrowings;
- Grants – detailed listing of operating grants, capital grants and contributions; and
- Detailed list of Council adopted Budget amendments – by nature classification.

COMMENT

The June 2025 Monthly Financial Report provides an overview of operating and capital project progress.

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

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

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

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

Operating Revenue

Grants Subsidies and Contributions

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

Interest Revenue

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

Other Revenue

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

Operating Expenditure

Materials and Contracts

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

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

Utility Charges

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

Finance Costs

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

Loss on Asset Disposals

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

Capital Revenue

Proceeds from capital grants, subsidies and contributions

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

Proceeds from disposal of assets

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

Capital Expenditure

Payments for property, plant and equipment

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

Payments for construction of infrastructure

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

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for the previous month (the "relevant month") in the following detail:

- *(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
- *(b) budget estimates to the end of the relevant month; and*
- *(c) actual amounts of expenditure, revenue and income to the end of the relevant month; and*
- *(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- *(e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*

34(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

34(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

34(2) Each statement of financial activity is to be accompanied by documents containing-

- *(b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
- *(c) such other supporting information as is considered relevant by the local government.*

34(3) The information in a statement of financial activity may be shown according to nature classification.

34(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

- *(a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
- *(b) recorded in the minutes of the meeting at which it is presented.*

34(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

35(1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —

- *(a) the financial position of the local government as at the last day of the previous financial year; or*
- *(b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*

35(2) A statement of financial position must be —

(a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*

(b) *recorded in the minutes of the meeting at which it is presented.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The attached financial statements summarise the transactions for the 2024/25 financial year. The closing position as of 30 June 2025 may change due to year-end accruals and non-cash adjustments. The final closing position and statements will be provided in the audited annual financial report.

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

RISK

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

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

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

STRATEGIC ASPIRATIONS

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

Outcome 10 - A well-informed and engaged community.

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

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION) ***Minute No. C/0725/019***

Moved: Cr M Virgo ***Seconded: Cr S Cooper***

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

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

CARRIED UNANIMOUSLY 9/0

Attachments

1. Monthly Statement of Activity June 2025

SHIRE OF BROOME

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 June 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity		2
Statement of Financial Position		3
Note 1	Basis of Preparation	4
Note 2	Net Current Assets Information	5
Note 3	Explanation of Material Variances	6
Supplementary Information		8

SHIRE OF BROOME
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

	Note	Original Adopted Budget	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
			$	$	$	$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
General rates		28,649,409	28,796,430	28,796,430	**28,795,118**	(1,312)	(0.00%)	
Grants, subsidies and contributions		2,483,917	1,367,310	1,367,310	**1,952,078**	584,768	42.77%	▲
Fees and charges		11,400,517	15,005,985	15,005,985	**14,961,153**	(44,832)	(0.30%)	
Interest revenue		1,781,275	1,757,275	1,757,275	**3,130,586**	1,373,311	78.15%	▲
Other revenue		1,316,967	1,556,902	1,556,902	**1,789,095**	232,193	14.91%	▲
Profit on asset disposals		248,908	248,908	248,908	**50,364**	(198,544)	(79.77%)	▼
		45,880,993	**48,732,810**	**48,732,810**	**50,678,394**	1,945,584	3.99%	
Expenditure from operating activities								
Employee costs		(19,696,237)	(18,629,659)	(18,629,659)	**(18,507,065)**	122,594	0.66%	
Materials and contracts		(13,704,706)	(17,678,861)	(17,678,861)	**(12,400,123)**	5,278,738	29.86%	▲
Utility charges		(2,652,461)	(2,652,461)	(2,652,461)	**(2,118,330)**	534,131	20.14%	▲
Depreciation		(16,009,575)	(16,009,575)	(16,009,575)	**(14,522,334)**	1,487,241	9.29%	
Finance costs		(450,931)	(340,931)	(340,931)	**(245,265)**	95,666	28.06%	▲
Insurance		(867,944)	(855,220)	(855,220)	**(840,744)**	14,476	1.69%	
Other expenditure		(1,586,394)	(1,665,900)	(1,665,900)	**(1,589,867)**	76,033	4.56%	
Loss on asset disposals		(211,375)	(211,375)	(211,375)	**(98,625)**	112,750	53.34%	▲
		(55,179,623)	**(58,043,982)**	**(58,043,982)**	**(50,322,353)**	7,721,629	13.30%	
Non cash amounts excluded from operating activities	2(c)	15,972,042	15,972,042	15,972,042	**14,570,595**	(1,401,447)	(8.77%)	
Amount attributable to operating activities		**6,673,412**	**6,660,870**	**6,660,870**	**14,926,636**	8,265,766	124.09%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		10,794,394	54,003,186	54,003,186	**10,916,398**	(43,086,788)	(79.79%)	▼
Proceeds from disposal of assets		729,394	571,632	924,776	**136,364**	(788,412)	(85.25%)	▼
Proceeds from self supporting loans		96,154	96,154	143,052	**143,052**	0	0.00%	
Distributions from investments in associates			0	0	**0**	0	0.00%	
Proceeds on disposal of financial assets at fair value through profit and loss			0	0	**0**	0	0.00%	
Proceeds on disposal of financial assets at fair values through other comprehensive income			0	0	**0**	0	0.00%	
		11,619,942	**54,670,972**	**55,071,014**	**11,195,814**	(43,875,200)	(79.67%)	
Outflows from investing activities								
Payments for non-current land held for resale			0	0	**0**	0	0.00%	
Payments for investment property			0	0	**0**	0	0.00%	
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)	(8,997,063)	**(3,925,591)**	5,071,472	56.37%	▲
Payments for construction of infrastructure		(18,264,344)	(61,549,153)	(61,398,606)	**(17,735,506)**	43,663,100	71.11%	▲
		(26,624,725)	**(70,395,669)**	**(70,395,669)**	**(21,706,978)**	48,688,691	69.16%	
Non-cash amounts excluded from investing activities	2(d)		0	0	**65,861**	65,861	0.00%	
Amount attributable to investing activities		**(15,004,783)**	**(15,724,697)**	**(15,324,655)**	**(10,445,303)**	4,879,352	31.84%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Leases liabilities recognised		0	0	0	**45,881**	45,881	0.00%	
Proceeds from new borrowings		3,963,081	3,579,153	3,440,753	**3,440,753**	0	0.00%	
Transfer from reserves		5,567,720	6,462,161	6,462,161	**0**	(6,462,161)	(100.00%)	▼
		9,530,801	**10,041,314**	**9,902,914**	**3,486,634**	(6,462,161)	(64.79%)	
Outflows from financing activities								
Payments for principal portion of lease liabilities		(137,144)	(137,144)	(139,809)	**(139,809)**	0	0.00%	
Repayment of borrowings		(955,389)	(955,389)	(608,967)	**(608,967)**	0	0.00%	
Transfer to reserves		(4,234,917)	(5,979,403)	(5,979,403)	**(1,928,604)**	4,050,799	67.75%	▲
		(5,327,450)	**(7,071,936)**	**(6,728,179)**	**(2,677,380)**	4,050,799	60.21%	
Non-cash amounts excluded from financing activities	2(d)		0	0	**0**	0	0.00%	
Amount attributable to financing activities		**4,203,351**	**2,969,378**	**3,174,735**	**809,254**	(2,411,362)	(74.51%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	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	6,660,870	6,660,870	**14,926,636**	8,265,766	124.09%	▲
Amount attributable to investing activities		(15,004,783)	(15,724,697)	(15,324,655)	**(10,445,303)**	4,879,352	31.84%	▲
Amount attributable to financing activities		4,203,351	2,969,378	3,174,735	**809,254**	(2,411,362)	(74.51%)	▼
Surplus or deficit after imposition of general rates		**0**	**(181,267)**	**424,120**	**11,203,757**	10,779,637	2541.65%	▲

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 JUNE 2025

	Actual 30 June 2024	Actual as at 30 June 2025
	$	$
CURRENT ASSETS		
Cash and cash equivalents	53,524,615	59,772,433
Trade and other receivables	2,570,892	3,275,507
Other financial assets	96,154	(46,898)
Inventories	27,879	37,732
Other assets	576,111	296,776
TOTAL CURRENT ASSETS	56,795,651	63,335,550
NON-CURRENT ASSETS		
Trade and other receivables	134,560	134,560
Other financial assets	2,003,696	2,003,696
Property, plant and equipment	87,529,274	87,025,697
Infrastructure	324,647,381	332,304,401
Right-of-use assets	356,399	202,976
TOTAL NON-CURRENT ASSETS	414,671,310	421,671,330
TOTAL ASSETS	471,466,961	485,006,880
CURRENT LIABILITIES		
Trade and other payables	4,186,894	3,903,752
Other liabilities	7,112,533	6,934,991
Lease liabilities	132,032	(710)
Borrowings	608,967	0
Employee related provisions	2,016,446	2,006,753
Other provisions	103,000	103,000
TOTAL CURRENT LIABILITIES	14,159,872	12,947,786
NON-CURRENT LIABILITIES		
Lease liabilities	235,554	274,367
Borrowings	6,626,745	10,067,498
Employee related provisions	352,567	352,567
Other provisions	4,190,943	4,190,943
TOTAL NON-CURRENT LIABILITIES	11,405,809	14,885,375
TOTAL LIABILITIES	25,565,681	27,833,161
NET ASSETS	**445,901,280**	**457,173,719**
EQUITY		
Retained surplus	153,595,865	162,939,699
Reserve accounts	38,787,299	40,715,903
Revaluation surplus	253,518,116	253,518,117
TOTAL EQUITY	**445,901,280**	**457,173,719**

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 JUNE 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 21 July 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 POLICES
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 JUNE 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Amended Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 30 June 2025
Current assets		**$**	**$**	**$**
Cash and cash equivalents		53,524,615	53,524,615	59,772,433
Trade and other receivables		2,570,892	2,570,892	3,275,507
Other financial assets		96,154	96,154	(46,898)
Inventories		27,879	27,879	37,732
Other assets		576,111	576,111	296,776
		56,795,651	56,795,651	63,335,550
Less: current liabilities				
Trade and other payables		(4,186,894)	(4,186,894)	(3,903,752)
Other liabilities		(7,112,533)	(7,112,533)	(6,934,991)
Lease liabilities		(132,032)	(132,032)	710
Borrowings		(608,967)	(608,967)	0
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)	(12,947,786)
Net current assets		42,635,779	42,635,779	50,387,764
Less: Total adjustments to net current assets	2(b)	(36,722,609)	(36,722,609)	(39,184,009)
Closing funding surplus / (deficit)		**5,913,170**	**5,913,170**	**11,203,755**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(38,787,299)	(38,787,299)	(40,715,903)
Less: Financial assets at amortised cost - self supporting loans		(96,154)	(96,154)	46,898
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	(710)
- Current portion of borrowings		608,967	608,967	0
- Current portion of employee benefit provisions held in reserve		1,404,279	1,404,279	1,470,140
Total adjustments to net current assets	2(a)	**(36,722,609)**	**(36,722,609)**	**(39,184,009)**

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2025	YTD Budget Estimates 30 June 2025	YTD Actual 30 June 2025
	$	**$**	**$**
Adjustments to operating activities			
Less: Profit on asset disposals	(248,908)	(248,908)	(50,364)
Add: Loss on asset disposals	211,375	211,375	98,625
Add: Depreciation	16,009,575	16,009,575	14,522,334
Total non-cash amounts excluded from operating activities	**15,972,042**	**15,972,042**	**14,570,595**

(d) Non-cash amounts excluded from investing activities

Adjustments to investing activities			
Adjustment to self supporting loan receipts to be corrected	0	0	
Movement in current other provision associated with restricted cash	0	0	65,861
Total non-cash amounts excluded from investing activities	**0**	**0**	**65,861**

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 JUNE 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	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Grants, subsidies and contributions	**584,768**	**42.77%**	▲
An instalment of Financial Assistance and Main Road grant funding totalling $657,000 was received prior to year end, outside of what was budgeted. Unbudgeted disaster recovery funding from the Department of Fire and Emergency services amounting to $310,000 was received prior to year end. It is anticipated that there will be over $1.0M surplus as a result of these additional grant funds.		Timing	
Interest revenue	**1,373,311**	**78.15%**	▲
Interest received on Reserve Accounts exceeded budget by approximately $1.3m, with these funds being transferred to Reserves as part of the year end process. Interest earned on Municipal funds, rates instalment and rates non-payment was broadly in line with budget.		Timing	
Other revenue	**232,193**	**14.91%**	▲
Unbudgeted Revenue related to insurance claims will contribute to the year end surplus.		Timing	
Profit on asset disposals	**(198,544)**	**(79.77%)**	▼
Several plant items were disposed of prior to the end of the financial year, however periodic renewal of Mobile Plant and Equipment remained behind schedule.			
Expenditure from operating activities			
Materials and contracts	**5,278,738**	**29.86%**	▲
The variance here primarily relates to the Shire's Waste Disposal Operations which is ultimately subject to a Reserve Transfer, it is anticpated that a surplus of approximately $2.5M will be shown in regards mainly the Remediation that was subject to a Budget Amendment at the June Council Meeting. Materials and Contracts will generally be the source of Operating Carry Forwards which were forecast as part of the budget to be $1.9M. The remainder relates to invoices not yet accrued and to general savings accross operations.		Timing	
Utility charges	**534,131**	**20.14%**	▲
Utility charges currently shows savings in parks and gardens maintenance ($237,000), Staff housing ($78,000) and Street lighting ($60,000), all of which closed under budget. This surplus is subject to end of year accruals but it is likely to produce a surplus over $200,000.		Timing	
Finance costs	**95,666**	**28.06%**	▲
$74,000 was budgeted for interest on loans for the Key Worker Housing and Cable Beach Stage one projects. These loans were not drawn down until the end of the financial year, resulting in a surplus position.		Timing	
Loss on asset disposals	**112,750**	**53.34%**	▲
Several plant items were disposed of prior to the end of the financial year, however periodic renewal of Mobile Plant and Equipment remained behind schedule.			

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

3 EXPLANATION OF MATERIAL VARIANCES

Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	**(43,086,788)**	**(79.79%)**	▼
Budgeted revenue related to the Cable Beach Walmanyjun Stage 2 Foreshore redevelopment will be carried forward to the 2025/26 year where it will be recognised in line with construction milestones per the various grant agreements.		Timing	
Proceeds from disposal of assets	**(788,412)**	**(85.25%)**	▼
Several plant items were disposed of prior to the end of the financial year, however periodic renewal of Mobile Plant and Equipment remained behind schedule and have been included in the Carry Forwards presented as part of the 25/26 Annual Budget adopted at the June Ordinary Council Meeting		Timing	
Outflows from investing activities			
Payments for property, plant and equipment	**5,071,472**	**56.37%**	▲
At the June Ordinary Council Meeting, Council was provided a detailed list of projects expected to be incomplete and to be considered for Carry Forward to 25/26, the Capital Works forming the surplus/unspent funds reported here is generally in line with those forecasts.		Timing	
Payments for construction of infrastructure	**43,663,100**	**71.11%**	▲
The current practice is to budget the full value of projects, particularly when they are grant funded, so as to keep Council informed of the expected contribution from ratepayer funds. The Cable Beach Stage 2 was granted final apporval and tenders were let during 24/25 and the project has been flagged for Carry Forward. Other projects have also been forecast for Carry Forward and current expenditure on these projects is detailed at Supplementary Note 5.		Timing	
Inflows from financing activities			
Transfer from reserves	**(6,462,161)**	**(100.00%)**	▼
Transfers from Reserves will be finalised towards the end of the completion of the Annual Financial Statements.		Timing	
Outflows from financing activities			
Transfer to reserves	**4,050,799**	**67.75%**	▲
Transfers to Reserves will be finalised towards the end of the completion of the Annual Financial Statements.		Timing	
Surplus or deficit after imposition of general rates	**10,779,637**	**2541.65%**	▲

SHIRE OF BROOME

SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key Information	9
2	Key Information - Graphical	10
3	Cash and Financial Assets	11
4	Reserve Accounts	12
5	Capital Acquisitions	13
6	Receivables	16
7	Payables	17
8	Borrowings	18
9	Rate Revenue	19
10	Grants, Subsidies & Contributions	20
11	Capital Grants, Subsidies & Contributions	21
12	Budget Amendments	22

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 JUNE 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	($0.18 M)	$0.42 M	$11.20 M	$10.78 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$59.77 M	% of total
Unrestricted Cash	$19.06 M	31.9%
Restricted Cash	$40.72 M	68.1%

Refer to 3 - Cash and Financial Assets

Payables

	$3.90 M	% Outstanding
Trade Payables	$2.08 M	
0 to 30 Days		86.5%
Over 30 Days		13.5%
Over 90 Days		4.7%

Refer to 7 - Payables

Receivables

	$1.89 M	% Collected
Rates Receivable	$1.38 M	95.4%
Trade Receivable	$1.89 M	% Outstanding
Over 30 Days		62.5%
Over 90 Days		7.3%

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$6.66 M	$6.66 M	$14.93 M	$8.27 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$28.80 M	% Variance
YTD Budget	$28.80 M	(0.0%)

Grants and Contributions

YTD Actual	$1.95 M	% Variance
YTD Budget	$1.37 M	42.8%

Refer to 10 - Grants and Contributions

Fees and Charges

YTD Actual	$14.96 M	% Variance
YTD Budget	$15.01 M	(0.3%)

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)	($15.32 M)	($10.45 M)	$4.88 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.14 M	%
Amended Budget	$0.73 M	(81.3%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$17.74 M	% Spent
Amended Budget	$61.40 M	(71.1%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$10.92 M	% Received
Amended Budget	$54.00 M	(79.8%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$2.97 M	$3.17 M	$0.81 M	($2.37 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.61 M)
Interest expense	($0.23 M)
Principal due	$10.07 M

Refer to 8 - Borrowings

Reserves

Reserves balance	$40.72 M
Net Movement	$1.93 M

Refer to 4 - Cash Reserves

Lease Liability

Principal repayments	($0.14 M)
Interest expense	$0.01 M
Principal due	$0.34 M

Refer to Note 9 - Lease Liabilites

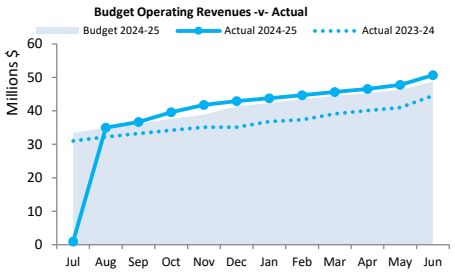
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

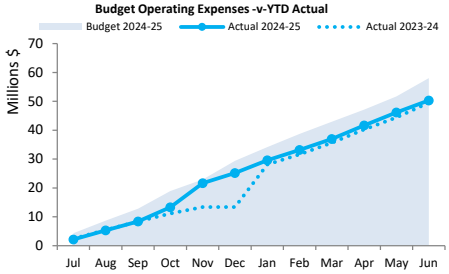
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

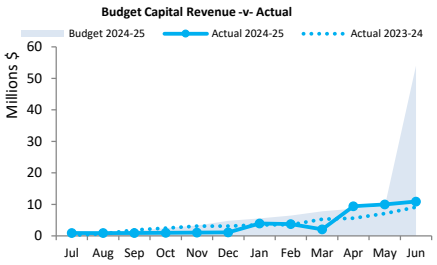


OPERATING EXPENSES

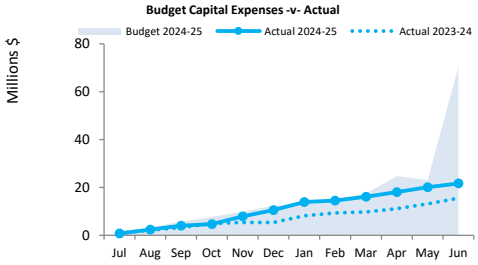


INVESTING ACTIVITIES

CAPITAL REVENUE

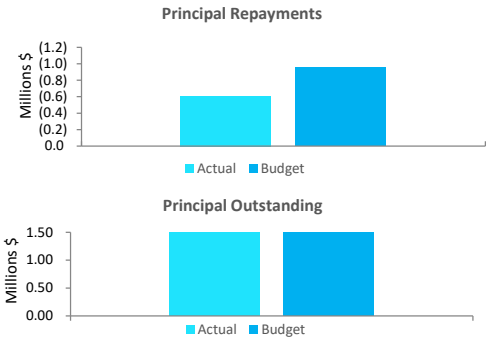


CAPITAL EXPENSES

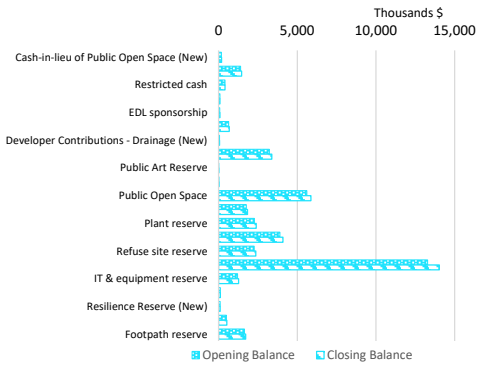


FINANCING ACTIVITIES

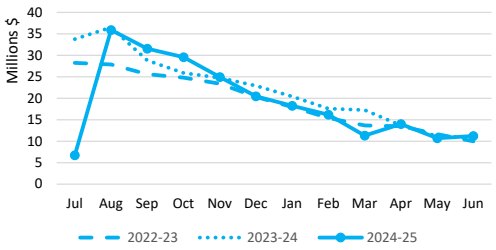
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

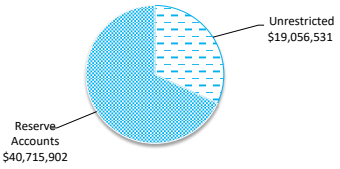
SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

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	3,235,136	0	3,235,136	0	CommBank	3.35%	At Call
Business Online Saver	Cash and cash equivalents	15,285,562	0	15,285,562	0	CommBank	3.70%	At Call
Reserve Bank Account	Cash and cash equivalents	0	40,715,902	40,715,902	0	CommBank	3.70%	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	331,293	0	331,293	0	CommBank	3.70%	At Call
Total		**19,056,531**	**40,715,902**	**59,772,433**	**0**			
Comprising								
Cash and cash equivalents (including Financial Assets - Term Deposits)		19,056,531	40,715,902	59,772,433	0			
		19,056,531	**40,715,902**	**59,772,433**	**0**			

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.

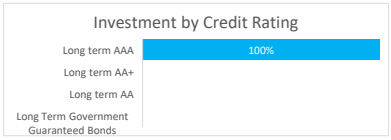


Term deposit information

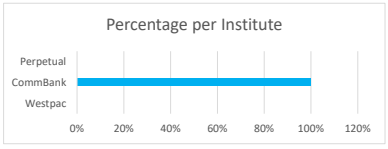
Investment Type	Institution	Rating	Interest rate	Deposit Date	Maturity	Investment Term (days)	Investment $	Forecast interest $
Reserve Funds								-
Municipal Funds								-
	Weighted average Interest rate		**0.00%**			**Total**	-	-

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.

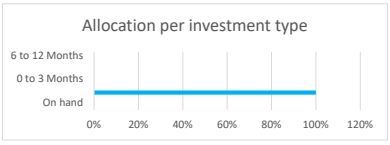
Credit Rating	Maximum % in credit rating category	Shire of Broome allocation
Long term AAA	100%	100%
Long term AA+	50%	0%
Long term AA	25%	0%
Guaranteed Bonds	100%	0%



Institution	Maximum % in authorised institute	Shire of Broome allocation
Westpac	100%	0%
CommBank	100%	100%
Perpetual	100%	0%



Institution	Allocation per investment type
On hand	0.01%
At call	99.99%
0 to 3 Months	0.00%
3 to 6 Months	0.00%
6 to 12 Months	0.00%



SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

4 RESERVE ACCOUNTS

	Original Budget				Amended Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$
Reserve accounts restricted by legislation												
Cash-in-lieu of Public Open Space (New)	180,587	0	0	180,587	180,587	0	0	180,587	180,587	8,470	0	189,057
Reserve accounts restricted by Council												
Leave reserve	1,403,925	25,266	0	1,429,191	1,404,279	25,266	(75,242)	1,354,303	1,404,279	65,861	0	1,470,140
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	4,128	0	92,149
EDL sponsorship	29,371	520	0	29,891	79,379	520	(26,500)	53,399	79,379	3,723	0	83,102
Developer Contributions - Footpaths (New)	604,206	0	(182,364)	421,842	646,787	0	(168,785)	478,002	646,787	30,335	0	677,122
Developer Contributions - Drainage (New)	91,243	0	0	91,243	61,424	0	0	61,424	61,424	2,881	0	64,305
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	151,701	0	3,386,231
Public Art Reserve	6,711	119	0	6,830	6,712	119	0	6,831	6,712	315	0	7,027
BRAC (Leisure Centre) Reserve	22,092	1,119	0	23,211	22,107	209,203	0	231,310	22,107	1,037	0	23,144
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	263,009	0	5,870,820
Drainage reserve	1,720,683	54,255	0	1,774,938	1,755,533	69,255	0	1,824,788	1,755,533	82,335	0	1,837,868
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	106,941	0	2,387,101
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	182,999	0	4,084,843
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	106,065	0	2,367,557
Regional resource recovery park reserve	13,239,766	579,579	(32,175)	13,787,170	13,281,953	1,833,439	(130,547)	14,984,845	13,281,953	751,475	0	14,033,428
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	56,724	0	1,266,175
Kimberley zone reserve	110,746	1,960	(112,706)	0	110,773	1,960	(112,706)	27	110,773	5,195	0	115,968
Resilience Reserve (New)	96,465	100,000	0	196,465	96,465	100,000	0	196,465	96,465	4,524	0	100,989
Carpark reserve	499,597	303,187	(105,188)	697,596	499,707	303,187	(105,188)	697,706	499,707	23,437	0	523,144
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	77,449	0	1,728,787
	39,990,484	**4,234,917**	**(5,567,720)**	**38,657,681**	**38,787,299**	**5,979,403**	**(6,462,161)**	**38,304,541**	**38,787,299**	**1,928,604**	**0**	**40,715,903**

SHIRE OF BROOME **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

5 CAPITAL ACQUISITIONS

Capital acquisitions	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance
		$	$	$	$
Buildings - non-specialised	5,426,684	5,946,500	5,946,500	2,768,436	(3,178,064)
Furniture and equipment	123,926	243,390	243,390	133,766	(109,624)
Plant and equipment	2,809,771	2,656,626	2,656,626	971,307	(1,685,319)
Acquisition of property, plant and equipment	**8,360,381**	**8,846,516**	**8,846,516**	**3,873,510**	**(4,973,006)**
Infrastructure - roads	4,036,811	4,748,213	4,676,213	3,352,512	(1,323,701)
Infrastructure - drainage	10,000	4,570	4,570	5,800	1,230
Infrastructure - recreation areas	14,031,277	56,150,962	56,150,962	14,114,192	(42,036,770)
Infrastructure - other	186,255	645,408	717,408	315,085	(402,323)
Acquisition of infrastructure	**18,264,343**	**61,549,153**	**61,549,153**	**17,787,589**	**(43,761,564)**
Total of PPE and Infrastructure.	**26,624,724**	**70,395,669**	**70,395,669**	**21,661,099**	**(48,734,570)**
Total capital acquisitions	**26,624,724**	**70,395,669**	**70,395,669**	**21,661,099**	**(48,734,570)**
Capital Acquisitions Funded By:					
Capital grants and contributions	10,794,394	54,003,186	54,003,186	10,916,039	(43,087,147)
Borrowings	3,963,081	3,579,153	3,440,753	3,440,753	0
Other (disposals & C/Fwd)	729,394	571,632	924,776	136,364	(788,412)
Reserve accounts	4,285,922	3,303,541	6,462,161	0	(6,462,161)
Contribution - operations	6,851,934	8,719,372	5,564,793	7,167,941	1,603,148
Capital funding total	**26,624,725**	**70,176,884**	**70,395,669**	**21,661,097**	**(48,734,572)**

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 **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		$	$	$	$
Buildings - non-specialised					
Shire Key Worker Housing - Capex New 2023/24	2,965,364	2,123,698	2,123,698	1,987,770	135,928
Town Beach Kiosk Cap Build New Const-Cap Exp-Other Build Lea	72,715	64,225	64,225	62,316	1,909
Brac Gym And Fitness Facility - Detailed Design / Tender Package- Cap Ex	406,107	216,842	216,842	137,604	79,238
Pavillion Build New Const Stg 2 - Brac Ovals - Cap Exp	13,200	13,200	13,200	0	13,200
Western Australian Football Commission Grant Expenditure - Medland	60,000	87,000	87,000	86,200	800
Library Building Renewal	17,500	39,100	39,100	39,082	18
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	5,000	0	5,000
Museum Precinct Master Plan	72,500	72,500	72,500	4,070	68,430
Brac Building Renewal - Cap Exp - Brac Dry	44,500	44,500	44,500	32,290	12,210
Admin Building - Packaged Plant- Cap Ex	365,140	1,965,140	1,965,140	15,040	1,950,100
Depot Building Const Renewal - Cap Exp - Depot Operations	28,800	28,800	28,800	21,762	7,038
Brac Building Upgrade - Cap Exp - Brac Dry	220,000	320,000	320,000	1,014	318,986
Civic Centre Building Renewal (Inc Plant & Furn) - Cap Exp - Public Halls	62,095	40,223	40,223	40,223	(0)
Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support	11,000	11,000	11,000	8,625	2,375
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	110,000	78,618	31,382
BOSCCA Building Renewal (Inc Plant & Furn) - Cap Exp - Com Fac Leased	22,000	9,500	9,500	9,325	175
Town Beach Cafe Redevelopment - Cap Exp	590,163	590,163	590,163	50,180	539,983
Building Upgrade - Crib Room & Office Space - Cap Exp - San Gen Refuse	0	21,140	21,140	10,570	10,570
Depot Security Gates Upgrade	62,000	0	0	0	0
Total Buildings - non-specialised	**5,426,684**	**5,946,500**	**5,946,500**	**2,768,436**	**3,178,064**
Furniture and equipment					
Exhibition Infrastructure For Kimberley Artwork Grant - Cap Exp	0	128,288	128,288	65,545	62,743
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	75,000	68,222	6,778
Mola Mapping	50,000	0	0	0	0
Total Furniture and equipment	**123,926**	**243,390**	**243,390**	**133,766**	**109,624**
Plant and equipment					
Vehicle & Mob Plant New Cap Exp - Comm Services	58,000	58,000	58,000	0	58,000
Vehicles & Mobile Plant New - Cap Exp- Sanit Gen Refuse	60,000	60,000	60,000	60,400	(400)
Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- Rec Services	0	0	0	9,953	(9,953)
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	219,534	0	219,534
Vehicle & Mob Plant New - Cap Exp - Works Ops	62,000	62,000	62,000	14,580	47,420
Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	385,615	385,615	385,615	93,880	291,735
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	58,000	0	58,000
Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- Swim Area & Beaches	25,000	25,000	25,000	0	25,000
Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	793,545	439,103	439,103	96,441	342,662
Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office	82,000	82,000	82,000	0	82,000
#N/A	0	0	0	0	0
Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	890,891	873,995	873,995	336,311	537,684
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
Total Plant and equipment	**2,809,771**	**2,656,626**	**2,656,626**	**971,307**	**1,685,319**
Infrastructure - roads, footpaths & bridges					
Urban Maint Reseals Renewal Works Cap Exp	965,619	940,098	940,098	709,176	230,922
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	768,030	417,880	350,150
Various Footpath Renewals - Cap Exp .	86,727	122,335	122,335	122,335	(0)
Black Spot - Fairway Drive Traffic Calming Device	84,622	84,623	84,623	26,012	58,611
Frederick St Roundabout - Brac Entry	1,512,126	1,512,126	1,512,126	1,480,236	31,890
Old Broome Road	0	100,000	100,000	111,131	(11,131)
De Marchi Road Black Spot - Cap Exp	453,821	383,516	383,516	267,003	116,513
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	150,788	151,070	(282)
Broome North Subdivision - New Footpath Construction	31,576	52,573	52,573	38,468	14,105
Sanctuary Road - Idf - 01 Cap Ex Grant Exp	213,934	270,984	270,984	29,200	241,784
Japanese Cemetery New Infra By P & G - Cap Exp	12,500	12,500	12,500	0	12,500
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	
Total Infrastructure - roads, footpaths & bridges	**4,036,811**	**4,748,213**	**4,676,213**	**3,352,512**	**1,323,701**
Infrastructure - drainage					
Drainage Grate Improvements	10,000	4,570	4,570	5,800	(1,230)
Total Infrastructure - drainage	**10,000**	**4,570**	**4,570**	**5,800**	**(1,230)**
Infrastructure - recreation areas					
Cable Beach Stage 1 Rtr/Rpg Grant Expenditure - Cable Beach Road West	0	0	0	3,132	(3,132)

SHIRE OF BROOME **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Cable Beach Stage 1 - Other	477,224	474,980	474,980	1,259,741	(784,761)
Cable Beach Stage 1 Pacp Grant Expenditure	3,210,000	3,066,131	3,066,131	3,070,331	(4,200)
Cable Beach Stage 1 Bbrf Grant Expenditure	2,938,744	2,862,504	2,862,504	2,594,587	267,917
Cable Beach Stage 1 Lotterywest Grant Expenditure	961,324	919,482	919,482	885,731	33,751
Cable Beach Stage 1 Pacp 2 Grant Expenditure	750,000	750,000	750,000	750,000	0
Cable Beach Stage 1 Loan Expenditure	2,350,507	2,297,463	2,297,463	2,153,951	143,512
Cable Beach Stage 1 Reserve Expenditure	1,752,851	1,752,851	1,752,851	1,748,743	4,108
Cable Beach Stage 1 Lrci Grant Expenditure Phase 4	608,942	608,942	608,942	608,942	(0)
Cable Beach Stage 2 - Head Contract	0	40,534,159	40,534,159	239,600	40,294,559
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	37,208	62,792
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	9,948	0	9,948
Brac Oval Upgrade Of Infra - Cap Exp	450,010	382,786	382,786	193,473	189,313
Cable Beach Foreshore Upgrade	205,430	267,924	267,924	82,973	184,951
Mola Mapping	0	50,000	50,000	0	50,000
#N/A	0	0	0	0	0
Cable Beach Waterpark Detailed Design 23-24 Expenditure	0	350,000	350,000	313,750	36,250
Haynes Oval Infra Upgrade Const By P&G - Cap Exp - Pks & Ovl	48,740	48,740	48,740	5,600	43,140
Chippindale Park Renewal Infra - Cap Exp - Parks & Ovals	53,293	53,293	53,293	0	53,293
Male Oval Renewal Infra - Cap Exp - Parks & Ovals	30,816	125,865	125,865	125,866	(1)
Tolentino Park Infrastructure Renewal - Cap Exp	72,126	72,126	72,126	0	72,126
Depot Other Infra Renewal Const - Cap Exp - Depot Ops	111,322	51,322	51,322	29,000	22,322
Total Infrastructure - recreation areas	**14,031,277**	**56,150,962**	**56,150,962**	**14,114,192**	**42,036,770**
Infrastructure - other					
Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	0	283,931	283,931	104,480	179,451
Other Infra Upgrade Const - Cap Exp - San Gen Refuse	0	0	0	51,400	(51,400)
Street Lighting At Various Locations - Renewal	105,000	105,000	177,000	56,606	120,394
Sam Male Lugger Restoration- Cap Ex	49,080	43,929	43,929	43,929	0
Depot Security Gates Upgrade	0	62,000	62,000	0	62,000
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	52,082	98,465
Total Infrastructure - other	**186,255**	**645,408**	**717,408**	**315,085**	402,323
Capital expenditure total	**26,624,724**	**70,395,669**	**70,395,669**	**21,661,099**	**97,469,140**

0%
20%
40%
60%
80%
100%
Over 100%

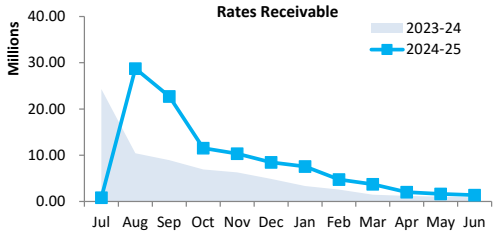
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

OPERATING ACTIVITIES

6 RECEIVABLES

Rates receivable	30 June 2024	30 Jun 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)	(28,464,562)
Net rates collectable	**1,052,012**	**1,382,568**
% Collected	96.2%	95.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Trade receivables	(158,724)	696,757	788,114	3,136	104,835	1,434,119
Percentage	(11.1%)	48.6%	55.0%	0.2%	7.3%	
Balance per trial balance						
Trade receivables						1,431,520
Infringement Debtors						292,654
GST receivable						363,692
Receivables for employee related provisions						49,347
Allowance for credit losses of other receivables						(244,274)
Total receivables general outstanding						**1,892,939**

Amounts shown above include GST (where applicable)

KEY INFORMATION

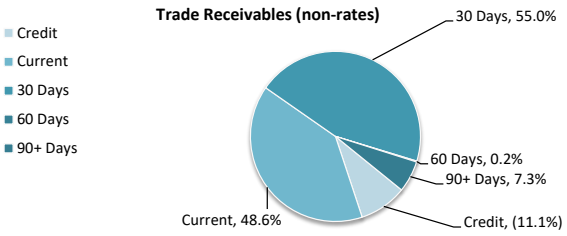
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



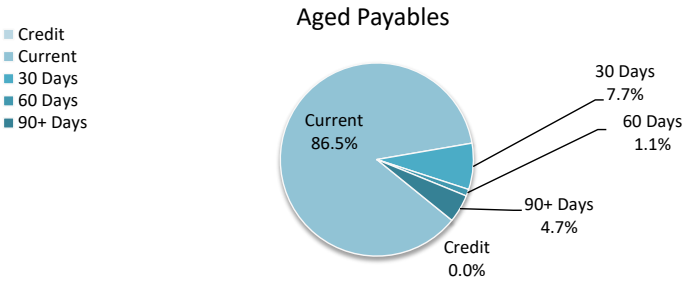
SHIRE OF BROOME **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

7 PAYABLES

Sundry creditors	**Credit**	**Current**	**30 Days**	**60 Days**	**90+ Days**	**Total**
	$	**$**	**$**	**$**	**$**	**$**
Sundry creditors	0	1,798,642	160,915	23,730	97,249	2,080,535
Percentage	0.0%	86.5%	7.7%	1.1%	4.7%	
Balance per trial balance						
Sundry creditors						2,080,535
Building Services Levy						45,031
Employee liabilities						0
Prepaid rates						709,998
Accrued payroll liabilities						99,667
ATO liabilities						108,829
Bonds and deposits held						852,558
Accrued liabilities						7,134
Total payables general outstanding						**3,903,752**

Amounts shown above include GST (where applicable)

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 **FINANCING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

8 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2024**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Town Beach Redevelopment	197	1,096,897	0	0	(91,886)	(91,886)	1,005,011	1,005,011	(20,443)	(17,362)
Chinatown Revitalisation Project Stage 1	196	889,945	0	0	(171,357)	(171,356)	718,588	718,589	(18,629)	(16,014)
Chinatown Revitalisation Project Stage 2	198	1,468,313	0	0	(109,726)	(109,726)	1,358,587	1,358,587	(33,044)	(28,099)
Chinatown Contingency	201	1,626,711	0	0	(92,946)	(92,946)	1,533,765	1,533,765	(79,871)	(76,252)
Broome Life Saving Club	200	157,960	0	0	0	0	157,960	157,960	0	0
Cable Beach Stage 1	203	0	613,153	613,153	0	(49,886)	613,153	563,267	0	(34,122)
Shire Key Worker Accommodation	202	0	2,827,600	2,966,000	0	(296,536)	2,827,600	2,669,464	0	(135,221)
		5,239,826	3,440,753	3,579,153	(465,915)	(812,336)	8,214,664	8,006,643	(151,987)	(307,070)
Self supporting loans										
Broome Golf Club	199	1,153,846	0	0	(96,154)	(96,154)	1,057,692	1,057,692	(25,961)	(22,076)
Broome Life Saving Club		842,040	0	0	(46,898)	(46,899)	795,142	795,141	(49,768)	(47,289)
		1,995,886	0	0	(143,052)	(143,053)	1,852,834	1,852,833	(75,729)	(69,365)
Total		**7,235,712**	**3,440,753**	**3,579,153**	**(608,967)**	**(955,389)**	**10,067,498**	**9,859,476**	**(227,716)**	**(376,435)**
Current borrowings		608,967					0			
Non-current borrowings		6,626,745					10,067,498			
		7,235,712					**10,067,498**			

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 Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	$	$				$	%	$	$	$
Cable Beach Stage 1	613,153	613,153	WATC	Debenture	30	835,017	4.56	0	613,153	613,153
Shire Key Worker Accommodation	2,827,600	2,966,000	WATC	Debenture	20	1,560,204	4.56	0	2,966,000	2,827,600
	3,440,753	**3,579,153**				**2,395,221**		**0**	**3,579,153**	**3,440,753**

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 JUNE 2025

OPERATING ACTIVITIES

9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in $	Number of Properties	Rateable Value	Budget Rate Revenue $	Budget Reassessed Rate Revenue $	Budget Total Revenue $	YTD Actual Rate Revenue $	YTD Actual Reassessed Rate Revenue $	YTD Actual Total Revenue $
Gross rental value									
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
Unimproved value									
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
Sub-Total		**6,559**	**284,238,797**	**27,822,566**	**207,979**	**28,030,545**	**27,770,868**	**354,737**	**28,125,605**

Minimum payment

	Minimum Payment $								
Gross rental value									
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
Unimproved value									
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
Sub-total		**517**	**2,590,240**	**670,360**	**0**	**670,360**	**670,360**	**0**	**670,360**
Concession						(51,496)			(51,698)
Total general rates		**7,076**	**286,829,037**	**28,492,926**	**207,979**	**28,700,905**	**28,441,228**	**354,737**	**28,795,965**

SHIRE OF BROOME **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

10 GRANTS, SUBSIDIES AND CONTRIBUTIONS

		Grants, subsidies and contributions revenue					
Provider	**Grant**	**Amended Budget Revenue**	**YTD Budget**	**Annual Budget**	**Budget Variations**	**Expected**	**YTD Revenue Actual**
		$	**$**	**$**	**$**	**$**	**$**
Grants and subsidies							
WA Grants Commission	Financial Assistance Grant - General Purpose	4	4	1,429,840	(1,429,836)	4	256,875
WA Grants Commission	Financial Assistance Grant - Roads	64,874	64,874	530,879	(466,005)	64,874	464,755
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	45,000	45,000	0	45,000	45,000
Department of Local Government, Sport and Cultural Industries	In the House	70,000	70,000	70,000	0	70,000	70,000
Main Roads WA	Street Lighting Subsidy	45,000	45,000	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	73,266
Department of Employment and Workplace Relations	Apprentice Wage Subsidy	0	0	0	0	0	23,251
Library Various grants		34,598	34,598	18,598	16,000	34,598	18,367
Department of Planning, Lands and Heritage	Coastal Management Plan Assistance Program 2024-25	46,000	46,000	46,000	0	46,000	74,400
Department of Planning, Lands and Heritage	Inclusion Development Fund	2,000	2,000	2,000	0	2,000	0
Department of Communities	Podcast Exhibition	37,500	37,500	0	37,500	37,500	2,000
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
Various	Cable Beach Waterpark Detailed Design Income	507,028	507,028	58,600	448,428	507,028	58,600
Department of Fire and Emergency Services	DRWAFA Natural Disaster Grant	0	0	0	0	0	309,897
TOTALS		**1,367,310**	**1,367,310**	**2,483,917**	**(1,116,607)**	**1,367,310**	**1,952,079**

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

INVESTING ACTIVITIES

11 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

		Capital grants, subsidies and contributions revenue					
Provider	**Grant**	**Amended Budget Revenue**	**YTD Budget**	**Annual Budget**	**Budget Variations**	**Expected**	**YTD Revenue Actual**
		$	**$**	**$**	**$**	**$**	**$**
Main Roads	Black Spot Frederick Street Carpark	211,450	211,450	211,450	0	211,450	176,875
Main Roads	RPG Stewart St, Port Guy intersection	880,000	880,000	880,000	0	880,000	704,000
Main Roads	RTR/RPG Cable Beach Stage 1 - Cable Beach Road West	812,500	812,500	600,000	212,500	812,500	812,500
Lotterywest	Cable Beach Stage 1 Cable Beach Stage 1	9,077,432	9,077,432	8,469,010	608,422	9,077,432	1,440,431
Community Sporting & Recreation Facilities	BRAC Tennis Court Surface Renewal	110,000	110,000	110,000	0	110,000	57,722
Various	Cable Beach (Walmanyjun) Foreshore	41,981,852	41,981,852	0	41,981,852	41,981,852	7,130,463
Western Australian Football Commission		60,000	60,000	60,000	0	60,000	60,000
Roebuck Estate Development Pty Ltd	Drainange Headworks WAPC 155527 STAGE 11C 2022	15,000	15,000	0	15,000	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	73,525
Education Department of Western Australia	Frederick Street Carpark Contribution towards parking at Broome SHS	0	0	250,000	(250,000)	0	0
Regional Bikeways Grant- Non Op Inc - Footpaths		440,655	440,655	0	440,655	440,655	350,250
Department of Planning, Lands, and Heritage	Sanctuary Road Detailed Design	270,984	270,984	213,934	57,050	270,984	10,485
Broome Civic Centre Capital Grants - Cap Inc - Bme Civic Centre		69,788	69,788	0	69,788	69,788	69,788
National Emergency Management Australia	Cable Beach (Walmanyjun) Coastal Protection Project	0	0	0	0	0	0
TOTALS		**54,003,186**	**54,003,186**	**10,794,394**	**43,208,792**	**54,003,186**	**10,916,039**

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

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
			$	$	$	$
Budget adoption						0
OMC 29 August 2024 C/084/008						
Develop Broome Housing Affortability Strategy and Master Planning						
Housing Support Program Grant Expenditure	Operating Expenditure	Materials and contracts			(98,428)	
Housing Support Program Grant Income	Operating Income	Grants, subsidies and contributions		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
OMC 19 September 2024 C/0924/100						
Implement previous resolution C/0624/066 regarding Energy Developments Ltd Funds						
Transfer from EDL Sponsorship Reserve	Reserve Transfer	Transfer from reserves		26,500		
EDL Sponsorship Programme	Operating Expenditure	Other expenditure			(26,500)	0
Implement previous resolution C/0624/066 regarding Community Development Fund						
Community Development Fund Stream 1 & Quick Response Grants	Operating Expenditure	Other expenditure			(19,500)	
Community Development Fund Stream 2 and 3	Operating Expenditure	Other expenditure		19,500		0
OMC 31 October 2024 C/1024/026						
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 Laterns	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 Classified	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		
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		

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

BUDGET AMENDMENTS

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)
SMC 25 November 2024 C/1124/031					
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)
OCM 12 December 2024 C/1224/005					
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)
OCM 12 December 2024 C/1224/006					
Mental Health Commissioin 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)
OCM 12 December 2024 C/1224/023					
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)
OCM 12 December 2024 C/1224/024					
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)
OCM 12 December 2024 C/1224/013					
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)	
Increase in operational expenditure	Operating Expenditure	Materials and contracts		(276,548)	
Increase in non operating grants	Capital Income	Proceeds from capital grants, subsidies and contributions	415,472		
Decrease in expected proceeds from sale of assets	Capital Income	Proceeds from disposal of assets		(157,762)	

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

BUDGET AMENDMENTS

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)
OCM 28 February 2025 C/0225/016					
Additional funds for Cable Beach Life Guard Services	Operating Expenditure	Materials and contracts		(80,000)	(199,306)
OCM 28 February 2025 C/1224/023					
Increase Expenditure for Frederick St Intersection Upgrades	Capital Expenditure	Payments for construction of infrastructure		(112,500)	
Increase Roads to Recovery Grant to offset increase expenditure	Capital Income	Proceeds from capital grants, subsidies and contributions	112,500		(199,306)
OCM 28 February 2025 C/0225/014 (Mid-Year Review)					
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)	
Increased revenue for BRAC aquatic fitness	Operating Income	Revenue from operating activities	10,000		
Increase revenue from BRAC pool entry	Operating Income	Fees and charges	30,000		
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		
Adjustment for library grant income	Operating Income	Grants, subsidies and contributions	16,000		
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)	
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)	
Increased grant income Future Ready Project, Bike West Grant	Operating Income	Grants, subsidies and contributions	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)	

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

BUDGET AMENDMENTS

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		
Purchase of slasher attachments for Parks Skidsteer loader	Capital Expenditure	Payments for property, plant and equipment		(12,515)	
Reduction in transfer station concrete costs	Operating Expenditure	Materials and contracts	80,000		
Incresed hire costs of excavator for waste facility due to compactor repairs	Operating Expenditure	Materials and contracts		(90,000)	
Additonal 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)	
Additional income for sale of scrap steel	Operating Income	Revenue from operating activities	92,000		
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)	
Savings on Male Oval Toilets Renewal	Operating Expenditure	Payments for construction of infrastructure	42,551		
Transfer to Building Reserve from Male Oval toilet savings	Capital Income	Transfer to reserves		(42,551)	
Footpath Development contribution from Roebuck Estate Construction	Capital Income	Proceeds from capital grants, subsidies and	73,525		
Transfer to Footpath Reserve	Capital Income	Transfer to reserves		(73,525)	
Cable Beach Stage 1 transfers for Monsoonal Vine Thickett boardwalk (CB08)	Capital Expenditure	Payments for construction of infrastructure	50,000		
Cable Beach Upgrade for Monsoonal Vine Thickett boardwalk	Capital Expenditure	Payments for construction of infrastructure		(50,000)	
Amendment for significant development in crossovers expenditure	Operating Expenditure	Materials and contracts		(30,000)	
Consultants costs for review of Weed Management strategy	Operating Expenditure	Materials and contracts		(29,000)	
Reactive at Walcott Street Shire owned property	Operating Expenditure	Materials and contracts		(10,000)	
Rent Increase on 69 Robinson Street	Operating Income	Other revenue	32,500		
Rent decrease due to vacancy 15 Shelduck Way	Operating Income	Other revenue		(22,500)	
Savings in preparation of Asset Management Plan	Operating Expenditure	Materials and contracts	10,000		
Allocation for insurance costs at Cemetery	Operating Expenditure	Insurance		(19,183)	
Library building renewal - aircon renewal	Capital Expenditure	Payments for property, plant and equipment		(21,600)	
Transfer to Building Reserve for library building renewal	Capital Income	Transfer to reserves	21,600		
Broome Visitor Centre breakdown of Fire Indicator Panel	Operating Expenditure	Materials and contracts		(10,000)	
Additional painting of Haas Street admin office	Operating Expenditure	Materials and contracts		(10,000)	(87,619)
SCM 11 March 2025 C/0325/021					
Walmanyjun Cable Beach Foreshore Redevelopment Stage 2	Capital Income	Proceeds from capital grants, subsidies and contributions	6,106,852		
Walmanyjun Cable Beach Foreshore Redevelopment Stage 2 - Head Contract	Capital Expenditure	Payments for construction of infrastructure		(6,106,852)	(87,619)
OCM 27 March 2025 C/0325/050					
To fund purchase of vehicle for Director of Development and Community	Capital Expenditure	Payments for property, plant and equipment		(70,000)	
Reserve transfer for purchase of vehicle for Director of Development and Community	Capital Income	Transfer from reserves	70,000		
To facilitate RFQ for review of Shire Coastal Hazard and Risk Mgmt plan	Operating Expenditure	Materials and contracts		(15,000)	
Transfer to fund CHRMAP review	Operating Expenditure	Materials and contracts	15,000		(87,619)
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)	

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

BUDGET AMENDMENTS

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)
OCM 01 May 2025 C/0525/012					
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)	
Increased revenue from health licences	Operating Income	Fees and charges	10,000		
Increased revenue from trading licences	Operating Income	Fees and charges	10,000		
Infringement revenue lower than forecast - parking	Operating Income	Fees and charges		(55,000)	
Increased contract ranger services required	Operating Expenditure	Materials and contracts		(35,000)	
Savings in ranger salaries expense	Operating Expenditure	Employee costs	35,000		
Increased income from private works not forecast	Operating Income	Fees and charges	19,367		
Savings in budgeted maintenance expense - depot	Operating Expenditure	Materials and contracts	10,000		
Savings in plant consumables - depot	Operating Expenditure	Materials and contracts	20,000		
Salary savings in business support officer role	Operating Expenditure	Employee costs	45,000		
Salary savings in business support officer role	Operating Expenditure	Employee costs	5,000		
Savings in salaries for prestarts in works department	Operating Expenditure	Employee costs	55,000		
Replacement of intercom system	Operating Expenditure	Materials and contracts		(21,140)	
Increased revenue for waste collection from interim rates notices	Operating Income	Fees and charges	34,000		
Increased revenue for waste services to caravan parks / other	Operating Income	Fees and charges	15,000		

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

BUDGET AMENDMENTS

Increased revenue from battery and mixed metal collection	Operating Income	Fees and charges	12,000		
Transfer to Regional Resource Recovery Park Reserve	Capital Income	Transfer to reserves		(39,860)	
Safety audits funded directly through projects for the year	Operating Expenditure	Materials and contracts	11,400		
Decreased subdivision engineering charges received	Operating Income	Fees and charges		(40,000)	
Budget amended to allow for tender process to begin for Admin Building Aircon renewal	Capital Expenditure	Payments for construction of infrastructure		(1,600,000)	
Transfer from Building Reserve to facilitate Admin Building Aircon Renewal tender process	Capital Income	Transfer from reserves	1,600,000		
Nursery shade house project deferred	Operating Expenditure	Materials and contracts	60,000		
Transfer to Building Reserve	Capital Income	Transfer to reserves		(60,000)	
Savings identified in rural road maintenance program	Operating Expenditure	Materials and contracts	40,000		
Savings identified in Haynes Oval maintenance	Operating Expenditure	Materials and contracts	10,000		
Savings identified in Town Beach maintenance	Operating Expenditure	Materials and contracts	10,000		
Increased nursery expenditure	Operating Expenditure	Materials and contracts		(10,000)	
Salary savings in depot support officer role	Operating Expenditure	Employee costs	45,000		
Increased expense to engage contractor for Parks auditing	Operating Expenditure	Materials and contracts		(45,000)	
Savings identified in reticulation maintenance	Operating Expenditure	Materials and contracts	10,000		
Increased cost of BRAC oval minor repairs	Operating Expenditure	Materials and contracts		(10,000)	
Contracted slashing services engaged at increased cost	Operating Expenditure	Materials and contracts		(10,000)	
Increased expense to furnish one staff house	Operating Expenditure	Materials and contracts		(25,000)	
Expense to replace air conditioner in staff house	Operating Expenditure	Materials and contracts		(7,500)	
Reduction in income as eligible reimbursements of property legal fees lower	Operating Income	Other revenue		(38,000)	
Increased rent received following rent review	Operating Income	Other revenue	43,000		
BRAC Oval infrastructure funding reallocated to Male Oval tank	Operating Expenditure	Materials and contracts	65,049		
Amendment for renewal of failed Male Oval tank	Operating Expenditure	Materials and contracts		(95,049)	
Transfer from Public Open Space reserve to part-fund renewal of Male Oval tank	Capital Income	Transfer from reserves	30,000		
Savings identified in footpaths project	Operating Expenditure	Materials and contracts	9,933		
Additional expense in various street lighting failures	Operating Expenditure	Materials and contracts		(20,000)	
Increased expense in maintenance of Sam Male lugger	Operating Expenditure	Materials and contracts		(15,229)	
Savings identified in Civic Centre Renewal project	Operating Expenditure	Materials and contracts	24,247		
Unforeseen cost to remove library gazebo due to safety risk	Operating Expenditure	Materials and contracts		(20,000)	
Savings identified in BOSCCA building renewal project	Operating Expenditure	Materials and contracts	12,500		
Increased cost of reactive maintenance at BOSCCA	Operating Expenditure	Materials and contracts		(5,000)	222,782
Organisational Savings used to reduce required borrowings for Cable Beach Foreshore A1	Capital Income	Inflows from financing activities		(384,564)	
Transfer to Restricted Cash Reserve	Capital Income	Transfer to reserves		(31,500)	(193,282)
OCM 01 May 2025 C/0525/025					
Increased cost to repair / replace AV equipment in Council Chamber	Capital Expenditure	Payments for property, plant and equipment	75,000		
Transfer from IT Reserve	Capital Income	Transfer from reserves		(75,000)	(193,282)
OCM 26 June 2025 C/0625/021					
Increase cost for delivery of contract 24/08 Contaminated Site Remediation	Operating Expenditure	Materials and contracts		(929,000)	
Increase income in WMF Sanitation General Refuse	Operating Income	Fees and charges	1,050,000		
Transfer to RRRP Reserve	Reserve Transfer	Transfer to reserves		(121,000)	(193,282)
			56,235,002	**(56,428,284)**	**(193,282)**

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

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

SUMMARY:

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

BACKGROUND

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

COMMENT

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

Kimberley Regional Group Meeting Minutes - 3 July 2025

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

Financial Report

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

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

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

Resolution:

The Kimberley Regional Group noted:

1. The Interim Financial Report to 31 May 2025;

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

Formal Presentations

Presentations were presented by:

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

Kimberley Regional Group Land Tenure Reform Position Paper

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

Summary:

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

Resolution:

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

GrantGuru Proposal

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

Summary:

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

Resolution:

That the KRG:

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

WALGA Position – Native Clearing Regulations Advocacy Position

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

Resolution:

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

Kimberley Housing Pipeline

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

Resolution:

The KRG noted progress of the Kimberley Housing Pipeline Project.

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

State Budget Implications

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

Resolution:

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

Developing Northern Australia Conference

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

Resolution:

The KRG:

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

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

Government Forum

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

Resolution:

The KRG noted the information regarding the Government Forum.

Election Strategy Update

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

Resolution:

The KRG noted the outcome of the State Election Strategy.

Around the Grounds

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

Action:

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

Kimberley Regional Group Priority Action List

An updated was provided on the action items.

Resolution:

The KRG noted the priority action list progress.

Executive Officer Report

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

Resolution:

The Executive Officers Report was received and endorsed.

General Business

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

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

b) Shared Services - Executive Officer

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

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

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

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

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

   Request as follows:

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

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

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

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK

Nil

STRATEGIC ASPIRATIONS

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

Outcome 7 - Safe, well connected, affordable transport options

Objective 7.1 Provide safe and efficient roads and parking.

Outcome 9 - Effective leadership, advocacy and governance

Objective 9.1 Strengthen leadership, advocacy and governance capabilities.

VOTING REQUIREMENTS
Simple Majority

COUNCIL RESOLUTION:
(REPORT RECOMMENDATION) ***Minute No. C/0725/020***

Moved: Shire President C Mitchell ***Seconded: Cr M Virgo***

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

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

CARRIED UNANIMOUSLY 9/0

Attachments

1. KIMBERLEY REGIONAL GROUP MEETING MINUTES - 3 JULY 2025



THE KIMBERLEY REGIONAL GROUP

Meeting Minutes

3 July 2025

Table of Contents

1. MEETING OPEN: 11:32AM 3
2. ATTENDANCE AND APOLOGIES 3
3. DISCLOSURES, CONFLICTS AND DECLARATIONS OF INTEREST: 4
4. MINUTES OF THE LAST MEETING 4
5. CORRESPONDENCE 12
6. FINANCIAL REPORT 42
7. FORMAL PRESENTATIONS 45
8. KIMBERLEY REGIONAL GROUP LAND TENURE REFORM POSITION PAPER 47
9. GRANTGURU PROPOSAL 53
10. WALGA POSITION – NATIVE CLEARING REGULATIONS ADVOCACY POSITION 57
11. KIMBERLEY HOUSING PIPELINE 60
12. STATE BUDGET IMPLICATIONS 63
13. DEVELOPING NORTHERN AUSTRALIA CONFERENCE 68
14. GOVERNMENT FORUM 70
15. ELECTION STRATEGY UPDATE 72
16. AROUND THE GROUNDS 75
17. KIMBERLEY REGIONAL GROUP PRIORITY ACTION LIST 76
18. EXECUTIVE OFFICER REPORT 81
19. GENERAL BUSINESS 85
20. MEETING CLOSURE: 2:37PM 86

1. Meeting Open: 11:32am

Chair acknowledged the Traditional Custodians of the different lands on which people met today, and paid respect to all the Elders past, present and emerging.

2. Attendance and Apologies

Name	Shire / Council / Organisation	Method
Members		
Cr David Menzel (Chair)	President, Shire of Wyndham East Kimberley	In Person
Cr Malcolm Edwards	President, Shire of Halls Creek	In Person
Jeff Gooding	Commissioner, Shire of Derby West Kimberley	In Person
Observers		
James Watt	Director Corporate Services, Shire of Broome	Teams
Tamara Clarkson	CEO, Shire of Derby West Kimberley	In Person
Vernon Lawrence	CEO, Shire of Wyndham East Kimberley	In Person
Susan Leonard	CEO, Shire of Halls Creek	In Person
Executive Support Team		
Paul Rosair	Principal, NAJA Business Consulting Services	In Person
Michelle Mackenzie	Principal, Mira Consulting	In Person
Rebecca Billing	Administrative Assistant, NAJA	In Person
Presentations		
Michele Pucci	Acting CEO, KDC	Teams
Janine Hatch	Director, RDA Kimberley	Teams
Apologies		
Sam Mastrolembo	CEO, Shire of Broome	
Cr Chris Mitchell	President, Shire of Broome	
Jane Lewis	Principal, Redit Research	
Cr Tony Chafer	Deputy Shire President, SWEK	

3. Disclosures, Conflicts and Declarations of Interest:

Financial Interest / Impartiality			
Member	Item Number	Item	Nature of Interest
Commissioner, Shire of Derby West Kimberley	11	Kimberley Housing Pipeline	Impartiality interest as a Director of the Wunan Foundation.

4. Minutes of the last meeting

Item for Decision

Submitted by: Secretariat

Attachment 1: Matters Arising and Outstanding Business

Confirmation of Previous Minutes

Resolution/s		Action(s) / Budget Implications	
The Minutes of the Kimberley Regional Group held on 10 April 2025, as published and circulated, were confirmed as a true and accurate record of that meeting.		See Attachment 1 – Matters Arising and Outstanding Business Executive Officer to arrange a meeting with Hon Reece Whitby MLA, Minister for Police; Road Safety; Tourism; and the Great Southern, and notify members once confirmed.	
Moved:	Shire of Halls Creek	**Responsible:**	See Attachment
Seconded:	Shire of Wyndham East Kimberley	**Due date:**	As appropriate
Carried:	3/0		

Attachment 1 Matters Arising and Outstanding Business

Date / Item	Action / Progress	Responsible
	Administrative Matters	
11/10/2024	Review of KRG Strategic Documents **Action** 1. Develop a framework and consolidate the KRG strategic documents 2. Executive Team to schedule a workshop to develop a new KRG Business Plan in 2025 **Status/Progress** 1. In Progress. 2. In Progress: Scheduled for the September 2025 meeting	Executive Team
21/02/2024 & 23/08/2024	**Action:** 1. Developing Northern Australia: Executive Officer to work with Dr Allan Dale regarding CRCNA. 2. Executive Officer to invite Grey Mackay from the Land Alliance to the October KRG meeting to present on bushfire issues in the Kimberley. 3. Members to inform the Executive Team of the attendees from each Shire who will be attending the Developing Northern Australia Conference 22-24 July 2025 in Cairns **Status / Progress:** 1. In Progress. 2. In Progress. 3. Complete. Refer Item 13.	Executive Team / Members
10/04/2025	Raised by the Shire of Carnarvon: *Vote of no confidence in Government Handling of Children at risk.* **Action** 1. Executive Team to draft a response to the Shire of Carnarvon. **Status/Progress** 1. Complete. Executive Officer met with Minister Stojkovski on 25 June 2025 to discuss matters relevant to the Kimberley region.	Executive Team
10/04/2025	Canberra Trip : Refer General Business **Action** 1. Executive Team and KRG Secretariat to work on possible dates for the Canberra visit and report back to the Members. 2. KRG members to advise the key stakeholders they would like meetings with in Canberra. **Status/Progress** 1. In Progress. 2. In Progress.	Executive Team / KRG Secretariat / Members

10/04/2025	North West Defence Alliance – KRG Representative **Action** 1. KRG Secretariat to advise North West Defence Alliance that Geoff Haerewa is no longer a Councillor and that the KRG is working through a process for a replacement representative, and that the Alliance will be advised of the KRG representative in due course **Status/Progress** 1. In Progress.	KRG Secretariat
10/04/2025	Formal Presentations: RDA **Action** 1. Shires to circulate ABS job roles when advertised through networks. **Status/Progress** 1. Ongoing: Note RDA Kimberley circulated Broome based 2026 Census Operational Support Centre Engagement Manager role which closed 15 June for Councils to circulate 2. Janine Hatch will be presenting at the July meeting.	Members
10/04/2025	General Business: Shire of Derby West Kimberley: Level of uncertainty regarding the state of the Council **Action** 1. Executive Officer to work with the CEO, Shire of Derby West Kimberley to draft a letter to the DLGSC / Minister requesting that the Department move swiftly to resolve/address the Shire of Derby West Kimberley issues which is also having an impact on the operations of the KRG. **Status/Progress** 1. Complete: This action was no longer required with the appointment of a Commissioner.	Executive Officer / CEO Shire of Derby West Kimberley
State and Federal Government Election Strategy		
04/10/2023 & 23/08/2024	**Action:** 1. 20/06/2024: Executive Team to execute election advocacy, communications & engagement plan for 2025 State and Federal elections **Status / Progress:** 1. Complete. Refer Item 15	Executive Team

Position Papers		
10/04/2025	**Action** 1. Executive Team to proceed with designing and printing the Rates Exemptions Position Paper. 2. Executive Team to draft a Land Tenure Reform Position Paper, July 2025. **Status / Progress:** 1. Complete. 2. Complete. Draft in July agenda for Members approval to proceed with designing and printing. Refer item 8.	Executive Team
Advocacy Strategy Management & Maintenance of Social Housing		
16/02/2024 & 10/04/2025	**Action** 1. Executive Officer to develop a template for members to populate to support the advocacy strategy. 2. Executive Officer to write to Minister Dawson to raise key issues: • GROH need to build homes in town • Status of existing stock – Shire of Broome work: • Issue is contrary to requirements under the health act – risk for Local Government • Investment needed to ensure assets are safe and habitable • Push costs onto local government • Shires do fire breaks, cyclone clean ups and rubbish collection **Status / Progress:** 1. Paused. 2. Complete.	Executive Officer
2028 Eclipse Strategic Planning Working Group – KRG Representative		
10/04/2025	**Action** 1. Executive Officer to write to Minister Dawson regarding the Tanami Road opportunities. 2. Executive Officer and KRG Members to develop a list of priority projects for consideration by the Eclipse Working Group. **Status / Progress:** 1. Complete: After discussion with the Shire of Halls correspondence was addressed to the Kimberley Development Commission 2. This will be discussed in September to align with broader work being undertaken by DPIRD and the KDC.	Executive Officer / Members

Benchmarking		
23/11/2023	**Action:** 1. Spreadsheet to be sent for 2023/24 Actuals and 2024/25 Budget. **Status / Progress:** 1. On Hold: Discussed at the Feb 2025 meeting & project paused in order to incorporate data from the 2024/25 financial year. 2. Requests will be issued to individual councils following the close of the 2024/2025 financial year.	Executive Team / Members
Kimberley Housing Roundtable and Housing		
23/08/2024 & 11/10/2024 & 10/04/2025	**Action** 1. Executive Team to progress next steps from the Roundtable with each Shire, in partnership with Housing Australia, the Department of Communities, Development WA, the Housing Supply Unit, WA Department of Treasury, and non-government agencies. 2. That the Executive Team a. Develop a brief scope of works for KDC for funding (20K) to progress the Kimberley Housing pipeline. b. Work with the KDC to explore innovative solutions for the Kimberley that may attract government investment interest. **Status / Progress:** 1. In Progress: Shires have been asked for project timeframes with a response from one Shire received. A submission under development which brings together information requested by government including population projections, housing demand data, pipeline schedule, project governance and investment request. 2. A Draft Scope of Works was provided to the KDC and RDA Kimberley for input. Advice from the KDC is that they will progress this project, rolling it into a larger piece of work that includes updating their Residential Housing and Land Snapshot 2023. Further information will be provided by the A/CEO of KDC in her presentation. Refer item 11.	Executive Team
Review of Financial Assistance Grants		
23/11/2023	**Action:** 1. Executive Officer to distribute the report to key stakeholders, upload it to the KRG website, issue a media release, and create a LinkedIn post. **Status / Progress:** 1. Complete. 2. The FAGs Report has been submitted to the WA Local Government Grants Commission. A meeting with the Grants Commission will be scheduled later in the year to discuss the submission.	Executive Officer

Community Safety and Crime Prevention Investment Package		
23/11/2023	**Action:** 1. Executive Officer to proceed with the development of the desktop published Executive Summary of this document for advocacy purposes. **Status / Progress:** 1. Complete. 2. Executive Officer raised the issue with Minister Stojkovski during their meeting on 25 June 2025 and presented the Executive Summary. The full report will be provided to the Minister.	Executive Officer
Shared Services		
20/06/2024 & 10/04/2025	**Action** 1. Executive Officer to action a stocktake of current state / any planned enterprise initiatives across the 4 shires as a prelude to determining opportunities for collaboration. 2. Executive Officer to organise a quarterly meeting with CEOs to progress workshop. **Status / Progress:** 1. In Progress. 2. In Progress: This was discussed at the Strategy Workshop. 3. Time has been scheduled for 3rd July 2025 prior to the KRG meeting	Executive Officer / CEO's

Watching Brief
Aboriginal Heritage Act: Now pending Department updates on rescinded legislation. On 15 November 2023, the *Aboriginal Heritage Act 1972* was restored as the legislation that manages Aboriginal heritage in Western Australia some amendments drawn from feedback from consultation. Approval is only required where there is potential for any harm to an Aboriginal site.
State government funding to support young people in the Kimberley. New $4M community-led Immediate Response Night Space (IRNS) service for young people in Broome and Fitzroy Crossing. Funding for new services in Derby and Halls Creek. There is no overarching youth justice strategy for the region.
First Point of Entry (FPOE) Broome – Federal Government announced February 2024 that work will be undertaken for the enhanced FPOE status for Broome. Funding allocated in the WA State Budget. January 2025 First Point of Entry Status granted by Federal Government for Wyndham. The State Labor election commitment to invest $15.5M to upgrade facilities at the Kimberley ports is allocated in the WA budget.
North West Defence and Border Security – April 2024 letter sent to State and Federal Government expressing concern. Response received from the Minister for Home Affairs on the 7th July.
Planning Reform: EO monitoring reform status and will advise accordingly as issues arise
Local Government Elected Members Association with Tranche 2 Reforms: EO to monitor and advise accordingly
Aviation White Paper initiatives – the Aviation White Paper includes 56 policy settings for the direction of the Industry. The centrepiece is an independent Aviation Industry Ombuds Scheme and a new Charter of Customer Rights. Other initiatives include airlines having to show cause when flights delayed, disability standards and workforce and climate change initiatives. In relation to regional aviation – the government is responding to Rex Airlines voluntary administration and funding programs for remote airstrip upgrades and regional airports extended. The Productivity Commission will hold a review into regional airfares.

Resolved
Media and Communications Policy and Stakeholder Engagement Plan
Letters of congratulations to new State and Federal Ministers
Audited statements circulated
Investment Prospectus 2023/24
Lord Mayors Distress Relief Funding
KRG MOU finalised and signed
Insurance Costs relief as a result of flood impacts
Potential tourism opportunities for total eclipse events, provided by Kym Francesconi
Regional Road Group: Shire allocations
National Housing and Homelessness Plan submitted 20/10/2023. Published DSS Engage Website
Service Level Agreement Assessment – 5% increase endorsed 23/11/2023
July – September quarterly report – 23 November 2023 meeting.
Simplified Governance Compliance Papers – endorsed 23 November 2023 meeting
Regional Road Group Road Projects Funding Allocation – wrote to WALGA outlining KRG's position
Emergency Management Policy Position – Wrote to Matt Reimer DFES
Members advised Cr Mitchell of their repsonse to the Regional Road Group Project grant funding
Ministerial notes 15/02/24 – Minister Papalia, Minister Beazley, Premier. Sent to members 26/02/24
Requirements for the Deputy Chair position clarrified and stands endorsed as per November 2023
Submissions to the Independent Review of Commonwealth Disaster Funding & the Senate Inquiry.
WA LEMA Review endorsed by SEMC August 2023 – uploaded on SEMC website
Emergency Services position paper endorsed 23 November 2023 meeting
Priorty Action List – feedback provided by members, E.T allocate resources from contract hours
SDWK & SoHC provided bridge issues to EO. KRG wrote to State and Federal Government
State and Federal Government Election Strategy, RAI Summit 2024, position papers on website
Kimberley Housing Roundtable – Broome 29 July 2024
Advocacy Strategy Management & Maintenance of Social Housing - endorsed April 2024 meeting
SDWK provided Infill Housing and Investigations Report
Regional Volunteering Strategy 2020 endorsed at individual council meetings. EO actioned
RCAWA approved KRG to use the benchmarking template.
Inquiry into Local Government Sustainability submitted 30 May 2024
Tanami Road Funding – KRG Media release issued, SoHC leading work on a Activation Strategy
Relationship with Kimberley Development Commission
Alcohol Restrictions: EO monitored changes in alcohol restrictions and advised accordingly
Inquiry into Local Government Sustainability - EO presented at the Public Hearing 28 August 2024
EO Contract Renewal – Feedback discussed with Secretariat & new arrangements implemented
FBT Housing – A position paper developed, and advocacy being undertaken on this issue
Submission to Clearing Legislative Reform submitted 22nd December 2024
State & Federal Government Election Strategy – Canberra meetings Nov 2024 & 50 packs reprinted
Review of Strategic documents - status update on actions in the Business Plan at Feb 2025 meeting
Meeting held in Sydney with the CEO of Housing Australia as part of the visit to Canberra 2024
Financial Assistance Grants Position Paper developed based on the review and used for advocacy
Community Safety and Crime Prevention Investment Package endorsed at February 2025 meeting
Shared Services meeting held with CEOs to discuss next steps 30/07/24. Discussion focussed on staffing challenges opportunities to explore together finance and enterprise platforms
Meeting held with Karen Wheatland, Labor candidate for Durack and KRG Chair and Secretariat

5. Correspondence

Item for Noting

Submitted by: Secretariat

Attachment 2	**Hon Hannah Beazley MLA; Minister for Local Government; Disability; Services; Volunteering; Youth; Gascoyne**
Attachment 3	**Hon. Rita Saffioti MLA; Deputy Premier; Treasurer; Minister for Transport; Sports and Recreation**
Attachment 4	**Andrew Sutton; Program Manager; GROH**
Attachment 5	**Mike Rowe; Director General; Department of Communities**
Attachment 6	**Hon. Stephen Dawson MLC; Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley**
Attachment 7	**East Kimberley Chamber of Commerce and Industry**
Attachment 8	**Senator Slade Brockman; Senator for WA**
Attachment 9	**Hon. Dr Tony Buti MLA; Attorney General; Minister for Commerce; International and Tertiary Education; Multicultural Interests**
Attachment 10	**Refer below for full recipient list**
Attachment 11	**Shannon Wood; Manager Board Governance and Reporting; WA Grants Commission; DLGSC**
Attachment 12	**Hon. Rita Saffioti MLA; Deputy Premier; Treasurer; Minister for Transport; Sports and Recreation**
Attachment 13	**Hon. Stephen Dawson MLC; Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley**
Attachment 14	**Mike Rowe; Director General; Department of Communities**
Attachment 15	**Eddie Smith; President; Shire of Carnarvon**
Attachment 16	**Refer below for full recipient list**
Attachment 17	**Michele Pucci; A/CEO; Kimberley Development Commission**

Note: Correspondence considered of an administrative nature, such as meeting invites etc, will not be tabled unless they contain important information

Correspondence In	
Date	16/05/2025
From	Hon Hannah Beazley MLA; Minister for Local Government; Disability; Services; Volunteering; Youth; Gascoyne
Topic	Response Congratulations on Ministerial re-appointment
Attachment	2
Date	19/05/2025
From	Hon. Rita Saffioti MLA; Deputy Premier; Treasurer; Minister for Transport; Sports and Recreation
Topic	Response Congratulations

Attachment	3
Date	28/05/2025
From	Andrew Sutton, GROH Program Manager
Topic	Progress of policy review – TRSF, HOSS and rental subsidy programs to align with other regional attraction and retention initiatives
Attachment	4
Date	17/06/2025
From	Mike Rowe; Director General; Department of Communities
Topic	Kimberley Housing
Attachment	5
Date	15/06/2025
From	Hon. Stephen Dawson MLC; Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley
Topic	Kimberley Housing
Attachment	6
Date	17/06/2025
From	East Kimberley Chamber of Commerce and Industry
Topic	Kununurra and Wyndham Housing Opportunities; copy of letter to Minister
Attachment	7 *Note: Not included - 6 pages of attachments showing vacant service lots*
Date	10/06/2025
From	Senator Slade Brockman; Senator for WA
Topic	Response Congratulations and Meeting in Kununurra 11th August 2025
Attachment	8
Date	18/06/2025
From	Hon. Dr Tony Buti MLA; Attorney General; Minister for Commerce; International and Tertiary Education; Multicultural Interests
Topic	Community Safety and Crime Prevention and Meeting
Attachment	9
Correspondence Out	
Date	08/05/2025
From	Paul Rosair; Executive Officer KRG
To	• Hon Hannah Beazley MLA; Minister for Local Government; Disability; Services; Volunteering; Youth; Gascoyne **(Attached)** • Peter Webster; CEO; BBY • Sharni Foulkes; CEO; Broome Chamber of Commerce and Industry • Hon. Dr Tony Buti MLA; Attorney General; Minister for Commerce; International and Tertiary Education; Multicultural Interests • Divina D'Anna MLA; Member for the Kimberley; Parliamentary Secretary to the Premier

	• Hon. Stephen Dawson MLC; Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley • Mike Rowe; Director General; Department of Communities • Kylie Maj; Director General; Department of Justice • Brett Angwin; President; Derby Chamber of Commerce and Industry • Lanie Chopping; Director General; DLGSC • Keda Bond; CEO; East Kimberley Chamber of Commerce and Industry • Christine Robinson; CEO; Kimberley Community Legal Services • Michele Pucci; A/CEO; Kimberley Development Commission • Hon. Paul Papalia CSC MLA; Minister for Emergency Services; Corrective Services; Defence Industries; Veterans; Racing and Gaming • Col Blanch; Commissioner for Police • Richard Sellers; A/Director General; Department of Premier and Cabinet • Hon. Don Punch MLA; Minister for Aboriginal Affairs; Water; Climate Resilience; South West • Janine Hatch; Director; Regional Development Australia Kimberley • John Hutchison; Superintendent Kimberley Police • Nick Sloan; CEO; WALGA • Hon. Reece Whitby MLA; Minister for Police; Road Safety; Tourism; Great Southern • Mala Haji-Ali; COO; West Kimberley Futures – Empowered Communities
Topic	Community Safety and Crime Prevention
Attachment	10
Date	21/05/2025
From	Cr David Menzel; Chair KRG
To	Shannon Wood; Manager Board Governance and Reporting; WA Grants Commission; DLGSC
Topic	Submission to the WA Grants Commission – Review of Financial Assistance Grants
Attachment	11
Date	22/05/2025
From	Cr David Menzel; Chair KRG
To	Hon. Rita Saffioti MLA; Deputy Premier; Treasurer; Minister for Transport; Sports and Recreation
Topic	WA Budget
Attachment	12
Date	21/05/2025
From	Paul Rosair; Executive Officer KRG
To	Hon. Stephen Dawson MLC; Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley
Topic	Kimberley Housing
Attachment	13
Date	23/05/2025

From	Paul Rosair; Executive Officer KRG
To	Mike Rowe; Director General; Department of Communities
Topic	Kimberley Housing
Attachment	14
Date	13/05/2025
From	Cr David Menzel; Chair KRG
To	Eddie Smith; President; Shire of Carnarvon
Topic	Vote of no confidence in the State and Federal Government in supporting youth at risk
Attachment	15
Date	21/05/2025
From	Cr David Menzel; Chair KRG
To	• Hon Dr Anne Aly MP; Minister for Small Business; International Development; Multicultural Affairs **(Attached)** • Hon Madeleine King MP; Minister for Resources; Northern Australia • Hon Melissa Price MP; Member for Durack • Patrick Gorman MP; Assistant Minister to the Prime Minister; Assistant Minister for the Public Service; Assistant Minister for Employment and Workplace Relations • Hon Anthony Albanese MP; Prime Minister • Senator Slade Brockman; Senator for Western Australia • Senator Matt O'Sullivan; Senator for Western Australia • Senator Jordon Steele-John; Senator for Western Australia • Senator Varun Ghosh; Senator for Western Australia
Topic	Congratulations
Attachment	16
Date	18/06/2025
From	Paul Rosair; Executive Officer KRG
To	Michele Pucci; A/CEO; Kimberley Development Commission
Topic	Planning to activate opportunities with the sealing of the Tanami Road
Attachment	17

Resolution/s		Action(s) / Budget Implications	
The Correspondence was received and noted, and the Executive Officer was directed on a response, if required.		Nil	
Moved:	Shire of Halls Creek	**Responsible:**	
Seconded:	Shire of Derby West Kimberley	**Due date:**	
Carried:	3/0		

Attachment 2 Correspondence In: Hon Hannah Beazley MLA; Minister for Local Government; Disability; Services; Volunteering; Youth; Gascoyne; Response Congratulations on Ministerial re-appointment

Hon Hannah Beazley MLA
Minister for Local Government; Disability Services;
Volunteering; Youth; Gascoyne

Our Ref: 84-04616

Cr David Menzel
Chair
Kimberley Regional Group

Email C/O: michelle@mira-consulting.com.au

Dear Cr Menzel

Thank you for your correspondence dated 28 March 2025 congratulating me on my Ministerial re-appointment as Minister for Local Government; Disability Services; Volunteering; Youth; Gascoyne. I am humbled to have the opportunity to continue to serve Western Australia as a Minister in the Cook Labor Government.

I appreciate your kind words and note your request to meet, should an opportunity arise in the future, my Appointments Secretary will be in touch.

I look forward to continuing to achieve great outcomes for the benefit of Western Australians.

Yours sincerely

Hon Hannah Beazley MLA
MINISTER FOR LOCAL GOVERNMENT; DISABILITY SERVICES;
VOLUNTEERING; YOUTH; GASCOYNE
16 MAY 2025

Attachment 3 Correspondence In: Hon. Rita Saffioti MLA; Deputy Premier; Treasurer; Minister for Transport; Sports and Recreation; Response Congratulations

Deputy Premier
Treasurer; Minister for Transport; Sport and Recreation

Our ref: 72-57693

Cr David Menzel
Chair
Kimberley Regional Group
michelle@mira-consulting.com.au

Dear Mr Menzel

Thank you very much for your congratulations on the recent results of the WA State Election.

I would like to thank you for your support and positive feedback during these early times, and we look forward to building a strong relationship in the future.

Thank you again for your congratulations.

Yours sincerely

HON RITA SAFFIOTI MLA
DEPUTY PREMIER

19 MAY 2025

Attachment 4 Correspondence In: Andrew Sutton; GROH Program Manager; Progress of policy review

From: Andrew Sutton <Andrew.SUTTON@communities.wa.gov.au>
Sent: Wednesday, 28 May 2025 1:57 PM
To: Michelle Mackenzie <michelle@mira-consulting.com.au>; Garrick Allen <Garrick.ALLEN@communities.wa.gov.au>
Cc: Portfolio & Asset Services Exec <PAS_Exec@communities.wa.gov.au>
Subject: RE: GROH Housing Policies [SEC=OFFICIAL]

OFFICIAL

Hi Michelle

Thank you for your e-mail.

Communities is reviewing the Government Regional Officer Housing (GROH) Program to reform its provision of regional housing supports for public sector workers. This includes a policy review of the TRSF, HOSS and rental subsidy programs to align with other regional attraction and retention initiatives.

The policy review is being progressed with the Department of Treasury and Government Sector Labour Relations.

Regards

Andrew Sutton
GROH Program Manager
Portfolio and Asset Services | Housing & Homelessness
Department of Communities
Level 5/130 Stirling Street
NORTHBRIDGE WA 6003
M: 0432 830 941
www.communities.wa.gov.au

Attachment 5 Correspondence In: Mike Rowe; Director General; Department of Communities; Kimberley Housing

OFFICIAL

Government of **Western Australia**
Department of **Communities**

Our ref: 2025/27076

Mr Paul Rosair
Executive Officer
The Kimberley Regional Group
459 Albany Highway
Victoria Park WA 6100
Email: info@naja.com.au

Dear Mr Rosair

KIMBERLEY HOUSING

Thank you for your letter dated 23 May 2025 regarding Kimberley housing and the development of the Kimberley Region Housing Plan.

The Department of Communities (Communities) has held 15 workshops in nine regions across the State to hear from a broad range of stakeholders on housing challenges, concerns and opportunities. The engagement process will conclude in mid-June 2025 with three workshops in Perth.

I understand that the project team has received a copy of your Kimberley Housing Roundtable Final Report and that this will supplement other data sources in the drafting of the Kimberley Region Housing Plan. Thank you for making that available.

What follows will be an analysis of the data gathered from the workshops and other sources and the drafting of ten Regional Housing Plans. These are due for publication in late 2026 to satisfy Recommendation 71 of the State Infrastructure Strategy: *Foundations for a Stronger Tomorrow*.

With regard the notes taken at the workshops, these were displayed for all participants to contribute to and photograph if they wished. They will be transcribed into electronic format to inform the development of the Regional Housing Plans.
I have been advised that your representative at the Halls Creek workshop enquired if the Kimberley Regional Housing Plan would be provided to stakeholders ahead of publication and was advised that a decision had not yet been made. The project team is considering the steps that will be undertaken to finalise regional plans and the approvals process.

OFFICIAL
2

As you would know, the State Government is establishing the Department of Housing and Works commencing on 1 July 2025. The Housing Authority and its functions as well as staff within Communities who currently work on Housing activities will transfer to the new department. I recommend you continue to work with your key contacts at the department to address the housing challenges across the Kimberley region. Please see attached the Kimberley Regional Group Request for Information report, which includes key data for the Kimberley region, **Attachment 1**.

If you any further queries, please contact Vicki Williams, Manager Affordable Housing Supply and Community Housing on 0466 250 779 or at vicki.williams@communities.wa.gov.au.

Yours sincerely

Mike Rowe
Director General

17 June 2025



Kimberley Regional Group Request for Information as at 30 April 2025

Background

On 23 May 2025, the Kimberley Regional Group requested an update of housing data for the Kimberley region as at 30 April 2025.

Social Housing Investment

The State Government is doing all it can to boost social housing, including working to retain ageing social housing properties and investing in alternative construction methods including modular and timber frame to increase social housing across Western Australia.

Since 2021-22, the State Government has invested $5.1 billion in Housing & Homelessness initiatives which includes funding the delivery of more than 5,300 additional social homes, with more than 3,000 already delivered and another 1,000 currently under contract to build or purchase.

Generally housing delivery is aligned to demand across the State which equates to approximately 70 per cent across the Perth metropolitan area and up to 30 per cent across regional WA. Based on current on social housing waitlist applications, demand indicates that nearly 80 per cent of waitlist applications are for smaller one and two-bedroom properties.

West Kimberley Region as at 30 April 2025

Housing Investment

- From 1 July 2021 to 30 April 2025, Communities has completed 90 dwellings and one Government Regional Officer Housing (GROH) Land Acquisition. Of these, 49 are social housing (26 construction, 14 spot purchase and nine asset transfers) and 41 GROH dwellings (eight construction, 32 spot purchase and one asset transfer).
- As at 30 April 2025 there are a further 10 dwellings under contract. Of these five are social housing (five construction) and five GROH (four construction and one spot purchase).

Refurbishments

- As at 30 April 2025, 72 dwellings have been contracted for refurbishment works (including 11 grants), of which 53 have been completed (including eight grants).

Planned Maintenance

- As at 30 April 2025, 1,134 dwellings have been contracted for maintenance works, of which all have been completed.

Community Housing Grants

- As at 30 April 2025, two refurbishment grants have been awarded to two organisations for refurbishments on 11 dwellings, of which eight have been completed.

East Kimberley Region as at 30 April 2025

Housing Investment

- From 1 July 2021 to 30 April 2025, Communities has completed 83 dwellings and five GROH Land Acquisitions. Of these, 53 are social housing (19 construction, 26 spot purchase and eight asset transfers) and 30 GROH dwellings (seven construction and 23 spot purchase).
- As at 30 April 2025, there are a further 10 dwellings under contract and one GROH land acquisition. Of these all are social housing (nine construction and one spot purchase).

Refurbishments

- As at 30 April 2025, 34 dwellings have been contracted for refurbishment works (including five grants), of which 22 have been completed (including five grants).

Planned Maintenance

- As at 30 April 2025, 584 dwellings have been contracted for maintenance works (including 44 grants), of which 543 have been completed (including three grants).

Community Housing Grants

- As at 30 April 2025, one refurbishment grant has been awarded to one organisation for refurbishments on five social housing dwellings, of which all dwellings have been completed.
- As at 30 April 2025, there are 44 dwellings under contract for Remote Communities maintenance works, of which three have been completed.

Kimberley Recovery

- As at 30 April 2025, the Department of Communities is undertaking works on 177 properties, including works on properties managed by the Department of Planning, Lands and Heritage, as part of the Kimberley Flood Response.
- 47 Temporary Accommodation Units (TAUs) have been delivered to provide accommodation to families in the medium term whilst they await the repair or rebuild of their homes.
- Works range in scope, including minor works, refurbishments, demolitions and rebuilds are as follows:
  - 41 minor works
  - 108 refurbishments
  - 28 demolitions and new builds.

TAU Modules Future Use Project

As announced by the Minister for Housing and Works on 23 December 2024, 20 additional homes will be delivered across the Fitzroy Valley in response to overcrowding, utilising the structural components of 40 former TAUs. The homes will be gifted to Aboriginal landowners and managed under Housing Management Agreements. These homes will not be counted in social housing figures.

Government Regional Officer Housing (GROH)

Total GROH Stock by LGA as at 30 April 2025	
LGA	**Total Properties**
Shire of Broome	531
Shire Of Derby West Kimberley	347
Shire of Halls Creek	113
Shire Of Wyndham East Kimberley	318
TOTAL	**1,309**

GROH Construction (Dwellings undergoing design/contract/construction)

The State Government is committed to the effective delivery of public services to people in regional and remote Western Australia. These services are delivered by public sector employees (such as teachers, health workers and police) who relocate to live in these areas. As a result, the availability of suitable housing is an important issue which can directly affect the provision of essential services.

Public Housing Stock for the Kimberley regions as 30 April 2025

Region	LGA	Public Housing Stock Total
West Kimberley	Shire Of Broome	875
	Shire Of Derby/west Kimberley	375
West Kimberley Total		**1,250**
East Kimberley	Shire Of Halls Creek	212
	Shire Of Wyndham-East Kimberley	438
East Kimberley Total		**650**
Total		**1,900**

* NB: Public Housing stock includes Occupied, Void and 'Other Use' (externally managed properties and tenancies) properties.

** NB: Data does not include 'Sub Management Type' Community Housing and GROH (Government Regional Officer's Housing).

*** NB: Data sourced from Habitat (Tenancy Management System).

**** NB: The Public Housing Stock for the above LGA's are made up of properties situated in the following Town/Suburbs:

West Kimberley: Shire Of Broome: Bilingurr, Broome, Cable Beach, Djugun.
West Kimberley: Shire Of Derby/west Kimberley: Derby, Fitzroy Crossing, Camballin.
East Kimberley: Shire Of Halls Creek: Halls Creek.
East Kimberley: Shire Of Wyndham-East Kimberley: Kununurra, Wyndham.

***** NB: LGA (Local Government Area).

Public Housing Wait List for the Kimberley Regions as at 30 April 2025

Preference Region	Wait Turn	Priority Only
	Total Number of Applications	Total Number of Applications
West Kimberley	983	212
East Kimberley	414	131

* NB: The number of Wait Turn applications includes Priority applications. Therefore, of the 983 Wait Turn applications for the West Kimberley region, 212 are priority.

** NB: The Wait List can be broken down by Preference Region and Preference Zone, not by suburb.

*** NB: The 'Preference' refers to the zone the applicant has selected and would prefer to be housed in. The 'Region' manages this zone.

**** NB: Data sourced from Habitat (Tenancy Management System).

Attachment 6 Correspondence In: Hon. Stephen Dawson MLC; Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley; Kimberley Housing

Minister for Regional Development; Ports; Science and Innovation;
Medical Research; Kimberley
Leader of the Government in the Legislative Council

Our ref: 62-40390

Paul Rosair
Executive Officer
Kimberley Regional Group
Via email: paul@naja.com.au
Cc: michelle@mira-consulting.com.au

Dear Mr Rosair

Thank you for your email on 21 May 2025 on behalf of the Kimberley Regional Group (KRG), as well as the Final Report from the Kimberley Housing Roundtable held in August 2024.

Firstly, I would like to commend the KRG on its collaborative and structured approach to defining and addressing issues in the Kimberley. Housing remains at the forefront of the Cook Labor Government's priorities, noting housing access impacts Western Australians across the regions and in metropolitan Perth.

Our Government is proud to have committed $5 million to the Waterlily Place project in Kununurra, as well as an additional 20 GROH homes across the Kimberley. I am pleased that the KRG has been assisted by the work of the Kimberley Development Commission, and also that your respective organisations have a close working relationship.

I welcome the opportunity to meet with the KRG to discuss Kimberley housing and look forward to hearing from you with respect to a suitable time.

Yours sincerely

Hon Stephen Dawson MLC
MINISTER FOR REGIONAL DEVELOPMENT; PORTS; SCIENCE AND INNOVATION; MEDICAL RESEARCH; KIMBERLEY

15 JUN 2025

Attachment 7 Correspondence In: East Kimberley Chamber of Commerce and Industry; Kununurra and Wyndham Housing Opportunities (note attachment not included)

EAST KIMBERLEY CHAMBER OF COMMERCE AND INDUSTRY
PO BOX 171
KUNUNURRA
WA 6743
www.ekcci.com.au
73 754 070 279

17 June 2025

Dear Minister

Kununurra and Wyndham Housing Opportunities

Congratulations on the government's work to address housing shortages in Western Australia. The East Kimberley Chamber of Commerce and Industry (EKCCI) was pleased to see the government's commitment for new housing for key workers at Water Lily Place in Kununurra. This will have a positive impact across the Kununurra community.As you are aware that the availability of housing has been identified as the most significant issue facing the East Kimberley in multiple reports and at multiple forums, including;

- The Kimberley Development Commission released the "Residential Housing and Land Snapshot 2023" which notes "*For the past three years, housing in the Kimberley has been characterised by skyrocketing demand, especially for rentals – with as yet no response on the supply side.*"
- On 3 September 2024 the Kimberley Local Government Zone was part of a Band 4 Local Government roundtable hosted by the Hon Hannah Beasley Minister for Local Government. The aim of this meeting was to identify the top issues facing Band 4 Local Governments. 72 representatives from 48 Local Governments attended the meeting and unanimously agreed that the most pressing issue was housing.
- In February 2025, the Standing Committee on Regional Development, Infrastructure and Transport released its interim report into local government sustainability. Item 1.74 of this reports states that *"housing is in the top three issues faced by every regional LGA in WA; where there is little appetite from the private sector to get involved in the housing market in challenging locations."*
- *In June 2025 at the Kimberley Economic Forum, data from the Combined Kimberley Chambers of Commerce, presented by the Chamber of Commerce and Industry WA, showed that housing costs and shortages are acute across the Kimberley region and is negatively impacting business' ability to hire and retain staff.*

Representatives from the EKCCI attended recent Department of Communities housing workshops in Halls Creek and Kununurra to develop a Kimberley Regional Housing Plan. Feedback from workshop attendees was that;

- Whilst it was good that the Department wants to hear from us on housing issues, the same issues were discussed with limited progress being made to address housing shortages at scale;
- The Department was unable to share the housing data with attendees that will inform the plan – in particular the plan to develop homes in the region
- The workshop notes will not be provided to participants; and
- The Plan from this workshop will not be delivered until 2026, and there will be no chance to comment on the draft Plan before endorsement by government.

We believe that there are some actions that could be taken now to assist with the addressing housing issues. These are -

EAST KIMBERLEY CHAMBER OF COMMERCE AND INDUSTRY
PO BOX 171
KUNUNURRA
WA 6743
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73 754 070 279

Access to shared data to inform shared decision making

Access to data and an understanding government land and housing plans remains a key issue for the EKCCI and our partners. This data is critical to help shape an evidence based response. For example, data has requested from the Department by the Kimberley Zone on the number of Government employees living in private rentals rather than Government owned housing to confirm (or not) the widely held belief that Government agencies have been transitioning more and more of their employees into the private rental market. An understanding of the government's plan to deliver new homes in the region will assist the EKCCI and our members understand how this issue is being addressed.

Understanding development plans for vacant lots

Another key issue is understanding how vacant serviced land zoned for residential purposes in Kununurra and Wyndham will be progressed along with sub-divisions in both towns that are not fully serviced so cannot be released to the market. Further information on this is included in an attachment. An understanding of the government's intent in relation to this vacant land will assist with understanding how housing issues are being addressed.

The EKCCI is keen to work in partnership with government to develop positive solutions to support our members access the housing that they need to support their staff and their businesses to thrive. This can only be done through a shared understanding of both the problem and solutions.

The EKCCI has a strong membership base and provides a good conduit to both understand the housing challenges facing the business communities and how these can be addressed. We will continue to engage with the Department of Communities on housing. In the meantime, any advice that can provided to use on the plan and timeframe to deliver new homes in the East Kimberley would be greatly appreciated.

Yours sincerely,

Amanda Mclean

President East Kimberley Chamber Commerce and Industry

Attachments

1. Kununurra
2. Wyndham

c.

Divina D'Anna, Member for the Kimberley

Hon Stephen Dawson, Minister for the Kimberley

Kimberley Regional Group

Attachment 8 Correspondence In: Senator Slade Brockman; Response Congratulations and Meeting in Kununurra 11th August 2025

From: Shanahan, Sonya (Sen S. Brockman) <Sonya.Shanahan@aph.gov.au>
Sent: Tuesday, 10 June 2025 2:49 PM
To: Michelle Mackenzie <michelle@mira-consulting.com.au>
Subject: RE: Congratulations

Hi Michelle,
Thank you for the email below & attached letter from Cr David Menzel to Senator Slade Brockman. The congratulations & meeting request.

Senator Brockman is planning on being up in Kununurra on August 11 for an event that morning.

We don't have a travel schedule as yet, but we thought that would be an opportunity for a meeting & / or any site visits.

Would this be a possibility??

Thank you again Michelle,
Sonya

Attachment 9 Correspondence In: Hon. Dr Tony Buti MLA; Attorney General; Minister for Commerce; International and Tertiary Education; Multicultural Interests; Community Safety and Crime Prevention

From: Appts.Buti <Appts.Buti@dpc.wa.gov.au>
Sent: Wednesday, 18 June 2025 2:53 PM
To: Michelle Mackenzie <michelle@mira-consulting.com.au>
Subject: 80-21514 - Community Safety and Crime Prevention - Kimberley Regional Group

OFFICIAL

Dear Michelle

On behalf of the Hon Dr Tony Buti MLA, thank you for your email requesting a meeting.

Thank you for your patience, the Minister has been inundated with new appointment requests.

The Minister is available to meet with Kimberley Regional Group on **Monday 21 July 2025 from 2:15pm to 2:45pm** at his Ministerial Office located at Level 10 Dumas House, 2 Havelock Street, West Perth.

Please confirm if the suggested date and time is suitable as well as the names and titles of the attendees.

Many thanks

LISA CURRIE A/Appointments Secretary

Office of the **Hon. Dr Tony Buti MLA**
Attorney General; Minister for Commerce; Tertiary and International Education;
Multicultural Interests

Ph: (08) 6552 6400
10th Floor, Dumas House, 2 Havelock Street WEST PERTH WA 6005
E: Appts.Buti@dpc.wa.gov.au

Attachment 10 Correspondence Out: Hon Hannah Beazley MLA; Minister for Local Government; Disability; Services; Volunteering; Youth; Gascoyne; Community Safety and Crime Prevention *Note: Refer above for full list of recipients*

The Hon Hannah Beazley MLA
Minister for Local Government; Disability Services; Volunteering; Youth; Gascoyne
Dumas House
2 Havelock Street
West Perth 6005

Via email Minister.Beazley@dpc.wa.gov.au

8 May 2025

Dear Hannah

Securing Our Communities, A Kimberley Community Safety and Crime Prevention Package

To unlock the social and economic potential of the Kimberley we need communities where residents, businesses and visitors feel safe, connected and can enjoy a good quality life.

In response to significant community safety issues facing our communities the Kimberley Regional Group has produced Securing Our Communities, A Kimberley Community Safety and Crime Prevention Package. This report is an evidence based response which addresses criminogenic factors, and harnesses crime prevention through environmental design (CPTED) principles and strong partnerships.

Taking a strength based approach, the package builds on and accelerates the rate of positive initiatives that have been developed by the community, local and State Government. The initiatives in this report were developed through engagement with key stakeholders including the Kimberley Police Superintendent and Officers in Charge of police stations, local communities and the Chambers of Commerce and Industry.

Please find attached a copy of the full report along with an executive summary. The report and summary document are available on the Kimberley Regional Group (KRG) website at https://kimberleyrg.com.au/document-library.

We would welcome the opportunity to brief you on this report and how we can work together to create safer and more connected places where people feel safe and proud to live. Our Executive Assistant will be in touch to progress a time for us to meet.

Your sincerely

Paul Rosair
Executive Officer
Attach

Kimberley Regional Group and Kimberley Zone
459 Albany Hwy Victoria Park | 0419 930 467 | Info@naja.com.au

Attachment 11 Correspondence Out: Shannon Wood; Manager Board Governance and Reporting; WA Grants Commission; DLGSC; Submission to the WA Grants Commission

Shannon Wood
Manager Board Governance and Reporting
WA Grants Commission
Department of Local Government, Sport, and Cultural Industries
140 William Street
Perth 6000

Via email - grants.commission@dlgsc.wa.gov.au

21 May 2025

Dear Shannon

Submission to the WA Grants Commission – Review of Financial Assistance Grants

Please find attached research commissioned by the Kimberley Regional Group on the Financial Assistance Grants.

Financial Assistance Grants are an important source of revenue for many rural and regional local governments due to their limited rate base, remote location, and dispersed populations.

As the value of the Financial Assistance Grants continue to diminish, the costs and responsibilities of local government have risen sharply. This has a direct impact on the amenity and liveability of rural and regional towns and communities. The research that we commissioned examined the grant methodology. It has put forward a suite of recommendations for the State and Federal government in terms of the pool of funding and its distribution in order to improve the grant model and deliver better outcomes. A copy of this research along with our Position Paper is attached for your consideration.

The Kimberley Regional Group would welcome the opportunity to brief you and the grants commission on this research and the recommendations. Mr. Paul Rosair, our Executive Officer, will be in touch to progress a time for us to meet.

Your sincerely

Cr David Menzel
Chair
Kimberley Regional Group
Attach

C Cr Chris Mitchell, Deputy Country Rural Member

Kimberley Regional Group and Kimberley Zone
459 Albany Hwy Victoria Park | 0419 930 467 | info@naja.com.au

Attachment 12 Correspondence Out: Hon. Rita Saffioti MLA; Deputy Premier; Treasurer; Minister for Transport; Sports and Recreation; WA Budget

The Hon Rita Saffioti MLA
Deputy Premier; Treasurer; Transport; Sport and Recreation
Dumas House
2 Havelock Street
West Perth WA 6005

Via email – minister.saffioti@dpc.wa.gov.au

22 May 2025

Dear Treasurer

WA Budget

Thank you for the election commitments for new investment in the Kimberley. The Kimberley Regional Group (KRG) was pleased to see a pipeline of investment to enable the Kimberley to reach its full potential. This investment in economic infrastructure including water, ports, roads, energy, education, arts and culture and health is critical for the development of our region and our State.

We were delighted to see new investment allocated to the Water Lily Place Housing Project in Kununurra, a Playground and Water Park in Halls Creek, a Multi-purpose Centre at Fitzroy Crossing and a safe night space in Kununurra. These will make a significant difference to the amenity and liveability of these communities.

Building on these initiatives, we present for consideration further opportunities to create jobs, keep our economy strong and contribute towards Closing the Gap. These projects are designed to accelerate the scale and pace of positive change across the Kimberley, delivering enduring value for our region, its people and the State. Attached is a copy of our budget submission that outlines these opportunities. In summary they include -

Kimberley Housing Pipeline – A 5-year $244M program to deliver 311 new homes and release 950 residential lots across the Kimberley, leveraging land and private investment.

Kimberley Community Safety and Crime Prevention Package – A 3-year $51,417,500 program of initiatives to prevent crime, keep our communities safe and to make our communities a more attractive place for business investment and tourism.

Investment in place-based initiatives - Investment in sixteen place-based initiatives that will drive social and economic development and support the livability of Kimberley towns. This investment will unlock value, leveraging investment from government and the private sector. Investment includes $700K for a Tanami Road Activation Plan, $21.4M to upgrade the Broome Regional Aquatic and Recreation Centre and $20M for a Welcome to WA Centre in Kununurra.

Kimberley Regional Group and Kimberley Zone
459 Albany Hwy Victoria Park | 0419 930 467 | info@naja.com.au

The KRG urges you to consider these initiatives as you finalise the WA Budget. We would welcome the opportunity to discuss these projects with you and how together we can deliver new investment to support our region to develop and thrive.

We look forward to working with you to deliver positive outcomes across our region and the State.

Your sincerely

David Menzel

Cr David Menzel
Chair
Attach.

c. Divina D'Anna MLA Kimberley

Attachment 13 Correspondence Out: Hon. Stephen Dawson MLC; Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley; Kimberley Housing

The Hon Stephen Dawson MLC
Minister for Regional Development; Ports; Science and Innovation;
Medical Research; Kimberley
Dumas House
2 Havelock Street
West Perth WA 6005

Via email – minister.dawson@dpc.wa.gov.au

21 May 2025

Dear Minister

Access to safe, affordable and accessible housing is critical if our region is to thrive. The Kimberley Regional Group would like to bring to your attention key housing issues that are impacting on our region's social and economic development.

Housing Access
Access to housing remains a critical issue. In response, the Kimberley Regional Group (KRG) held a Housing Roundtable in July 2024 to discuss housing challenges and importantly to develop solutions to rapidly increase housing supply. An outcome of the Roundtable is the development of a Kimberley Housing Pipeline, a new way of delivering supply through a co-ordinated package of works over the next five years. Key to the pipeline's development is constructing homes on vacant parcels of residential land owned by the Shires, non-government and government agencies. I have enclosed a copy of the Roundtable Report for your reference.

Government Regional Officer Housing (GROH)
The provision of GROH housing is critical to alleviate pressure on the private rental market. Without adequate GROH housing the government leases private rental homes reducing the number of rental homes for workers in the non-government and business sector. Whilst the KRG has visibility on the number of GROH houses in each Shire, unfortunately we don't have visibility on the number of homes that are rented by WA Government agencies on the private market, or on the government's forward works program to construct new GROH homes.

Maintenance of Social housing.
The status of much social housing across the region is poor due to a lack of cyclical, preventative and responsive maintenance. Local government has requirements under the Public Health Act, Health Local Laws, the Local Government Act, and the Emergency Management Act in relation to serious and material public health risks, and habitable homes. Once Shires are aware of significant risks they are required to act. You may have seen recent media regarding an Aboriginal family in Broome who became homelessness after the Shire of Broome had to condemn a home owned by the Department of Communities.

Kimberley Regional Group and Kimberley Zone
459 Albany Hwy Victoria Park | 0419 930 467 | info@naja.com.au

The Department of Communities is accountable for the management and maintenance of public housing, and ensuring homes are compliant with fire and cyclone requirements. However, the lack of investment to address cyclone, fire and public health risks means that Councils have to pick up these costs. From an emergency management perspective there remains significant and ongoing issues around cyclone clean-up for social housing due to the amount of accumulated rubbish, and the state of disrepair and lack of maintenance of homes. Whilst Shires undertake fire breaks, cyclone clean ups and rubbish collection, the lack of investment to ensure that the homes are safe and habitable pushes costs onto local government.

Social and affordable housing

Current data indicates that there are 1289 applications on the Kimberley public housing waitlist with 2264 people to be housed[1]. This includes over 328 priority applications. Housing is a social determinant of health, impacting on people's physical and mental health. The adverse health impacts of living in poorly maintained and overcrowded homes have been well documented[2]. There is a critical need for increased investment to build more social homes across the Kimberley.

Access to data for shared decision making

The Kimberley Development Commission must be congratulated for the production of the Kimberley Residential Land and Housing Snapshot 2023, and publication of housing data on their website. This data enables all stakeholders to better understand and respond to housing issues. The Kimberley Regional Group continues to seek data from the Department of Communities, to understand their forward capital works programme to build new social and affordable homes, GROH housing, and to refurbish their housing stock across the Kimberley.

The Kimberley Regional Group looks forward to working with the WA Government to drive solutions to address our region's housing challenges. Key to this is access to data, along with increased housing investment. We would welcome the opportunity to brief you on the Kimberley Housing Pipeline and to discuss how together we can drive solutions to the Kimberley's housing challenges. Our Executive Assistance will be in touch with your office to arrange a time for us to meet.

Your sincerely

Paul Rosair
Executive Officer
Attach

C Divina D'Anna, MLA Kimberley

[1] https://www.kdc.wa.gov.au/our-region/live-in-the-kimberley/housing/
[2] Recent research includes Stuck in the Heat: Lived Experience of Public Housing Tenants in the Kimberley, 2023, Kimberley Community Legal Service; Reimaging Indigenous Housing, Health and Wealth, (2021) Kerry Arabena, Chris Holland and Shane Hamilton.

Kimberley Regional Group and Kimberley Zone
459 Albany Hwy Victoria Park | 0419 930 467 | info@naja.com.au

Attachment 14 Correspondence Out: Mike Rowe; Director General; Department of Communities; Kimberley Housing

Mr Mike Rowe
Director General
Department of Communities

Via Email - mike.rowe@communities.wa.gov.au

23 May 2025

Dear Mike

Kimberley Housing

I write to bring to your attention two housing issues; the development of the Kimberley Regional Housing Plan and local government access to housing data.

Kimberley Regional Housing Plan

Congratulations on the progression of the regional housing plans as recommended by Infrastructure WA in the State Infrastructure Strategy: Foundations for a Stronger Tomorrow.

We were advised at the Kimberley engagement workshops that the data to inform the Kimberley Housing Plan will not be shared, the notes from the workshops will not be made available to participants and that there will be no opportunity to review the draft Kimberley Housing Plan prior to government endorsement.

The Kimberley Regional Group strongly urges that you reconsider this approach. Attendees at the workshops should have the opportunity to review their contribution. Also, the four Kimberley Shires, as key stakeholders, and contributors to the plan, should have the opportunity to review a draft prior to endorsement by government. We believe that this will assist to deliver a more relevant and fit for purpose plan for our region. It would be appreciated if you could advise if this will be possible.

Housing Data

The Kimberley Regional Group held a Housing Roundtable in July 2024 to bring together key agencies to discuss how we can work together to increase housing supply. A key outcome of the Roundtable is the development of a Kimberley Housing Project Pipeline, a co-ordinated package of works for new homes across the region. We are progressing this pipeline in consultation with local communities and government and would welcome the opportunity to brief you on this piece of work.

Housing demand data is critical to inform the pipeline. Given the high percentage of homes that the Department of Communities owns across our region, to understand demand we need to understand current housing challenges and the Department's planned program of works to address these.

Kimberley Regional Group and Kimberley Zone
459 Albany Hwy Victoria Park | 0419 930 467 | info@naja.com.au

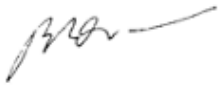
It would be appreciated if you could provide us with the following information for the Kimberley:

- The latest Kimberley social housing waitlist data by Shire
- The vacancy rate of social, affordable and GROH housing by Shire
- The void rate for social, affordable and GROH housing by Shire
- The number of rental properties leased by the Department for government employees and the percentage that private rentals contribute to GROH housing by Shire
- The Department's works program over the next five years, by Shire for new housing builds by tenure type – i.e. for social housing, affordable housing, and GROH housing
- The Department's works program to refurbish homes over the next five years by Shire and tenure type
- The housing data, including future demand data, that is being used to inform the Kimberley Housing Plan

It is only through strong partnerships that we can address the housing challenges facing the Kimberley. We look forward to working with your department to deliver good evidence-based housing solutions across our region.

If you have any queries on this request, please contact me on 0419 930 467 or paul@naja.com.au.

Your sincerely



Paul Rosair
Executive Officer

c. CEO, Kimberley Development Commission

Attachment 15 Correspondence Out: Eddie Smith; President; Shire of Carnarvon; Vote of no confidence in the State and Federal Government in supporting youth at risk

Mr Eddie Smith
President
Shire of Carnarvon
3 Francis Street
Carnarvon WA 6701

Via Email - cr.esmith@carnarvon.wa.gov.au

13 May 2025

Dear Eddie

Vote of no confidence in the State and Federal Government in supporting youth at risk

Thank you for sharing information from the Shire of Carnarvon's Ordinary Council meeting, February 2025, regarding a vote of no confidence by the Shire in the government's handling of children at risk.

This was discussed by the Kimberley Regional Group at our April 2025 meeting. We would like to thank the Shire for bringing this issue to our attention. We agree with your Shire that there is a critical need for increased investment and for appropriate resources for frontline services for youth at risk in regional areas, including the Kimberley.

To inform our work and our collective advocacy the Kimberley Regional Group has developed two position papers – Juvenile Justice and Community Safety and Crime Prevention. I have attached a copy of these papers for your reference.

I would like to wish the Shire all the best in addressing the youth issues raised by your Council and in obtaining the necessary resources for your community to support young people and their families to thrive.

Your sincerely

David Menzel
Chair
Kimberley Regional Group

Attach.

Kimberley Regional Group and Kimberley Zone
459 Albany Hwy Victoria Park | 0419 930 467 | Info@naja.com.au

Attachment 16 Correspondence Out: Hon Dr Anne Aly MP; Minister for Small Business; International Development; Multicultural Affairs; Congratulations *Note: Refer above for full list of recipients*

Hon Dr Anne Aly MP
Minister for Small Business; International Development; Multicultural Affairs
PO Box 6022
House of Representatives
Parliament House
Canberra ACT 2600

Via Email - Anne.Aly.MP@aph.gov.au

21 May 2025

Dear Minister

Congratulations

On behalf of the Kimberley Regional Group (KRG) of Local Governments, I would like to congratulate you on your re-election and your appointment as Minister for Small Business; International Development and Multicultural Affairs.

We are delighted with your appointment to Federal Cabinet, and the important West Australian perspectives that you will bring to national discussions.

The KRG looks forward to working with you to deliver positive social and economic outcomes across the Kimberley region.

Your sincerely

David Menzel

Cr David Menzel
Chair
Kimberley Regional Group

Kimberley Regional Group and Kimberley Zone
459 Albany Hwy Victoria Park | 0419 930 467 | info@naja.com.au

Attachment 17 Correspondence Out: Michele Pucci; A/CEO; Kimberley Development Commission; Planning to activate opportunities with the sealing of the Tanami Road

Michele Pucci
A/CEO
Kimberley Development Commission
PO Box 620
Kununurra WA 6743

Via email – michele.pucci@kdc.wa.gov.au

18 June 2025

Dear Michele

Planning to activate opportunities with the sealing of the Tanami Road

The Kimberley Regional Group (KRG) would like to bring to your attention the critical need for whole of government and community planning and co-ordination to harness the enormous regional social and economic potential of the sealing of the Tanami Road.

As you are aware, $542.8 million has been allocated to Main Roads to seal a 313 kilometre section of the Tanami Road from Halls Creek to the Northern Territory border. At the same time, the Northern Territory government is sealing the Tanami Road from Alice Springs to the Western Australia border. Sealing of the road is due for completion in 2031/2032 with almost 25 kilometres of the WA section of the Tanami Road sealed and open to traffic as of December 2024. Main Roads WA provides updates on the progress of this project on a dedicated website.

The Shire of Halls Creek (the Shire) is taking the lead within the KRG on this new inland route which the Shire refers to as the Central Australia Corridor. The Shire must be congratulated for their proactive approach in identifying the critical economic infrastructure and services required within the Shire to support increased traffic.

The establishment of this Central Australia corridor from Adelaide via Alice Springs to Halls Creek will assist with transformation of the Shire of Halls Creek and broader Kimberley. With a significant reduction in travel times, this corridor will provide an alternative route into the Kimberley and onto Broome and Wyndham Ports with the potential reduction in the cost of goods and services. In addition, the central Australia corridor will:

- provide year round road access to and from the remote communities around Halls Creek into Halls Creek;
- provide a critical strategic boost to the Australian Defence Force's logistical and mobilisation capacity; and
- generate long term returns through freight, logistics, eco-tourism, and aviation.

If planned well, this will provide opportunities for the Shire of Halls Creek to diversify and grow its economy by creating jobs for residents as well as attracting new industries to enhance productivity. Also, it will empower First Nations people by creating new employment and business development opportunities, placing them at the centre of a new economic ecosystem.

Kimberley Regional Group and Kimberley Zone
459 Albany Hwy Victoria Park | 0419 930 467 | info@naja.com.au

The Shire of Halls Creek has identified a range of opportunities including the development of a Tanami Business Park, an Enterprise Competitiveness Program to support regional business and employment, a sustainable water solution, upgrade and expansion of airport and aviation services and establishment of a new eco-tourism park. A copy of their briefing document is attached. In addition to these initiatives, with good planning the opportunities of the road sealing can be capitalised across the Kimberley as freight travels onto the Wyndham and Broome ports and tourists use this new inland route as the gateway to enter the Kimberley.

Harnessing the prospects that come with the sealing of the Tanami Road requires careful planning, co-ordination and timely decision making by all spheres of government, industry, businesses, and Aboriginal Corporations. To that end, the KRG would like to propose that the Kimberley Development Commission is resourced to establish a robust governance structure to overarch the program of activities including a Tanami Road Alliance and associated working groups, with representatives from State, Federal and local government, business, prescribed body corporates and remote communities. This Alliance would engage with stakeholders to identify needs and will take a whole of government and community approach to facilitate the critical infrastructure and services required to support increased freight and visitor numbers into the region with a focus on building local employment and business capability and capacity.

We believe that this approach, with the Shire of Halls Creek, as a lead agency, will ensure alignment of purpose and effort, so that the sealing of the Tanami Road is the catalyst for social, economic environmental and cultural transformation of the Kimberley.

We would welcome the opportunity to brief you on the opportunities presented by the sealing of the Tanami Road and hope that you will look favourably on this request.

Your sincerely

Mr Paul Rosair
Executive Officer
Kimberley Regional Group

6. Financial Report

Item for Noting

Submitted by: Vernon Lawrence, KRG Secretariat

Attachment 18: Kimberley Regional Group Interim Financial Report to 31 May 2025

Purpose

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

In summary

This report presents the Kimberley Regional Group Interim Financial Activity Statement for the period ended 31 May 2025. The report recommends that the Kimberley Regional Group (KRG) receives the Financial Activity Statement.

Background

Previous Considerations

The KRG adopted its annual budget for the 2024/25 Financial year at the meeting on 23 August 2024. At this meeting an interim report relating to the finances for the financial year to 30 June 2024 was approved by the KRG. A revised opening cash position was presented to the KRG at its meeting on 21February 2025 where the surplus was revised up from $67,513 to $80,802 and a cash balance up from $329,989 to $343,278 due to increased interest income.

This report is for the financial activity to 31 May 2025. A report on the full financial year will be tabled at the next meeting of the KRG.

Comment

The Financial Activity Statement presents a current estimated surplus position of $282,946 which is represented by a cash balance held in a Reserve with the Shire of Wyndham East Kimberley. This amount takes into account all costs paid to 31 May 2025, members contributions received and a conservative estimate of interest income amounting to $8,000.

Operating expenses for the year to date total $248,322. This includes project work of $99,837, executive fees of $109,838 and trip expenses of $31,594. The Canberra trip expenses includes a contribution by the KRG for members to attend the Regional Australia Institute Conference and associated expenses for the secretariat to attend meetings. It also includes an amount of $10,490 for members to attend the Developing Northern Australia Conference which will be held in July 2025 in Cairns.

Project expenses for the year to date total $99,837 and comprise the following:

Benchmarking report	$ 6,941
Budget Document to Federal Treasury	$ 1,900
Election Document & Strategy	$17,009

FA Grants	$24,188
Fringe Benefits Tax policy paper	$ 2,000
Community safety	$30,750
Housing Roundtable	$17,500

The budget for the financial year for projects is $50,000. This was determined by estimating the original budget approved for project work of $65,000 less expenses during the 2023/24 financial year of $14,371. The $65,000 was comprised of $20,000 from the original 2023/24 budget plus an amount of $45,000 from reserves.

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

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

CONSULTATION
Nil.

STATUTORY ENVIRONMENT
Local Government Act 1995

Financial Implications

As at the 31 May 2025 the Kimberley Regional Group cash balance is $282,946 which represents the total of the Members interests at this date.

For the period ending 31 May 2025 Expenses of $248,332 were paid against a year to date budget of $209,458. No disbursements have been made against a number of expense items. An amount of $99,837 has been disbursed for Projects against a year to date budget of $45,833. The reasons for the difference have been detailed above. Two projects undertaken did not have a budget allocation but were undertaken with the consent of the members totalling $19,500.

The year to date budget income is $209,458 against actuals of $227,875.

The year to date actual budget deficit is $20,457. This will be funded from an appropriation from the Reserve balance determined at the end of the financial year.

Strategic Implications

Governance Goal – A collaborative group demonstrating strong regional governance:
Effective governance protocols and systems for business efficiency and improved services through collaboration
Secure funding for regional initiatives

Link to Key Pillar/s and Strategies:		**Budget Implications**	
People Place Prosperity **Performance**	**Advocate** Facilitate Partner Fund Promote **Monitor**		
Recommendation/s		**Action(s)**	
The Kimberley Regional Group noted: **1. The Interim Financial Report to 31 May 2025;** **2. The $20,457 year to date budget deficit; and** ***3.*** **The total member interests of $282,946 at 31 May 2025 is represented by cash held in Reserves.**		KRG Secretariat to prepare the draft 2025/26 budget for presentation at the August meeting.	
Moved:	Shire of Derby West Kimberley	**Responsible:**	KRG Secretariat
Seconded:	Shire of Halls Creek	**Due date:**	15 August 2025
Carried:	3/0		

7. Formal Presentations

Item for Discussion

Submitted by: Executive Team

Purpose

To provide a forum for guests to address the KRG on relevant topics.

Attendees

Time	Name	Position	Organisation
12:15 – 12:35pm	Michele Pucci	A/CEO	Kimberley Development Commission
12:45 – 1:00pm	Janine Hatch	Director	RDA Kimberley

Link to Key Pillar/s and Strategies:		Budget Implications
People Place Prosperity Performance	**Advocate** **Facilitate** **Partner** Fund Promote **Monitor**	Nil
Resolution/s		**Action(s)**
For noting		The Executive Officer to keep KRG members informed about any upcoming meetings with politicians. Members to notify the EO if they wish to attend accordingly. The Executive Officer to liaise with the Acting CEO of KDC to discuss progression of the demand data, and their view on the next steps to progress the Kimberley Housing Pipeline in partnership with the WA Government. The Executive Officer to liaise with RDA Kimberley and the DPIRD Deputy Director General, Industry and Economic Development to understand progress of a potential WA government partnership with

	NAIF and/or the establishment a small loans scheme similar to the Northern Territory. The Executive Officer to draft an insurance position paper for KRG, in light of the RDA Kimberley Insurance Review Report. The Executive Officer to write to the Australian Bureau of Statistics reinforcing the importance of the Kimberley Census of Population and Housing pilot and the KRG's support for this new approach.

8. Kimberley Regional Group Land Tenure Reform Position Paper

Item for Decision

Submitted by: Executive Team

Attachment 19 Position Paper Land Tenure Reform, July 2025

Purpose

To approve a Position Paper on Land Tenure Reform.

In summary

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

Background

- As above

Details

- As per the attached Land Tenure Reform Position Paper

Risk

Reputational: That the KRG is not engaged in the reform agenda to unlock the economic potential of land in the Kimberley.

Link to Key Pillar/s and Strategies:		**Budget Implications**	
People **Place** **Prosperity** **Performance** **Advocate** **Facilitate** **Partner** **Fund** **Promote** **Monitor**		Approximately $500 to design and print the position paper.	
Resolution/s		**Action(s)**	
The KRG noted the progress on the Land Tenure Reform Position Paper, July 2025.		The Executive Officer to send the full report to the Commissioner for the Shire of Derby West Kimberley. The Executive Officer to conduct a further review of the paper to ensure that the rights and opportunities of Native Title holders are contained in the document, and that the position put forward is legally robust and practical. The Executive Officer to seek an update from the Kimberley Development Commission on the status of the PBC Capability Building project.	
Moved:	Shire of Wyndham East Kimberley	**Responsible:**	Executive Officer
Seconded:	Shire of Derby West Kimberley	**Due date:**	As appropriate
Carried:	3/0		

Attachment 19: Position Paper Land Tenure Reform, July 2025

POSITION PAPER

Land Tenure Reform July 2025

ABOUT THE KIMBERLEY REGIONAL GROUP

The Kimberley Regional Group (KRG) is an alliance of the four Kimberley Shires, being the Shire of Broome, the Shire of Derby West Kimberley, the Shire of Halls Creek and the Shire of Wyndham East Kimberley. Our Vision is to maintain and enhance the rich diversity and liveability of the Kimberley for its people and the world. Collaboratively the group seeks to drive positive impact across the region through improved social, economic and cultural outcomes. This paper is designed to highlight the issues as known to Local Government at the time of writing and the potential pathways that are supported.

CONTEXT

Over 95 percent of land in the Kimberley is comprised of some form of Crown tenure with over eighty percent of the Kimberley landmass being Unallocated Crown Land (UCL) or land managed under a pastoral lease. Current land tenure arrangements are complex, restrictive, and outdated, limiting the opportunities for Traditional Owners, local government, industry, business and regional stakeholders to unlock the economic, environmental, and social potential of this land. There is a need for land tenure reform that provides a more flexible, transparent, and place-based approach to deliver better land use outcomes. Key issues identified by the Kimberley Regional Group with current land tenure arrangements include -

Unaligned legislation

Responsibility for land tenure sits across multiple state agencies. This includes the Department of Planning, Lands and Heritage (DPLH), the Department of Primary Industries and Regional Development (DPIRD) and the Department of Biodiversity Conservation and Attractions (DBCA). This can make land tenure discussions complex.

For example, the Land Administration Act 1997 (LAA) prioritises land availability and economic use, often without integrating upfront environmental constraints. As a result, land can be allocated under the LAA that later fails or stalls due to environmental concerns raised under the Environmental Protection Act 1986 (EP Act). Also, there are inconsistencies in the clearing of native vegetation between these two acts. Section 51C of the EP Act makes it an offence to clear native vegetation without a permit, unless the clearing is exempt under specific provisions. This applies universally, including on pastoral leases. This leads to a dual regulatory burden as even if a pastoral lessee obtains a diversification permit under the LAA, they must secure a separate clearing permit under the EP Act.

Also, there are inconsistencies between State and Federal legislation. This creates overlapping interests and regulatory uncertainty, making navigating government approvals both complex and time consuming. The LAA treats Crown land as a blank slate for development or allocation, while the Native Title Act requires that any such action must not extinguish or impair native title unless done through formal processes. This leads to legal uncertainty and tension between state planning interests and Indigenous rights.

Also, there is a lack of alignment on how the term 'pastoral purposes' in Section 93 of the LAA relates to and align with the 'primary production' definition in the Commonwealth Native Title Amendment Act 1998; particularly s24GA and s24GB which allow for low-impact primary production activities on non-exclusive agricultural and pastoral leases without constituting a future act that impairs native title, provided certain conditions are met.

An amendment of the definition and application of "pastoral purposes" under Section 93 of the

LAA to align with the scope of "primary production activities" permitted under Section 24GA of the Native Title Act 1993 would enable a broader range of sustainable, low-impact land uses on pastoral leases without triggering tenure change or Indigenous Land Use Agreements (ILUAs), whilst remaining consistent with the protection of Native Title rights. This would remove regulatory duplication, support diversification across the pastoral estate, and empower Traditional Owner leaseholders to pursue economic, cultural, and ecological aspirations.

Rigid Pastoral Lease Conditions

While pastoral leases are administered under the LAA, there are internal contradictions, outdated assumptions, and rigid structures that hinder the full and flexible use of pastoral land.

The LAA's restriction of leases to "pastoral purposes" is defined as: a) the commercial grazing of livestock such as sheep, cattle and goats on native vegetation b) agricultural, horticultural or other supplementary uses of land inseparable from, essential to, or normally carried out in conjunction with the grazing of authorized stock, including the production of stock feed and (c) activities ancillary to the activities mentioned in paragraphs (a) and (b)[1]. This definition is narrow, conditional and inhibits diversification including use of the land use for purposes such as carbon farming, eco and cultural tourism, bush foods and native species horticulture, renewable energy projects or for conservation purposes.

If a proponent wishes to diversify a pastoral lease, there are two avenues – either a Diversification Permit or through the negotiation of long-term leasehold changes or freehold title. Changing the use or tenure often requires complex and time-consuming processes. It is unclear whether under Division 5 of the Land Administration Act 1997 diversification permits are necessary for 'agricultural, horticultural or other supplementary uses of land inseparable from, essential to, or normally carried out in conjunction with the grazing of authorised stock, including the production of stock feed; and activities ancillary' – particularly given that the need for permits for activities that form part of accepted pastoral practices which would seem to align with the intent of the lease agreement. So, whether a diversification permit is required often hinges on the interpretation of the Pastoral Lands Board on a case-by-case basis.

Inactive and Poorly Managed Unallocated Crown Land

Under the LAA Unallocated Crown Land means Crown land — (a) in which no interest is known to exist, but in which native title within the meaning of the Native Title Act 1993 of the Commonwealth may or may not exist; and (b) which is not reserved, declared or otherwise dedicated under this Act or any other written law; unmanaged reserve means reserve the care, control and management of which are not placed with a management body[2].

There are key risks to local government with the current management of Unallocated Crown Land (UCL). UCL is often adjacent to or interspersed between communities, town reserves, and leasehold land, creating land use fragmentation and conflicts. The lack of coordinated tenure planning between government increases risks of duplication or neglect. This leads to local government often bearing a de facto responsibility for managing the impacts of illegal dumping, fires, and trespass.

Also, UCL cannot be developed or rezoned without State Government agreement which can be slow or unresponsive. This impedes the ability of local government' and local communities to address community needs such as housing shortages, or support local enterprise,

[1] https://www.wa.gov.au/organisation/department-of-planning-lands-and-heritage/pastoral-land-and-leases

[2] https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrcmp_42740.pdf/$FILE/Land%20Administration%20Act%201997%20Compare%20%5B07-c0-04%5D%20-%20%5B07-d0-00%5D.pdf?OpenElement

especially in areas where land availability is constrained. Despite recognition of Native Title, there is no streamlined pathway to transfer or co-manage UCL or leases for Indigenous-led outcomes.

Tenure Uncertainty and Investor Risk
Land tenure complexity can deter investment in housing, tourism, and other enterprises. Due to regulator inconsistency and the involvement of multiple agencies. Native Title, heritage, and planning overlays are often poorly integrated with tenure processes, causing delays and missed opportunities for new investment.

OBJECTIVES

A new land tenure framework that achieves the following objectives:

- Navigability – processes that can be navigated by small-scale project proponents who lack specialist knowledge.
- Preservation of rights – supporting the retention of rights of Traditional Owners and improved process for the negotiation for benefits from land use.
- Improved certainty – process that provides business, industry and investors with improved certainty about their rights and obligations to allow them to strategically manage their investment decisions.
- A reduced regulatory burden – statutory alignment of legislation
- Acceleration –processes that are responsive and flexible enough for time-sensitive projects to achieve certainty regarding tenure to secure investment commitments at the time when they are most lucrative.
- Industry development – processes that facilitate appropriate industry development and diversification in the Kimberley, particularly in the agricultural and tourism industries.
- Outcomes focus – support the development of projects that have beneficial outcomes for all parties i.e. the State, industry, Traditional Owners, environment and the broader community.
- Structured negotiation – support all parties in effective negotiation through the provision of a structured process and provision of tools and templates.
- Procedural remedy – that stalled negotiation can be adjudicated by an independent body to allow for resolution.
- Procedural fairness – that the process gives all parties involved access to a fair and proper process when having their position considered.

GUIDING PRINCIPLES

Land tenure reform that -

- improves the sustainability and viability of pastoral leases
- delivers economic and social benefits to Traditional Owners and local communities
- supports positive environmental outcomes
- supports place based economic and social development.

POLICY PRIORITIES

Kimberley Tenure Reform Pilot

That a regional tenure reform model is piloted in the Kimberley to trial new models of land use and tenure security in the Kimberley that:

- Aligns with the WA Government's Aboriginal Empowerment Strategy.
- Delivers real land access for housing, enterprise, and conservation.
- Is co-designed with Traditional Owners, local government, and State agencies.
- Reduced land management risks to local government.

Diversification of Pastoral Leases

- Interpret or reform the application of "pastoral purposes" under s93 of the LAA to align more closely with the broader definition of "primary production" under s24GA of the Native Title Act .
- Introduce a diversified lease category or broaden the definition of "pastoral purposes" to encompass land-based enterprises compatible with sustainable land management such as carbon sequestration, cultural tourism, conservation, bush foods, and renewable energy projects.
- Develop Model codes of accepted pastoral practices that reflect modern land use trends and Traditional Owner aspirations.
- Provide clear pathways for leaseholders and Traditional Owners to convert leases to freehold, leasehold alternatives, or joint management models.

Activation of Unallocated Crown Land

- A clear definition of the statutory responsibilities for maintenance, public safety, and liability associated with UCL, including delineation of duties between the State and local government.
- Targeted resourcing and administrative support to local governments expected to assume responsibilities for UCL management or tenure conversion.
- Audit and identify strategic parcels of UCL int eh Kimberley for transfer to Traditional Owners, local governments, or conservation estates.
- Establishment of delegated authority or local tenure management frameworks to allow faster, place-based decisions on UCL activation for public benefit.

Streamlined Tenure Pathways

- Creation of a single-entry "regional tenure office" or liaison function to simplify applications, resolve overlaps, and provide certainty.
- Use tenure mapping tools and cross-agency working groups to identify priorities and reduce duplication.

Resource Local Governments and Aboriginal Corporations for Land Activation

- Provide investment and capacity support for local governments and Prescribed Body Corporates to manage, plan for, and activate tenure reform opportunities

9. GrantGuru Proposal

Item for Discussion

Submitted by: Executive Team

Purpose

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

In summary

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



Background

GrantGuru is a specialist grants database and portal platform designed to help councils, regional organisations, businesses, and community stakeholders identify available government and philanthropic funding opportunities. It offers tailored access to thousands of funding programs, including real-time updates and filtering tools suited to specific user profiles. For councils, it can also provide administrative support tools, engagement insights, and usage reporting.

In discussions with the Shire of Halls Creek regarding grant funding opportunities, Phil Gibson, Manager Partnerships – Government at GrantGuru, became aware of the Kimberley Regional Group (KRG). Given GrantGuru's experience in providing regional portals for RDAs and similar organisations, he subsequently contacted the KRG executive team to propose the establishment of a regional grants portal for the Kimberley.

Details

GrantGuru have provided a proposal for the Kimberley Regional Group (KRG) to participate in a regional subscription to a Kimberley-wide GrantGuru portal. This portal would enable participating councils to:

- Source external grants for local government initiatives.
- Support local businesses and community groups in identifying funding opportunities beyond what councils can directly provide. The portal offers them access to the same breadth of grant opportunities available to local governments, with the added benefit of tailored notifications. This replaces the need for councils to direct stakeholders to multiple external sites—some of which may require paid access—by providing a central, no-cost resource for the community.

The offering includes:

- A shared regional GrantGuru portal, with participating councils linked via their own websites.
- Monthly usage reports showing registrations and search activity, including data on residents by local government area.
- An annual report (also available monthly) offering insights into user interests, grant searches, and engagement with educational content.

Examples of existing free regional portals in WA include:

- RDA Wheatbelt / Mid-West & Gascoyne: Funding webpage - Regional Development Australia Wheatbelt, Regional portal link - RDA WA Funding and Grants Hub
- RDA Pilbara: Funding webpage - GRANT HUB | RDA Pilbara, Regional portal link - RDA Pilbara Grants Hub
- Great Southern Development Commission: Funding webpage - Grants Hub - GSDC, Portal link - GSDC Grants Hub
- RDA Kimberley – list current grants and funding opportunities on their website https://www.rdakimberley.com.au/grants/find-a-grant.

The WA Government has a free portal GrantConnect with provides centralised publication of forecast and current Australian grant opportunities. https://www.grants.gov.au. Also, they have a free Community Grants Hub where you can subscribe for daily updates on government grants.

In addition to Grant Guru, there are a number of other Australian commercial products on the market to assist local government and non-government agencies find grants. This includes the Grants Hub which has a Team subscription for $912 per annum with 10 user accounts. https://www.thegrantshub.com.au/. This is good for local governments use, but could not be extrapolated to community groups for use.

Grant Guru Pricing and Participation

A 20% discount has been applied to the regional portal subscription. The proposed contributions for each KRG member council, allocated as per population, are as follows (all ex-GST):

- Shire of Broome: $2,200
- Shire of Derby–West Kimberley: $2,200
- Shire of Wyndham–East Kimberley: $2,200
- Shire of Halls Creek: $800

Or, alternatively, the KRG could pay a total Regional Subscription (Annual): $7,400 (ex-GST).

Implementation and Support

- GrantGuru will coordinate the initial set-up through a draft portal for approval.
- Councils receive guidance and templates for launch communications.
- Comprehensive training is included for nominated staff.
- Councils are encouraged to promote the portal through their websites and community channels.
- Participating councils can be recognised on a shared 'Contributors' page within the portal.

Risk

Reputational: If the portal is not well understood or expectations are not managed (e.g. it does not assist in writing or winning grants), councils or community users may express dissatisfaction.
Financial: Annual costs may become burdensome. Also, no cost comparison has been undertaken to determine if this product is competitive or good value for money.
Strategic: If councils do not actively promote or embed the portal into their grant-seeking strategies, usage may remain minimal.

Link to Key Pillar/s and Strategies:		**Budget Implications**	
People **Place** **Prosperity** **Performance**	**Advocate** **Facilitate** **Partner** **Fund** **Promote** **Monitor**	$0- $7,400 plus GST dependent on discussions	
Resolution/s		**Action(s)**	
That the KRG **1. Does not progress an annual GrantGuru regional subscription for $7,400 (ex-GST); and** **2. Explores the possibility of a single regional subscription for $2200 if a link can be made available for community groups to access GrantGuru on the KRG Website.**		The Executive Officer to discuss with GrantGuru the possibility of a subscription ($2,200) for the KRG, and the KRG adding a link on the KRG website for use by community groups. Individual Shires to progress discussions with GrantGuru independently.	
Moved:	Shire of Wyndham East Kimberley	**Responsible:**	Executive Officer / Individual Shires
Seconded:	Shire of Halls Creek	**Due date:**	As appropriate
Carried:	3/0		

10. WALGA Position – Native Clearing Regulations Advocacy Position

Item for Discussion

Submitted by: Executive Team

Purpose

To discuss WALGA's response to the Kimberley Regional Group's Advocacy Response on Native Clearing Regulations Advocacy Position.

In summary

- WALGA has updated int Advocacy Position on the Native Clearing Regulations.
- The KRG provided a submission to the advocacy position.
- The KRG was advised at the June WALGA Zone Meeting that the issues raised in the KRG submission in relation to the extraction of gravel were not supported by WALGA, so they have not been incorporated into the WALGA Advocacy Position.

Background

- Access to gravel is a critical issue for Kimberley local governments.

Details

The following is a summary of the KRG submission and the WALGA response to the KRG Submission .

Zone Resolution	WALGA Response
Supports the WALGA recommendation on item 8.3 Native Vegetation Clearing regulations advocacy position and provides an additional Zone resolution to be added to the recommendation as per the following That the Kimberley Regional Group of Councils resolves and submits to State Council: In accordance with its submission *"Clearing Legislation Review"* to WALGA on 18 December 2024, that the State Government: **Provides Legislative Clarity and Consistency** The Western Australian Government undertake a review to resolve the current inconsistencies and overlaps between the *Land Administration Act 1997*, *Environmental Protection Act 1986*, and	SECRETARIAT COMMENT The Kimberley Country Zone prepared a paper, which informed its recommendation and that was considered by WALGA in developing the Avocacy Position. Point 1 – The proposed Advocacy Position includes WALGA calls on the Western Australian Government, in consultation with Local Government, to undertake legislative and policy reform to improve the effectiveness, efficiency and transparency of the regulatory system for clearing native vegetation in Western Australia. This aligns with the Kimberley Zone recommendation in relation to having clarity and consistency of regulation.

the *Local Government Act 1995*, particularly where these relate to the clearing of native vegetation and the delivery of public works by local governments. **Enables Streamlined Gravel Extraction for Public Works** The *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* be amended to include an explicit exemption from the requirement for a clearing permit for the extraction of gravel and other basic raw materials from Crown and private land (including in environmentally sensitive areas - in accordance with standard remediation practices), where such materials are required for public works purposes -including road construction, repair, and maintenance - aligning this exemption with the intent and powers already granted under "written law" in the *Land Administration Act 1997* and the *Local Government Act 1995*. **Provides for Safety Exemptions in Environmentally Sensitive Areas (ESAs)** That the existing clearing permit exemptions under the *Environmental Protection Act 1986* for safety-related activities - such as emergency access, hazard reduction, and bushfire management - be clarified and extended to apply within Environmentally Sensitive Areas (ESAs), ensuring that essential public safety and emergency response actions are not impeded by regulatory constraints.	WALGA sought clarification from the Department of Water and Environmental Regulation (DWER) regarding whether Local Governments require a clearing permit if extracting gravel under the provisions of the Land Administration or Local Government Act. The Department confirmed that Local Government do need to apply for a clearing permit and the two pieces of legislation give the Local Government the ability to access the gravel but not authorisation to clear native vegetation in order to access it. There is no exemption under Schedule 6 or the Clearing Regulations for the purpose of gravel extraction. No change to the draft Advocacy Position has been made. Point 2 – For Local Government approximately 2% of Referrals and 5% of Clearing Permits relate to extractive activities, such as gravel pits. In the metropolitan and peri-urban areas, gravel requirements are frequently met by purchasing material from commercial suppliers, rather than the Local Governments own gravel pits. However, in regional areas Local Governments generally source gravel and manage pits and so have to be cognisant of a range of legislation and approvals process including both Environmental (State and Commonwealth) and Aboriginal Heritage. As noted, the provisions in the Local Government Act 1995 and Land Administration Act 1997 do not overrule other legislative requirements and it is not the intent for these Acts to do so. No change has been made to the Draft Advocacy Position. Point 3 – Environmentally sensitive areas (ESAs) are classes or areas of native vegetation where the exemptions for clearing vegetation under the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 do not apply. However, for clearing assessed and authorised under other statutory processes set out in Schedule 6 of the EP Act a clearing permit is not required, even if it is within an ESA. This exemption includes clearing required under other laws (such as the Land Administration Act 1997, Bush Fires Act 1954 and Fire Brigades Act 1942). It also includes clearing for fire prevention and control on Crown land. As this issue is covered by current exemptions, no change has been made to the draft Advocacy Position.

Risk

Financial – The high cost of purchasing gravel in the Kimberley
Reputational – If Kimberley Councils do not protect native vegetation.

Link to Key Pillar/s and Strategies:		**Budget Implications**	
People **Place** **Prosperity** **Performance** **Advocate** **Facilitate** **Partner** **Fund** **Promote** **Monitor**		Nil	
Resolution/s		**Action(s)**	
That the KRG look at current and future opportunities to advocate for change in line with the KRG advocacy position to Native Clearing Regulations.		The Executive Officer to contact the State Government to confirm if the submission timeframe is still open. The Executive Officer to explore the possibility of making a direct submission to the State's Native Clearing Regulations Review.	
Moved:	Shire of Halls Creek	**Responsible:**	Executive Officer
Seconded:	Shire of Derby West Kimberley	**Due date:**	As appropriate
Carried:	3/0		

11. Kimberley Housing Pipeline

Item for Noting

Submitted by: Executive Team

Attachment 20 Kimberley Housing Pipeline Summary July 2025

Purpose

To provide an update on the Kimberley Housing Pipeline Project.

In summary

- The Kimberley Housing Pipeline, a co-ordinated package of works across the Kimberley, is an outcome of the Housing Roundtable held in Broome on the 29th July 2024.
- Housing Australia requested an indicative list of shovel ready Kimberley projects which was provided to them in September 2024
- The project pipeline has been updated to reflect the state election commitment for the Kununurra Water Lily Place and a large project in Fitzroy Crossing by Leedal Pty Ltd.
- The next step is understanding the project schedule and cashflow required across the projects. To that end, a template seeking project time-frame information was sent to Councils seeking project information.
- A submission is in development that includes the context for the pipeline, housing data, a project schedule and cashflow, project governance, risk management and a sample of business cases. Feedback from Housing Australia and the WA Housing Supply Unit is that there is a need for demand data to be included in the submission including projected population growth scenarios and how this informs housing demand.
- After discussion with the Kimberley Development Commission (KDC) at the April KRG meeting, a Scope of Works was prepared to develop this demand data.
- The Scope of Works was provided to the KDC and RDA Kimberley for input. The KDC have advised that they will manage this project, wrapping the scope of works for demand data into an update of their Kimberley Residential Housing and Land Snapshot 2023.

Background

- As above

Details

- As above

Risk

- **Reputational**: If there are no outcomes from the Kimberley Housing Roundtable
- **Financial:** If opportunity to capitalize on government housing investment is not realized

Link to Key Pillar/s and Strategies:		**Budget Implications**	
People **Place** **Prosperity** **Performance**	**Advocate** **Facilitate** **Partner** **Fund** **Promote** **Monitor**	Nil	
Resolution/s		**Action(s)**	
The KRG noted progress of the Kimberley Housing Pipeline Project.		The Executive Officer to brief the Commissioner Shire of Derby West Kimberley on the work done to date on housing. The Executive Officer provide information on the level of government subsidy required to unlock housing investment in the Kimberley Councils to provide their project timeframes and cashflow requirements to the Executive Officer. The Executive Officer to liaise with the Acting CEO of KDC to discuss progression of the demand data, and their view on the next steps to progress the Kimberley Housing Pipeline in partnership with the WA Government.	
Moved:	Shire of Halls Creek	**Responsible:**	Executive Team / KRG Members
Seconded:	Shire of Wyndham East Kimberley	**Due date:**	As appropriate
Carried:	3/0		

Kimberley Regional Group: Minutes 3 July 2025

Attachment 20: Kimberley Housing Pipeline Summary July 2025

Indicative Kimberley Housing Pipeline by Town July 2025

Proponent	Project	Lots	Homes	Project Status	Proponent Contribution	Investment sought Lots	Investment sought Homes
Broome							
Shire of Broome	Sanctuary Village – affordable homes	0	91	Shovel ready	$7.6M		$ 25,000,000.00
Shire of Broome	McMahon Estate – 120 Affordable/Social/Private	120	48	Subdivision, headworks and 48 affordable and key worker homes	Brokering Land		$ 36,200,000.00
Shire of Broome	Key worker housing	0	14	Shovel ready	$3.5M		$ 8,600,000.00
Nyamba Buru Yawuru	Birragun Buru Estate Stage 2	0	12	Shovel ready	Land		$ 7,000,000.00
Nyamba Buru Yawuru	Lot 502 Gubinge Road	750	0	Planning and headworks	Land	$ 15,000,000.00	$ -
Nyamba Buru Yawuru	Specialist Disability Accommodation	0	10	Shovel ready	Land		$ 6,500,000.00
Derby and Fitzroy Crossing							
Shire of Derby West Kimberley	Service Worker Units	0	30	Planning and construction	Brokering Land		$ 25,000,000.00
Leedal Pty Ltd	33 Forrest Road Fitzroy Crossing - 4x staff homes, 47 key worker homes - 32 x 1 bedroom & 15 x 2 bedroom	0	51	Planning phase	Land		$ 35,528,000.00
Halls Creek							
Shire of Halls Creek	Stage one infill social housing		30	Shovel ready	Brokering Land		$ 30,000,000.00
Shire of Halls Creek	Affordable rentals - staff		9	Shovel ready	Land		$ 8,500,000.00
Shire of Halls Creek	New land release – Social, affordable, for purchase	80	0	Planning and Headworks	Brokering land	$ 40,000,000.00	$ -
Kimberley Language Resource Centre	Affordable rentals - staff	0	4	Shovel ready	Land		$ 3,600,000.00
Yarliyil Arts Centre	Affordable rentals - staff	0	2	Planning and construction	Land		$ 3,000,000.00
Jungarni Jutiya	Affordable rentals -staff	0	3	Planning and construction	Land		$ 3,500,000.00
Kununurra							
Shire of Wyndham East Kimberley	Crossing Falls - 10 x 1.8Ha rural residential blocks for sale	10	0	Planning	$152K - income generated through land sale	$ 220,000.00	
Wunan Aboriginal Corporation	Bloodwood Drive- affordable homes	0	42	Planning and construction	Land		$ 24,700,000.00
TOTAL		**960**	**346**			**$ 55,220,000.00**	**$ 217,128,000.00**
TOTAL	**$ 272,348,000.00**						
Investment sought							
Cost per home	**$ 627,537.57**						
Cost per lot	**$ 57,520.83**						

12. State Budget Implications

Item for Noting

Submitted by: Executive Team

Purpose

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

In summary

- The 2025–26 WA State Budget has been reviewed against the KRG's submission *Unlocking the Rich Diversity & Liveability of the Kimberley*.
- Several people-focused priorities received funding, including housing, health, education, youth services, and community safety.
- Key infrastructure proposals—such as the Broome Boating Facility, regional airports, and cultural/tourism centres—were not funded.
- A number of initiatives were funded outside of the KRG submission, potentially as a result of direct advocacy by individual Shires.
- Some unfunded projects were not shovel-ready or are more suited to future Federal or multi-year funding pathways.
- The analysis informs continued advocacy efforts and highlights the need for priority projects to be investment-ready.

Background

The Kimberley Regional Group developed and widely circulated a detailed budget submission titled *Unlocking the Rich Diversity & Liveability of the Kimberley: Federal and State Budget Submission*. This document outlined strategic projects and investment priorities across housing, infrastructure, community safety, tourism, economic development, and climate resilience. It was formally provided to Ministers and Heads of Departments and was followed by targeted meetings and advocacy efforts throughout 2024 and early 2025.

The submission sought to align Kimberley priorities with State and Federal policy frameworks and deliver on Closing the Gap targets, regional economic diversification, and infrastructure resilience.

Details

A comparison of the budget "asks" outlined in the Kimberley Regional Group's submission *Unlocking the Rich Diversity & Liveability of the Kimberley* and the deliverables in the 2025–26 WA State Budget is tabled below. It should be noted that some of the listed projects were targeted more appropriately for Federal Government funding, while others were still in early stages of development and not yet shovel ready. It is also acknowledged that budget constraints and competing State priorities mean not all regional proposals could be funded in this cycle.

Nonetheless, the table provides a useful overview of alignment between KRG's priorities and current government investment, and highlights opportunities for continued advocacy and refinement of future project proposals.

Shire	KRG Submission Project	Funding Status	Comments / Budget Item
Broome	Kimberley Housing Pipeline (multiple projects)	Partially funded	Several Broome-specific projects listed, but no dedicated line-item in budget. Some support via GROH and Keystart.
	Broome Recreation and Aquatic Centre	Not funded	$21.4M requested – no line-item.
	Broome Boating Facility	Not funded	$42M requested – not funded; separate $500K cruise terminal business case funded.
Derby–West Kimberley	Fitzroy Crossing Multipurpose Evacuation Centre	✅ Funded	$10M funded.
	Derby Wharf Masterplan and Redevelopment	✅ Partially funded	$1.5M funded for barge landing at Derby Port (vs $2M masterplan request).
	Fitzroy Crossing Airport and Access Road	Not funded	$30M requested – not funded.
Halls Creek	Civic and Cultural Centre / Evacuation Facility	Not funded	$50M requested – not funded.
	Halls Creek Splash Pad	✅ Funded	$4M allocated.
	Halls Creek Old Town Eco Tourist Park	Not funded	$20M requested – not funded.
	Halls Creek Airport Upgrade & Aviation Expansion	Not funded	$60M requested – not funded.
	Halls Creek Rec Centre & Oval Upgrade	Not funded	$30M requested – not funded.
	Tanami Road Activation & Business Park	Not funded	$140M total request ($70M road activation, $70M business park) – not funded.
Wyndham–East Kimberley	Welcome to WA Centre (Kununurra)	Not funded	$30M requested – not funded.
	East Kimberley Regional Airport new arrivals terminal	Not funded	$20M requested – not funded.
	Wyndham Splash Park	Not funded	$3M requested – not funded.
Regional	Kimberley Housing Pipeline (311 homes, 950 lots)	Partially funded	Includes $5M Water Lily Place (Kununurra); $5.3M enabling infrastructure; $103.8M GROH program; $25M Regional Housing Support Fund.
	Community Safety and Crime Prevention Package ($51.4M)	Partially funded	Select items funded: CCTV, Night Spaces, PCYC, Safe at Home (Broome), etc.

Shire	KRG Submission Project	Funding Status	Comments / Budget Item
	Regional Resource Recovery Park (Broome-based, regional impact)	Not funded	$21.8M requested – not funded.

A number of initiatives were funded in the 2025–26 WA State Budget that were not specifically requested in the *Unlocking the Rich Diversity & Liveability of the Kimberley* submission, but may have been advocated for directly by individual Shires or through other forums. These include:

Shire	Initiative	Value	Comment
Broome	Janyba Centre for Culture, Story and Arts	$500K	New cultural tourism asset.
	Cruise terminal business case (Port of Broome)	$500K	Supports marine tourism growth.
	Housing for Water Corporation employees	$13.7M (statewide share)	Includes Broome-specific staff housing.
	Broome Sobering Up Centre	$829K	Targeted AOD and justice response.
	Broome Withdrawal Service (planning)	$2M	Mental health and substance use planning.
	Broome Senior High upgrades	$4.4M	Continues prior investment.
	Broome Turf Club upgrades	$2.6M	Via Regional Racing Fund.
Derby–West Kimberley	Derby Wellness Centre	$8.8M	New health infrastructure.
	CCTV cameras (Derby, Fitzroy Crossing)	Included in $2.3M	Statewide initiative with local installs.
	Marra Worra Worra Night Place Youth Hub (Fitzroy Crossing)	$3M	Basketball court and facility upgrades.
	Fitzroy Crossing dialysis unit (continuing)	$8.7M	Doubles capacity.
	Fitzroy Turf Club upgrades	Included in Racing Fund	Not explicitly listed but likely minor share.
Halls Creek	Halls Creek Splash Pad	$4M	Fully funded KRG priority.
	CCTV and financial counselling	Included in relevant allocations	For towns including Halls Creek.
Wyndham–East Kimberley	Wyndham Port upgrade – First Point of Entry	$14M	Strategic regional infrastructure.
	Kununurra CCTV and financial counselling	Included in relevant allocations	Part of broader safety and wellbeing measures.

Shire	Initiative	Value	Comment
	Kununurra Night Space	$5.9M	Youth engagement and safety.
	Kununurra Race Club upgrades	$45K	Minor works via Regional Racing Fund.
Regional	Aboriginal Ranger Program expansion	$20M	Broad regional applicability.
	Cost of Living – Regional Pensioner Travel Card uplift	$25.7M	All regions, including Kimberley.
	Residential Battery Scheme (Horizon Power regions)	$337M (statewide)	Kimberley eligible for up to $7.5K + no-interest loan.
	Regional Airfare Cap (continuing)	Ongoing	$299 cap for Broome & Kununurra to Perth.
	Safe at Home expansion to Broome	$11.5M (statewide)	Family violence support.
	GP ASK, Virtual CAMHS Hub, PATS increase	$8.2M–$18.5M range	Accessible to Kimberley residents.
	Fee-free regional TAFE, canteen grants, Before & After School Care	~$100M+ combined	Includes new courses and supports for Kimberley schools.
	School of Isolated & Distance Education, Breakfast Program	$30.3M and $28M	Enhancing rural and remote education access.

The budget demonstrates a focus on people-centred investment—particularly in housing, health, education, and community safety which have been key issues for the Kimberley. These are foundational to long-term regional wellbeing and are welcomed. However, there are some major infrastructure exclusions, suggesting a need for continued advocacy at both State and Federal Government.

Risk

Reputational: If projects are not sufficiently advanced or investment-ready, the Kimberley Regional Group may be perceived as unprepared or lacking in delivery capability in future budget cycles.
Financial: Projects not funded in this budget cycle may face increased delivery costs in future due to inflation, cost escalation or environmental events.

Link to Key Pillar/s and Strategies:		Budget Implications	
People **Place** **Prosperity** **Performance** **Advocate** **Facilitate** **Partner** **Fund** **Promote** **Monitor**		Nil	
Resolution/s		Action(s)	
The KRG noted the information regarding the State Budget announcement		TBD	
Moved:	Shire of Derby West Kimberley	Responsible:	
Seconded:	Shire of Halls Creek	Due date:	As appropriate
Carried:	3/0		

13. Developing Northern Australia Conference

Item for Noting

Submitted by: Executive Team

Purpose

To provide an update on the 2025 Developing Northern Australia Conference from the 22-24 July 2025 in Cairns, QLD.

In summary

- The Executive Officer has worked closely with the DNA Conference Manager to secure a bespoke partnership package. This includes a reduced three-day delegate registration for two representatives from each KRG member Shire.
- Regional Development Australia Kimberley have joined in on the partnership package and will be sending a number of delegates to the conference.
- **Delegate Confirmation Status:** Derby is to confirm two delegates, and Halls Creek is to confirm one delegate.
- The KRG logo is displayed on the DNA website (https://northaust.org.au/) under the *Alliances Partnership* section, with a hyperlink directing users to the KRG website.
- A full-page advertisement promoting the KRG has been included in the official conference handbook.
- The Executive Officer and the KRG Secretary and CEO, Shire of Wyndham East Kimberley will deliver a 20-minute presentation focused on the formation and operation of the KRG, highlighting its role in influencing both state and federal policy.
- On 22 April, members were emailed details regarding accommodation arrangements. This correspondence included a spreadsheet to be completed and returned to conference@northaust.org.au.
- A separate email was sent on 5 May asking whether two delegates from each Shire would like to attend the conference dinner scheduled for Wednesday, 23 July 2025 (Day Two of the conference). Event details are provided below:

Conference Dinner Details
Location: The Tanks Arts Centre, 46 Collins Avenue, Edge Hill
Date: Wednesday, 23 July 2025
Time: 5:45pm – 9:30pm
Cost: $249.00 (incl. GST)
Inclusions: Canapés on arrival, three-course dinner, three-hour beverage package, and live entertainment

Background

As above.

Link to Key Pillar/s and Strategies:		**Budget Implications**	
People Place Prosperity **Performance**	**Advocate** **Facilitate** **Partner** Fund **Promote** Monitor		
Resolution/s		**Action(s)**	
The KRG: **1. Noted that each Shire is required to arrange their own accommodation using the spreadsheet previously provided.** **2. Noted that members are to advise the Executive Team if they wish to attend the Conference Dinner as soon as possible.** **3. Confirmed the number of delegates attending from the Shire of Halls Creek.**		The Executive Officer and KRG Secretariat to finalise the KRG Presentation for the Developing Northern Australia Conference.	
Moved:	Shire of Halls Creek	**Responsible:**	Executive Officer / KRG Secretariat
Seconded:	Shire of Wyndham East Kimberley	**Due date:**	22 July 2025
Carried:	3/0		

14. Government Forum

Item for Noting

Submitted by: Executive Team

Purpose

To advise the members of the agenda, speakers and proposed speaking points, and other notable attendees for the Government Forum.

In summary

- The KRG and RCAWA will co-host the 2025 Government Forum, continuing their joint effort from previous years to engage across all levels of government.
- The revised format includes fewer speakers and a networking session after formal presentations to allow more meaningful engagement.
- The theme is *"Growing the Regions – the role of Local Government"*, with confirmed speakers from Federal and State Government, WALGA, and the KRG.
- Speaker briefs and an attendee list have been provided to members as part of their information packs.

Background

The KRG has partnered with the Regional Capitals Alliance of WA (RCAWA) over the past two years to deliver a Government Forum, attracting high-level participation from Federal, State, and Local Government, including Ministers, Director Generals, Executive Directors, and agency representatives. Following the 2024 Forum, it was agreed to continue the event in 2025 with a revised structure: reducing the number of speakers to allow more depth of discussion and moving the networking component to follow the formal presentations—enabling more time for engagement and questions.

Details

The theme of the Forum is "Growing the Regions – the role of Local Government". The agenda for the Forum is as follows:

3:00 – 4:30 Government Forum,
4:30 – 6:00 Networking and Refreshments

3.00 - 3:05 Mayor Alison Xamon, City of Vincent: Welcome to City of Vincent and Acknowledgement of Country
3:05 - 3:10 RCAWA Chair, Jaysen De San Miguel: Welcome to the forum and launch of 2025 MACWA Awards

Federal Government

3:10 – 3:30 Hon. Patrick Gorman MP Assistant Minister to the Prime Minister, Assistant Minister for the Public Service, Assistant Minister for Employment and Workplace Relations:

"Future made in Australia" and the Federal Government's Agenda for Regional Development.

State Government

3:30 - 3:50 Hon. Stephen Dawson MLC Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley and representing the Premier of Western Australia.

Regional Development in Focus: The Role of Ministers and Local Government in Building Stronger Communities

Local Government

3:50- 4:10 Karen Chappel, President Western Australian Local Government Association (WALGA)

The Power of Local: Strengthening Regional Communities Through Local Government Leadership

4:10 – 4:25 Candy Choo, CEO Local Government Professionals Inc

Direction and Opportunities for Local Government Professionals

4:25 – 4:30 KRG Chair, David Menzel: Acknowledgments, vote of thanks and invitation for everyone to stay for informal networking

4:30 – 6:00 Informal networking and refreshments

Speakers were provided suggested speaking points, along with logistics information. These were also distributed to KRG members as part of their information pack, which also includes a list of departmental representatives and other attendees.

6.15 Dinner Le Vivant, 489 Beaufort St, Highgate WA 6003,

Risk

Reputational: Ability to hold a forum with meaningful outcomes, attended by high profile, key stakeholders

Link to Key Pillar/s and Strategies:		Budget Implications	
People Place Prosperity Performance	Advocate Facilitate Partner Fund Promote Monitor	TBD	
Resolution/s		**Action(s)**	
The KRG noted the information regarding the Government Forum.		Nil	
Moved:	Shire of Halls Creek	**Responsible:**	
Seconded:	Shire of Derby West Kimberley	**Due date:**	As appropriate
Carried:	3/0		

15. Election Strategy Update

Item for Noting

Submitted by: Executive Team

Purpose

To provide an update on the outcomes of the Kimberley Regional Group State Election Strategy and to provide an update on the Federal government election strategy.

In summary

- The KRG endorsed an election strategy in November 2023 with the aim of gaining election commitments for investment in Kimberley infrastructure and services.
- Up to $7,600 was allocated by the KRG towards this strategy.
- An Election Advocacy, Communications and Engagement Plan was endorsed in June 2024.
- Stakeholder engagement was discussed at the KRG October 2024 workshop.
- A State and Federal Budget Submission was developed and used to drive election advocacy.
- A number of requests in our budget submission have been funded in the WA post-election budget which was handed down on the 19 June 2025.

Background

The overall aim of the election strategy was to obtain election commitments from major parties for new investment in the Kimberley. To do this an advocacy and communications strategy was adopted to drive the activities to deliver the commitments.

Details

Election Strategy Outcomes

$80.502M – WA government election commitments

- Whole of Kimberley - Total $23.997M
- Shire of Derby West Kimberley - $24.260M
- Shire of Broome - $16.070M
- Shire of Wyndham East Kimberley - $12.665M
- Shire of Halls Creek - $4.115M

The following projects which are in the KRG Investment Prospectus, and the Election Submission have been funded.

Project	Funded/Commitment
Wyndham Boat Launching Facility	Federal funding
Walmanyjum Cable Beach Foreshore Redevelopment	State funding
Fitzroy Eastern Flood and Fire Resilience Hub	Federal funding
$19.6M - Wyndham Multi-Purpose Community Hub in East Kimberley,	Federal
$13.2M - Wyndham Community Boat Launching Facility	Federal

Fitzroy Crossing Multipurpose Complex and Evacuation Centre	WA Labor Commitment
Zero Depth Water Splash Pad, Halls Creek	WA Labor Commitment
Upgrade Derby and Wyndham Ports (15.5M)	WA Labor Commitment
$407K 20 additional CCTV - Broome (6) Kununurra (4) Halls Creek (4) Fitzroy Crossing (3)	WA Labor Commitment

Election Advocacy Documents

Advocacy Folder containing a suite of documents including -

- KRG Summary Document
- KRG Investment Prospectus 2025
- KRG State and Federal Budget Submission 2025/26
- Local Government Community Safety and Crime Prevention Package
- KRG Review of Financial Assistance Grants
- Ten Position Papers

Advocacy

- Launch of the Investment Prospectus at the Kimberley Economic Forum 2024
- Letters and selected advocacy documents emailed to 29 State and Federal members of parliament and people seeking election.

Meetings

Advocacy meetings were held with the following members of parliament, people contesting the state and federal elections and advisors.

- 2024 KRG / RCAWA Government Forum – meetings with members of parliament
- Canberra – stakeholder meetings
    - Melissa Price MP
    - Senator Matt O'Sullivan
    - Senator Glenn Sterle
    - Senator Perin Davey
    - Senator Susan McDonald
    - Hon Michael Sukkar MP
    - Hon Catherine King MP
    - Hon Patrick Gorman MP
    - Phoebe Drake, Advisory to the Prime Minister
    - Kate Gurbiel and Celia Tan, Advisors to Madeleine King MP
    - Yasmin Truong, Advisor to Dr Anne Aly MP
    - Kamil Nguyen, Advisor to Clare O'Neil MP

Advocacy meetings in Western Australia

- Neil Thomson MLC
- Shane Love, MLA
- Don Punch, MLA
- Hon Stephen Dawson MLC
- Hon Hannah Beazley MLA
- Hon John Carey MLA
- Divina D'Anna MLA
- Melissa Price MP
- Karen Wheatland, WA Labor Candidate Durack
- Millie Hills, National Party Candidate Durack

Media Stories

- The Kimberley Echo and Broome Advertiser ran feature stories on the budget submission and community safety and crime prevention package.
- Radio interviews were held on ABC Kimberley and ABC Perth.
- Feature stories on the KRG Budget Submission and Community Safety and Crime Prevention Package were contained in the Broome Chamber of Commerce and Industry and East Kimberley Chamber of Commerce and Industry Newsletters.

Social media posts

- Linked In – 15 posts. Average post impression 1548, with 60 page reposts
- Page growth has increased to 701 page followers. The followers include 4 Federal members and 3 WA members of parliament and 4 WA Directors General along with key Kimberley and other stakeholders in government, business, industry and the non-government sector

Risk

- **Operational and Reputational:** without the execution of an election strategy, opportunities to drive the KRG's policy and advocacy agenda may have been missed.

<table>
<tr><th colspan="2">Link to Key Pillar/s and Strategies:</th><th colspan="2">Budget Implications</th></tr>
<tr><td colspan="2">People
Place
Prosperity
Performance

Advocate Facilitate
Partner Fund
Promote Monitor</td><td colspan="2">Nil</td></tr>
<tr><th colspan="2">Resolution/s</th><th colspan="2">Action(s)</th></tr>
<tr><td colspan="2">The KRG noted the outcome of the State Election Strategy.</td><td colspan="2"></td></tr>
<tr><td>Moved:</td><td>Shire of Wyndham East Kimberley</td><td>Responsible:</td><td>Executive Team</td></tr>
<tr><td>Seconded:</td><td>Shire of Halls Creek</td><td>Due date:</td><td>As appropriate</td></tr>
<tr><td>Carried:</td><td colspan="3">3/0</td></tr>
</table>

16. Around the Grounds

Item for Discussion

Submitted by: Executive Team

Purpose

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

In summary

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

Background

As above.

Risk

Operational and reputational: if key issues facing KRG members are not understood by the KRG.

Link to Key Pillar/s and Strategies:		Budget Implications	
People Place Prosperity **Performance** **Advocate** **Facilitate** Partner Fund **Promote** **Monitor**		Nil	
Resolution/s		**Action(s)**	
As per discussion.		The Executive Officer to place Regional Waste Management on the August KRG agenda with the focus - What aspect of Waste Management does it make sense for the 4 Kimberley Shires to cooperate on.	
Moved:	Shire of Halls Creek	**Responsible:**	Executive Team
Seconded:	Shire of Derby West Kimberley	**Due date:**	As appropriate
Carried:	3/0		

17. Kimberley Regional Group Priority Action List

Item for Noting

Submitted by: Executive Team

Attachment 21: Status Report, KRG Prioritised Action List

Purpose

To provide a status update on action items.

In summary

- The Priority Action List 2023/24, developed November 2022, is a standing agenda item.
- Priority Actions do not preclude other activities or seizing opportunities as they arise.
- This list will be updated when the new business plan is developed.

Background

- As above

Details

- As per the attached action list

Risk

Operational: Without agreement on the priority work opportunities may be missed.

Link to Key Pillar/s and Strategies:		**Budget Implications**	
People Place Prosperity **Performance**	**Advocate** **Facilitate** **Partner** **Fund** **Promote** **Monitor**	Additional funding to progress agreed after a scope of works is presented for endorsement	
Resolution/s		**Action(s)**	
The KRG noted the priority action list progress.			
Moved:	Shire of Halls Creek	**Responsible:**	Executive Team
Seconded:	Shire of Derby West Kimberley	**Due date:**	As appropriate
Carried:	3/0		

Attachment 21: KRG Prioritised Action List Status July 2025

Legend

Ongoing	Complete	On track	Pending	Behind

Type of Activity	Actions	Within contract scope	Status Update
Facilitate and partner	• Develop a collective Kimberley Housing Investment Strategy	No	• Housing Advocacy Strategy endorsed November 2023 • Discussion with Housing Australia to develop of a 5-year Kimberley Housing Pipeline • Discussion with the WA Treasury Housing Supply Unit who support the pipeline approach • Pipeline projects identified by each Shire. • Submission in development which incorporates information requested by government including population projections, demand data, the pipeline and investment schedule, project governance and risk. • Scope of Works written for housing demand data for the Kimberley and the major towns in each Shire. The KDC is incorporating this scope of works in their review of their Residential Housing and Land Snapshot 2023.
Advocate	• Housing Maintenance Advocacy Strategy	Yes	• Letter written to Minister Dawson outlining key issues • Strategy to be developed for KRG endorsement
Advocate	• Review KRG land policy and strategy • Advocate for policy changes to the transfer of Crown land to freehold for the provision of housing, with savings allocated for headworks or other activities to facilitate development.	Yes	• Paper in July 2025 meeting for endorsement
Improve performance	• Improving performance by learning from others (Benchmarking Project)	No	• Benchmarking project endorsed November 2023 meeting. • Templates provided to Councils for input and awaiting a response • This project was paused at the February 2025 meeting to incorporate 2024/25 Shire data.
Performance	• Explore Shared Services Opportunities	No	• CEOs met 30th July • A meeting scheduled for July 2025
Advocate	• Expansion of mental health services. • Expansion of family and domestic violence services.	Yes	• An opportunity to lead joint advocacy with NGO sector

	• Expansion of aged care services. • Health facilities that are fit for purpose in Aboriginal communities.		
Advocate	• Advocate for whole of family approach and wrap around services to be located in the Kimberley.	Yes	• Rolled into election strategy. Benchmarking exercise to assist with this.
Advocate	• Develop advocacy strategies to encourage economic diversification including mining; tourism; agriculture; defence; creative Industries; small business; Indigenous business growth	Yes	• Ongoing advocacy and engagement
Advocate	• Advocate for MOG initiatives around better place based regional service delivery to be progressed.	Yes	• Ongoing advocacy and engagement. • MOG reform in WA underway post 2025 Election.
Advocate	• Submission to the Federal Inquiry into Local Government Sustainability.	Yes	• Submission Framework on the April 2024 agenda for discussion and input. • Submission lodged 30th May 2024 • Attended public hearing August 2024.
Advocate Facilitate	• Gather government election priorities	Yes	• Reviewed government commitments
Advocate Facilitate	• Create Investment Prospectus 2023		• Complete
Advocate Facilitate	• Create Investment Prospectus 2024	No	• Complete
Advocate	• Develop pre-election summary document	No	• Complete
Advocate Facilitate	• Develop communication and advocacy plan	Yes	• Key messages / key stakeholders
Advocate	• Develop White Paper with clear positions	Yes	• Complete – Instead of White Paper Position Papers developed on the following issues - 1. Prosperous and Diverse Economy 2. Housing 3. Management of Alcohol and Other Drugs 4. Juvenile Justice 5. Community Safety and Crime Prevention 6. Provision of Government Services 7. Emergency Management 8. Financial Assistance Grants 9. Fringe Benefits Tax Housing 10. Rates Exemptions

Advocate	• Increase support for mitigation measures, • infrastructure replacement to be more resilient. • Removal of the distinction between ordinary and additional costs in NDR payments. • Streamlined contracting and procurement processes, surety to payments, and immediate access to NDR funds.	Yes	• Independent Review of Commonwealth Disaster Funding Submission endorsed and submitted. • Senate Inquiry submission submitted. • EM Policy Paper submitted. These points included in submissions and EM Policy Paper.
Facilitate and Partner	• Develop strong relationships with NHFIC (National Housing Finance Investment Corporation), Development WA and the Department of Communities – invite CEOs to KRG meeting to discuss partnership opportunities.	Yes	• NHFIC, now Housing Australia, attended November 2023 meeting. • Are engaged through Housing Advocacy Strategy and the Kimberley Housing PIpeline.
Advocate	Develop a stakeholder engagement and communications plan, and advocacy strategy, to drive the actions identified in the Housing Policy Position, i.e.: • State and federal social and affordable housing investment programs target the Kimberley • Community housing partnerships. • The DPLH support Shires to review housing needs in each town. • Changes to Government Regional Officer Housing and Home Ownership Subsidy Scheme policies • Government incentives for new supply • Changes to finance lending practices for home purchase	Yes	• Endorsed November 2023 meeting
Advocate	• Submission to Aviation Green Paper	Yes	• Submission endorsed at November 2023 meeting and submitted
Performance	• Review KRG Governance Documents	Yes	• Governance documents endorsed at November 2023 meeting.
Advocate	• Submission to National Housing and Homelessness Plan	Yes	• Submission lodged based on Housing Policy Position
Advocate	• First Port of Entry Status	Yes	• Letters sent to State and Federal Government Ministers – continued to be raised in meetings with government. • Expanded FPOE status progressed for Broome • Wyndham First Port of Entry Status Federally approved 17 January 2025 • Funding allocated in the 2025 WA Budget
Advocate	• Defence and Border Security		• Letters to Ministers • Support for North West Defence Alliance

Advocate	• Alcohol Management – Letters and submissions on the Banned Drinkers Register	Yes	• Submissions made on proposed changes to the Banned Drinkers Register
Advocate	• Potential summit with Regional Australia Institute, 14-15 August, Canberra	Yes	• NAJA negotiated reduced conference package and opportunities • KRG sponsor of National Summit recognised through branding and dedicated session.
Facilitate and Partner	• Host a Kimberley Housing Roundtable	No	• Held in Broome July 2024.
Advocate	• Launch Pre-election document	Yes	• Formal launch at August 2024 Kimberley Economic Forum.
Advocate	• Tanami Activation Strategy	No	• Application lodged by KDC for precinct funding under rPPP was not successful • Activation strategy is included in the Investment Prospectus and Election Strategy • Correspondence to the KDC requesting whole of government governance arrangements to facilitate project devleoment
Advocate	• Financial Assistance Grants	No	• Research report endorsed Feb 2025 • Report provided to key stakeholders • Submission lodged with the WA Grants Commission 21 May 2025
Partner	• Develop a joint project to quantify shire expenditure on vandalism/property crime.	No	• Community Safety and Crime Prevention Package complete
Monitor and Advocate	• Research on the Financial Assistance Grants (FA Grants) methodology with recommendations for changes to the funding allocation.	No	• Scope of works endorsed at November 2023 meeting. • Review completed • Review circulated to key stakeholders • Submission made to WA Grant Commission May 2025
Advocate	• Develop a stakeholder engagement, communications and advocacy strategy in line with the Policy Papers	Yes	• Complete
Advocate	• Undertake Pre-election Advocacy	Yes (unless Canberra)	• Complete

18. Executive Officer Report

Item for Noting

Submitted by: Executive Officer

Attachment 22: EO Report June 2025

Purpose

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

Background

The attached report provides information about the services provided, activities undertaken and time allocation over the past two months.

Details

As in included attachment.

Risk

Nil

Link to Key Pillar/s and Strategies:		**Budget Implications**	
People Place Prosperity **Performance**	**Advocate** **Facilitate** Partner Fund **Promote** **Monitor**		
Resolution/s		**Action(s)**	
The Executive Officers Report was received and endorsed		As per Outstanding Actions	
Moved:	Shire of Halls Creek	**Responsible:**	
Seconded:	Shire of Wyndham East Kimberley	**Due date:**	
Carried:	3/0		

Attachment 22: EO Report June 2025

Project Work / Activity

Refer to business arising and KRG action lists for all activities the Executive is working on.

Project / Activity	Status	Item
Administrative Matters and Meetings	Ongoing	-
Website and social media	LinkedIn posts continuing	-
Strategic Planning	Implementation of the KRG Prioritised Action List	17
Advocacy Strategy Management of Social Housing	In Progress	-
Kimberley Housing Pipeline	In Progress	11
General Stakeholder Engagement	Ongoing – see Stakeholder list	18
KRG Government Forum	In Progress. Being held on 3 July 2025	14
Election Strategy	Ongoing	15

Stakeholders

Stakeholders	Purpose
KRG members	Developing Northern Australia Conference 22-24 July 2025 Cairns, Government Forum, Minister. Meetings, Halls Creek Meeting and Visit
KRG Secretariat	Agenda items, advocacy discussions, finance administrative matters
Executive Team	Workshop to review the priority action list
Department of Communities	Kimberley Region Housing Workshops
Justine White, Conference Manager, 2025 Developing Northern Australia Conference	Developing Northern Australia Conference 22-24 July 2025 Cairns
Housing Australia	Kimberley Housing Pipeline
Janine Hatch, Director RDA Kimberley, and Michele Pucci, A/CEO Kimberley Development Commission	Development of a Scope of Works to understand housing demand data for the Kimberley Housing Pipeline

Stakeholders	Purpose
Shannon Wood, Manager Board Governance and Reporting WA Grants Commission	Submission to WALGGC on Financial Assistance Grants.
Garrick Allen Executive Director Strategy Housing & Asset Policy and Andrew Sutton GROH Program Manager, Department of Communities	Update on the WA Government Home Ownership Subsidy Scheme (HOSS) review vis a vis GROH policy.
Mike Rowe, DG Department of Communities	Kimberley Housing Plan and Housing Data
Stephen Dawson MLA, Minister for Regional Development	Housing issues in the Kimberley
Michele Pucci, A/CEO Kimberley Development Commission	Whole of government arrangements to drive Tanami Road Activation
Newly Elected WA Federal Senators and other Members of Parliament	Letters of Congratulations *Refer correspondence for full recipient list*
Anthony Albanese MP, Prime Minister	Letter of Congratulations
Cr Eddie Smith, President Shire of Carnarvon	Letter regarding their advocacy on child and youth safety with the Department of Communities.
Federal, State and Local Government	Government Forum Invitation to Speak / Attend
WALGA	Sponsorship for the Government Forum
Hon. Hannah Beazley MLA; Minister for Local Government; Disability; Services; Volunteering; Youth; Gascoyne	Community Safety and Crime Prevention *Refer correspondence for full recipient list*
Hon. Rita Saffioti MLA; Deputy Premier; Treasurer; Minister for Transport; Sports and Recreation	WA Budget
Hon. Dr Tony Buti MLA; Attorney General; Minister for Commerce; International and Tertiary Education; Multicultural Interests	Community Safety and Crime Prevention and Meeting
Senator Slade Brockman; Senator for WA	Meeting
Manuela McKahey, EA to the CEO; City of Vincent	KRG Government Forum
Hon. John Carey MLA; Minister for Planning and Lands; Housing and Works; Health Infrastructure	Meeting

Stakeholders	Purpose
Hon. Don Punch MLA; Minister for Aboriginal Affairs; Water; Climate Resilience; South West	Meeting
David MacLennan, CEO, City of Vincent	Discussions around KRG Government Forum

Time Allocation

Historic Contract: September 2022 – August 2024

Name	Contract Hrs.	Actual Hrs.
Paul Rosair	670	663.5
Michelle Mackenzie	462	441.25
Jane Lewis	564	499
Support	92	131

Current Contract: September 2024 – August 2025

Total 1-Year Contract: 864 Hours: Monthly from 8th of the month to 7th of the next month

	Paul Rosair		Michelle Mackenzie		Jane Lewis		Support	
	Contract	Actual	Contract	Actual	Contract	Actual	Contract	Actual
Sep 24	25	32	22	23	26	7	5	8
Oct 24	25	37.5	22	24.75	26	46	5	10
Nov 24	25	36.5	22	9.5	26	10	5	12
Dec 24	15	15.5	11	11	14	3	2	3
Jan 25	15	19.5	11	47.50	14	49.5	2	3
Feb 25	25	24.5	22	19.25	26	3	5	10
Mar 25	25	25	22	18.25	26	4	5	11
Apr 25	25	40	22	18.50	26	13	5	6
May 25	25	15	22	21.75	26	10	5	10
June 25	25		22		26		5	
July 25	25		22		26		5	
Aug 25	25		22		26		5	
TOTALS	**205**	**245.5**	**176**	**193.5**	**210**	**145.5**	**39**	**73**
OVERALL	**CONTRACT: 630 ACTUALS: 657.5**							

Note: A one-off payment was made by the KRG to reconcile outstanding hours to the 29th of February 2024.

19. General Business

Item	Responsible	Comments /Actions Arising
KRG Canberra Trip(s)	CEO, Shire of Wyndham East Kimberley	The Executive Officer to work with the Secretariat to identify potential dates for Canberra trip(s) in 2025 and to canvas availability with members following initial discussions.
Shared Services	Executive Officer	Briefing on the 3 July CEO meeting. The Executive Officer to share the presentation with the KRG
North West Defence Alliance - KRG Representative	CEO, Shire of Wyndham East Kimberley	Geoff Haerewa, as a Councillor of the Shire of Derby West Kimberley, is the nominated KRG representative for the Alliance. The KRG requires an elected member as the representative. Confirmation of the KRG representative is needed.
Request from Sara Peacock, Senior Policy and Project Officer Freight, Ports, Aviation and Reform, Department of Transport	Executive Officer	Members to advise how they would like to engage with the Department of Transport: Request as follows: As discussed, I work with the Department of Transport's Aviation Division. Part of my role involves exploring how regional aviation can support economic development in the regions with a particular focus on regions where we have completed or are in the process of completing upgrades to airfields. This is a broad and dynamic area, and I'm keen to engage with regional groups and individuals to better understand both the opportunities and challenges they face. One township we are particularly interested in is Kununurra. With the recent airport upgrades, we believe there is a strong opportunity to explore new possibilities for the region. We would greatly value the opportunity to meet with the Kimberley Regional Group to hear your perspectives and ideas. If convenient we would like to attend the group's September meeting. The Executive Officer to arrange a meeting with Sara Peacock and notify members once confirmed.

Attachment 23: 2025 Meeting dates

Month	Meeting	Date	Time	Location
August	CEO Ringaround	8/8/25	8:30am – 9:00am	Zoom
	Kimberley Zone	15/8/25	9am – 9:45am	Zoom
	KRG		10:00 – 12:30pm	
September	State Council meeting	4-5/9/25	-	Goldfields Esperance Country Zone
	CEO Ringaround	18/9/25	8:30am - 9:00am	Zoom
	WALGA Local Gov Convention	22-24/9/25		
	Planning Session plus KRG only meeting	25/9/25	8:30am – 1pm	Perth
	CEO Ringaround	14/11/25	8:30am – 9:00am	Zoom

Month	Meeting	Date	Time	Location
November	Kimberley Zone	21/11/25	9am – 9:45am	Zoom
	KRG		10:00 – 12:30pm	Zoom
December	State Council meeting	3/12/25	-	WALGA

Meeting Closure: 2.37PM

10. REPORTS OF COMMITTEES

There are no reports in this section.

11. NOTICES OF MOTION WITH NOTICE

Nil.

12. NOTICE OF MOTION WITHOUT NOTICE

Nil.

13. BUSINESS OF AN URGENT NATURE

Nil.

14. MEETING CLOSED TO PUBLIC

COUNCIL RESOLUTION:

Minute No. C/0725/021

Moved: Shire President C Mitchell Seconded: Cr M Virgo

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

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

CARRIED UNANIMOUSLY 9/0

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

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

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

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

14.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW 2024/2025 - FINAL REPORT	
LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	PO34374.1
AUTHOR:	Manager People & Culture
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

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

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

VOTING REQUIREMENTS
Absolute Majority

REPORT RECOMMENDATION:

That Council:

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

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

Cr Male moved the report recommendation and advised of a typographical error in confidential attachment 1 that requires correcting administratively.
Cr Virgo seconded the motion.
Cr Lewis moved an amendment to the motion.
Cr Male seconded the amendment to the motion.
No debate was entered into.
The motion was carried by absolute majority.

COUNCIL RESOLUTION:

(RECOMMENDATION) ***Minute No. C/0725/022***

Moved: Cr J Lewis ***Seconded: Cr D Male***

MOTION

That Council:

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

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

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 9/0

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

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

COUNCIL RESOLUTION:

Minute No. C/0725/023

Moved: Shire President C Mitchell Seconded: Cr J Mamid

That the Meeting again be open to the public at 6:12pm and for live streaming to recommence.

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

CARRIED UNANIMOUSLY 9/0

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

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

The Chair read aloud the resolution passed behind closed doors.

15. MEETING CLOSURE

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