Shire of Broome
A future, for everyone

AGENDA

FOR THE

ORDINARY MEETING OF COUNCIL

20 NOVEMBER 2025

NOTICE OF MEETING

Dear Council Member,

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

Regards,

S MASTROLEMBO
Chief Executive Officer

14/11/2025

Our Mission

"To deliver affordable and quality Local Government services."

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

Persons should be aware that the provisions in section 5.25 of the *Local Government Act 1995* establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Broome expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

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

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

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

2.25. Disqualification for failure to attend meetings

(1) A council may, by resolution, grant leave of absence, to a member.

(2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.

(3A) Leave is not to be granted in respect of —

(a) a meeting that has concluded; or

(b) the part of a meeting before the granting of leave.

(3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.

(4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2-month period.

(5A) If a council holds 3 or more ordinary meetings within a 2-month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

SHIRE OF BROOME

ORDINARY MEETING OF COUNCIL

THURSDAY 20 NOVEMBER 2025

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1. OFFICIAL OPENING

2. ATTENDANCE AND APOLOGIES

3. ANNOUNCEMENTS BY PRESIDENT

4. DECLARATIONS OF INTEREST

5. PUBLIC QUESTION TIME

6. APPLICATION FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

RECOMMENDATION:

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

RECOMMENDATION:

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

RECOMMENDATION:

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

RECOMMENDATION:

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

8. PRESENTATIONS / PETITIONS / DEPUTATIONS

9. REPORTS FROM OFFICERS

9.1 PEOPLE

There are no reports in this section.

9.2 PLACE

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

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

SUMMARY:

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

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

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

BACKGROUND

Previous Considerations

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

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

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

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

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

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

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

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

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

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

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

COMMENT

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

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

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

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

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

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

A summary of each environmental theme is provided below:

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

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

Some of the actions within the Land Management EMP include:

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

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

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

Some of the actions within the Biodiversity EMP include:

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

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

Key actions within the Water Resources EMP include:

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

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

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

Actions within the Coastal Environments EMP include:

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

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

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

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

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

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

Key actions within the Waste Management EMP include:

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

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

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

Some of the actions within the Climate Change theme include:

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

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

CONSULTATION

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

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

Meetings and discussions with Shire staff:
Held on a regular basis since December 2024.

Stakeholder Engagement:
Targeted one-on-one meetings held with stakeholders between March and May 2025. Stakeholders engaged listed below:

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

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

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

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

RISK

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

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

STRATEGIC ASPIRATIONS

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

Outcome 5 - Responsible management of natural resources

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

Objective 5.2 Adopt and encourage sustainable practices.

Objective 5.3 Mitigate climate change and natural disaster risks.

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

Objective 6.1 Promote sensible and sustainable growth and development.

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

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

Outcome 9 - Effective leadership, advocacy and governance

Objective 9.1 Strengthen leadership, advocacy and governance capabilities.

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

Outcome 3 - A healthy, active community

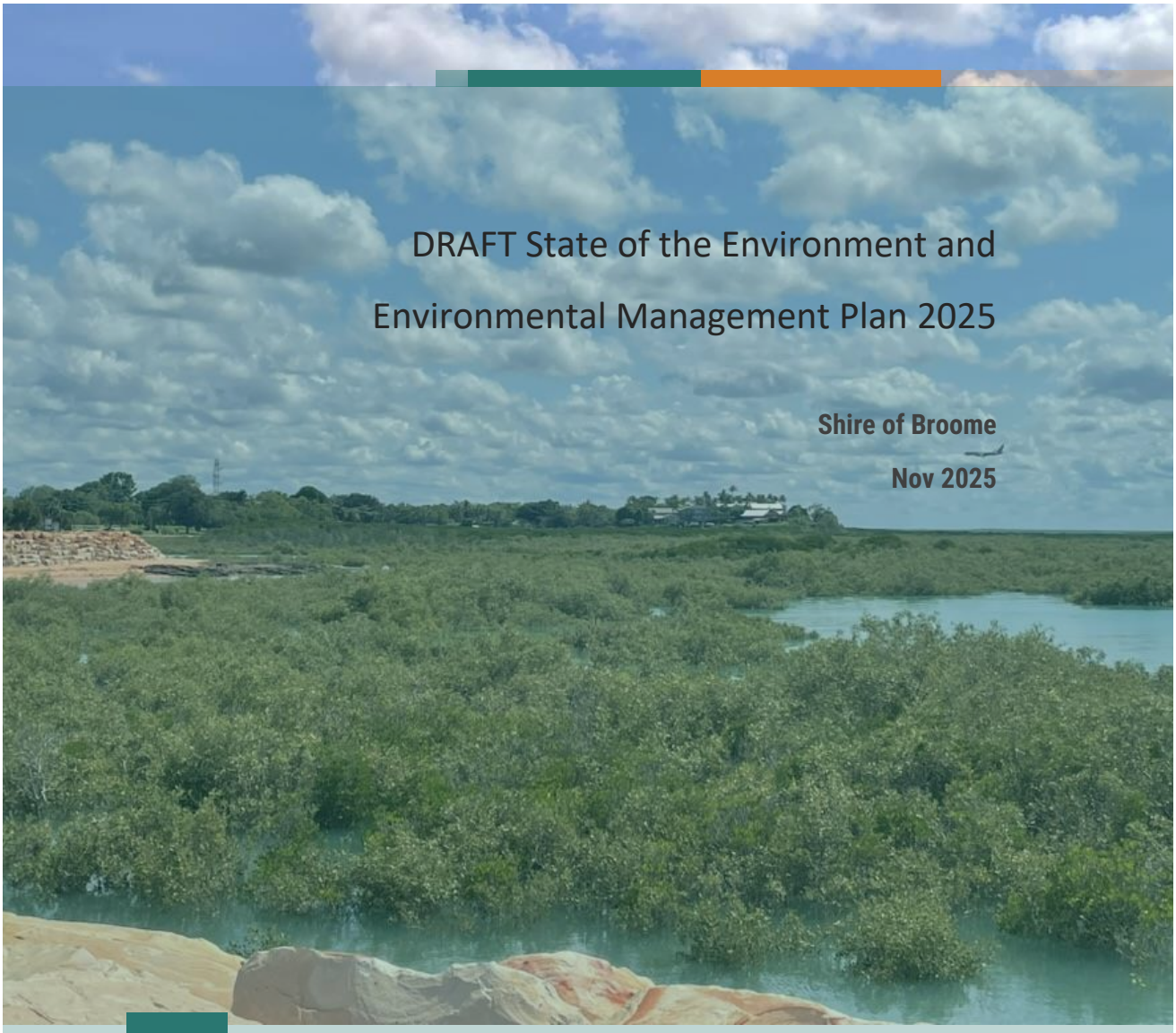
Objective 3.3 Build the capacity of volunteer-operated organisations.

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

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

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


DRAFT State of the Environment and
Environmental Management Plan 2025
Shire of Broome
Nov 2025
landinsights
PLANNING DESIGN ENVIRONMENT

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

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

Important Note:

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Executive Summary

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

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

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

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

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

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

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Appendices

APPENDIX A – AUDIT STATUS OF 216 REPORT

1 Introduction

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

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

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

1.1 Purpose of the Report

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

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

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

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

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

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

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

1.2 Who we engaged

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

The sample of respondents included:

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

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

1.3 Key Stakeholders and Community Groups

Department of Biodiversity, Conservation and Attractions (DBCA)

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

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

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

Traditional Owners

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

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

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

Dinosaur Coast Management Group (DCMG)

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

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

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

Broome Bird Observatory (BBO)

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

Environs Kimberley

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

Department of Planning, Lands and Heritage (DPLH)

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

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

Kimberley Ports Authority (KPA)

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

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

Society for Kimberley Indigenous Plants and Animals (SKIPA)

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

Broome Chamber of Commerce and Industry (BCCI)

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

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

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

1.4 Limitations in Report Preparation

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

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

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

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

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

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

2 Context and Background

2.1 Understanding the State of the Environment (SoE) framework

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

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

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

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

2.2 The Shire's role in Environmental Management

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

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

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

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

2.3 Shire of Broome context

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

Figure 2.1 - Site Location

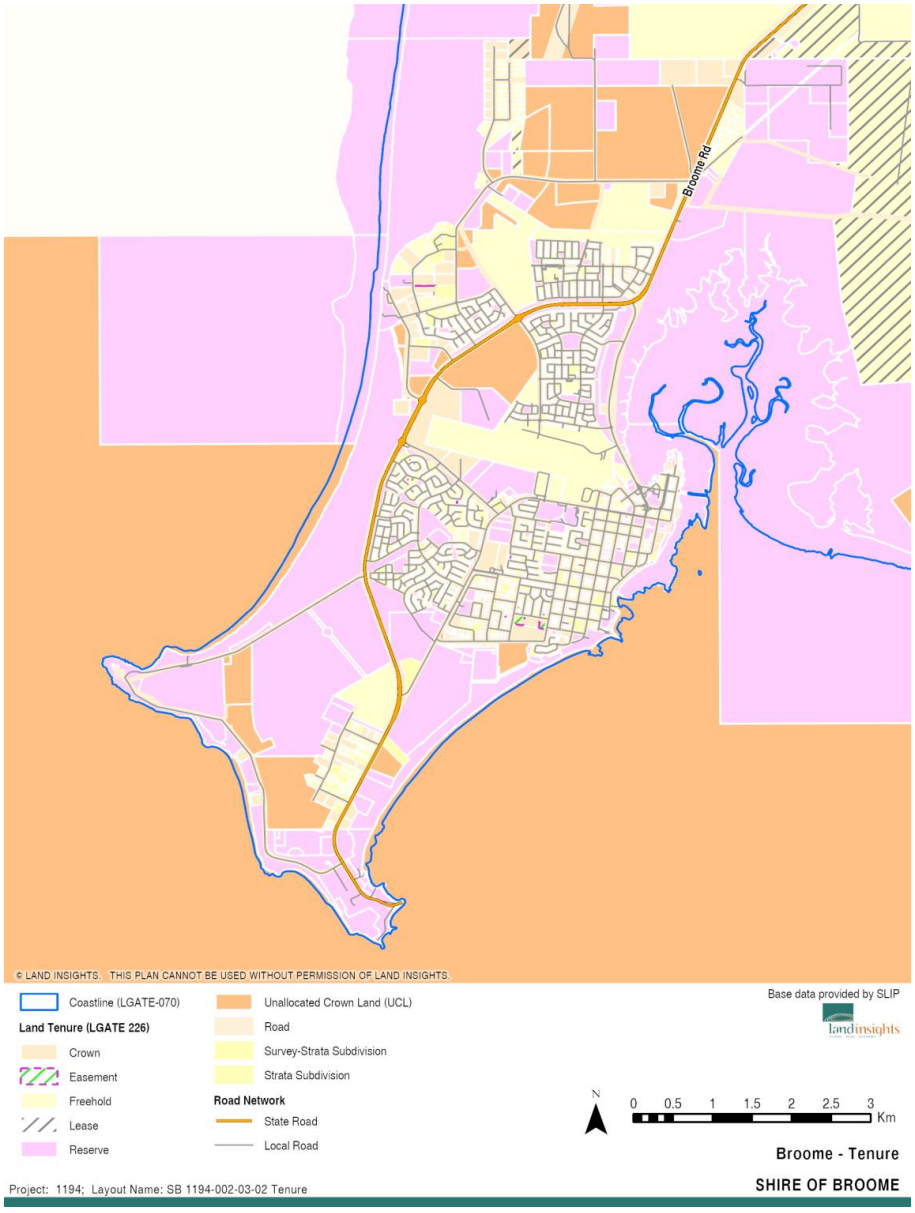


Figure 2.2- Broome Tenure

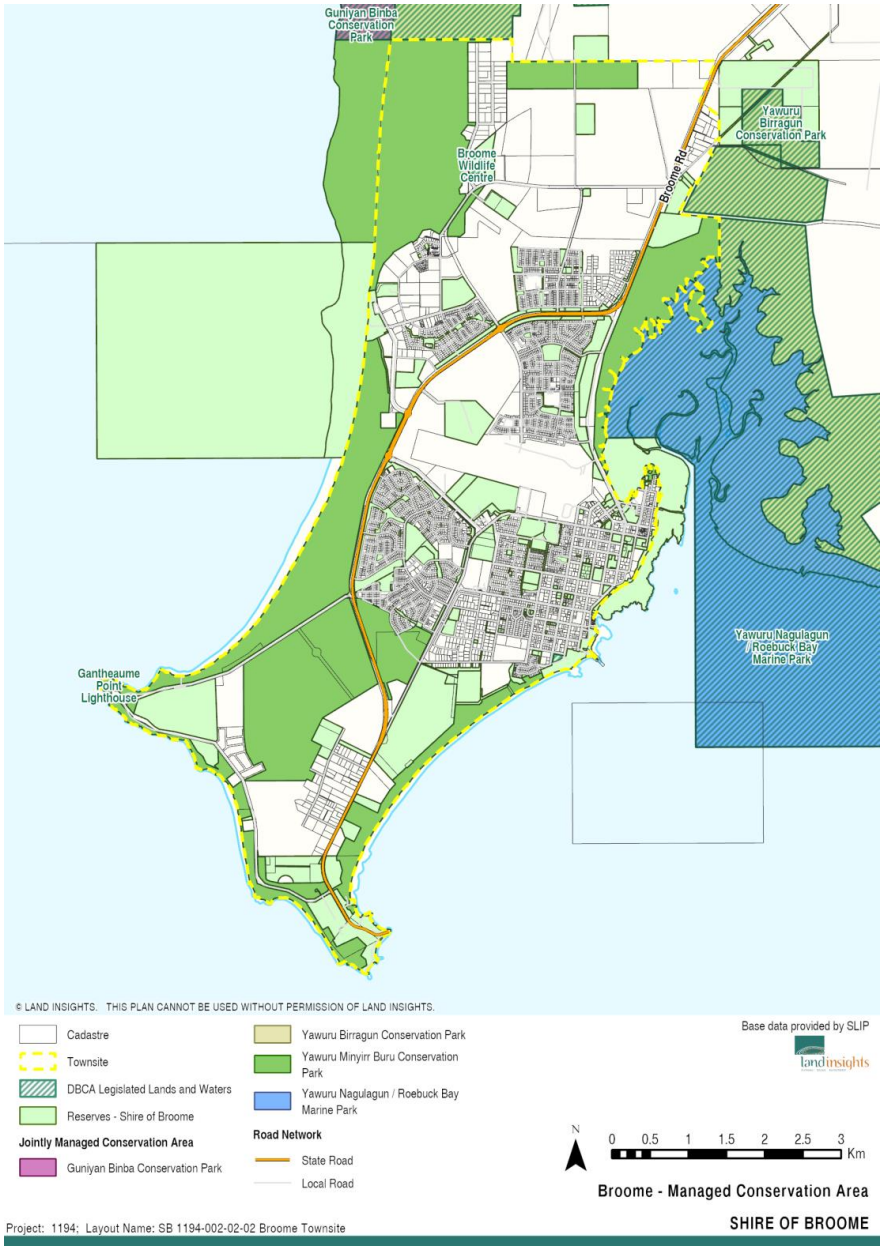


Figure 2.3 - Managed Conservation Area

Broome is the principal population centre, with most of the Shire's residents living in and around the town. According to the latest Australian Bureau of Statistics data, the Shire has a population of around 18,000 people, which more than doubles during peak tourism periods. The Shire is home to a diverse community that includes Traditional Owners, long-term residents, and a seasonal workforce that supports key industries.

The economy of the Shire is driven by tourism, pearling and aquaculture, pastoral activities, retail, and government services. Broome's role as a regional service hub supports industries across the Kimberley, such as oil and gas, while its port provides access for live cattle exports, cruise ships, and other shipping activities. Tourism is a major contributor to the local economy, with visitors attracted to the area's unique natural and cultural landscapes, including Cable Beach, Roebuck Bay, and significant Aboriginal heritage sites.

Much of the Shire's land area consists of conservation reserves and other natural areas managed by the Department of Biodiversity, Conservation and Attractions (DBCA), Traditional Owners, DPLH and the Shire itself. Jointly managed parks such as the Yawuru Minyirr Buru Conservation Park, Yawuru Birragun Conservation Park, Guniyan Binba Conservation Park, and Yawuru Nagulagun / Roebuck Bay Marine Park are shown in Figure 2.3. These areas are important for protecting biodiversity and cultural heritage, while also providing opportunities for recreation and tourism.

The combination of a growing population, increasing industrialisation, diverse land uses, and areas of high environmental value creates both opportunities and challenges for sustainable management. Understanding this context is essential for interpreting the environmental trends and priorities discussed throughout this report.

2.4 Key Themes

The 2025 State of the Environment report is structured around seven key environmental themes:

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

Climate change has been introduced as a new theme in this review. Its impacts are increasingly evident worldwide, with more frequent and severe environmental events highlighting the urgency of adaptation and mitigation. For the Shire of Broome, climate change is not only a theme but also a factor influencing every other environmental management area such as sustainability of water resources, energy systems, and waste management practices.

Each theme in this report is assessed in terms of current condition and the responses being led either by the Shire or in partnership with other agencies, Traditional Owners, and the community. By including climate change as a dedicated theme for the first time since the 2015 report, this review acknowledges its central role in shaping both present challenges and future directions for environmental management across the Shire.

2.5 Current and Future Challenges

The Shire of Broome is experiencing increasing interest in both urban and industrial development, creating a range of environmental and planning challenges. Key issues identified include:

- Ongoing urban expansion and the environmental pressures that result.
- Impacts of climate change, including extreme weather events, sea level rise, warming oceans and ecosystem distress.
- Limited staffing and financial resources to support environment monitoring and enforcement.
- Stormwater management, drainage and erosion concerns.
- Community expectations that often exceed the Shire's legislative powers, responsibilities and capacity.
- Pressures from tourism and recreational activities on environmentally sensitive areas.
- Biodiversity threats (such as cane toads).

Community engagement throughout this process has demonstrated strong support for sustainability, biodiversity conservation, and climate adaptation. However, participants also expressed frustration with the perceived lack of progress and the fragmented nature of available environmental information and support.

Local community groups and school-led sustainability programs have contributed meaningfully to environmental protection efforts. Despite their dedication and outcomes, these initiatives often lack formal structural or financial support to expand their impact.

Another ongoing challenge is the widespread misunderstanding of the Shire's specific environmental responsibilities vs. those of other agencies, such as DBCA, DPLH, Department of Water and Environmental Regulation (DWER), Department of Primary Industries and Regional Development (DPIRD), Department of Fire and Emergency Services (DFES) and Native Title bodies. This confusion can lead to misplaced accountability and disengagement from stakeholders.

Addressing these issues will require improved governance transparency, stronger inter-agency coordination, and greater public awareness of roles and responsibilities. Promoting environmental education in culturally appropriate, practical, and engaging formats which also celebrate local achievements, will be essential to build trust and momentum over the coming decade.

2.6 Implementation of the State of the Environment Report/Environmental Management Plan

The Shire's Environmental Management Plan (EMP) sets out the actions needed to protect and enhance the local environment. It recognises the Shire's many roles as a coordinator, advocate, and sponsor of environmental programs.

This section describes how these roles can be used to influence and coordinate the activities of others involved in environmental management, ensuring that efforts are aligned and resources are used effectively.

Fund

The first role available to the Shire is the allocation of funding to environmental programs. By directing capital and operational budgets to initiatives such as revegetation, coastal hazard adaptation, feral animal control, and waste minimisation infrastructure, the Council demonstrates its priorities and provides the resources needed to turn plans into action. Effective administration involves leading by example, supporting others, and sharing the successes of funded projects with the community and stakeholders.

Additional funding can be secured through external sources, including community grants and service-level agreements. These arrangements enable Traditional Owners, research institutions, and local not-for-profit organisations to deliver specialist elements of the Environmental Management Plan (EMP). Each management action in the plan has been assessed for its resource needs and budget requirements, with indicative timeframes of up to 10 years.

Provide

This relates to activities where the Shire retains direct service responsibility. In this capacity it is important for the activities to embody the values and examples consistent with the core of the EMP. The Shire must integrate EMP objectives into routine operations, and then document how these have been successful, or conversely where practice has identified need for reconsideration.

Embedding best-practice environmental management involves areas such as ranger services (e.g., fire management), asset construction and maintenance (e.g., climate-resilient road and drainage designs), and land-use planning approvals (e.g., mandatory water-sensitive urban-design measures and weed management). Providing clear procedures, staff training and performance indicators aligned to the EMP will shift environmental stewardship from 'special project' to everyday business. It requires careful thought, consultation, training, induction and reporting.

Regulate

This is a direct method of introducing reformed practices and standards. As the local regulatory authority, the Shire can shape environmental outcomes by enforcing State legislation and local laws covering waste handling, pollution, litter, noise, animal management and planning compliance.

Regulation by itself is not as powerful in changing practices unless it can be combined with good communication, training and feedback. Enforcement can be at first instance an opportunity to intercept and correct poor environmental practices by explaining the reasons and need for improvement and compliance with better standards.

Facilitate

The facilitate role involves removing barriers, brokering partnerships, and providing technical assistance to help community groups, businesses, and landholders deliver projects aligned with EMP goals. This means making better environmental practices the preferred and easier option. The Shire can advocate for changes by influencing others, as many improvements are outside its direct control.

Facilitation requires providing information and resetting traditional mindsets to embrace innovation and question unsustainable practices. Activities like offering workshops on weed management or coordinating citizen-science monitoring platforms will gradually build a culture of volunteers contributing credible biodiversity data. The Shire can foster this shift by serving as a central point for coordination, assistance, and advice, streamlining efforts and enhancing community capacity.

Advocate

The Shire needs to address issues beyond local government scope in a whole-of-government context, such as waste treatment, marine biosecurity, species conservation, biodiversity, and habitat funding. The EMP should identify meta-areas impacting the Shire of Broome's capability to achieve results (often competing with broader contextual challenges). This includes setting advocacy priorities, creating strong business cases, and assigning lobbying tasks to elected members or senior officers. Objectives include securing grants, influencing state policies, and developing inter-agency action plans that address Broome-specific risks.

Partner

Environmental management in Broome benefits from collaboration between a wide range of stakeholders, including Traditional Owners, pastoral stations, government land managers, and research organisations. These partnerships provide opportunities for knowledge sharing, coordination, resulting in informed decision-making. Regional collaboration across the Kimberley also has potential to enhance outcomes, particularly where cross-boundary issues such as invasive species, fire regimes, and coastal processes are involved. Working together at this scale can help identify opportunities for efficiencies and shared learning.

Progress in partnership approaches can be observed through examples such as joint projects, incorporation of Traditional Ecological Knowledge, or coordinated data collection. While responsibility for specific actions sits with individual organisations, the Environmental

Management Plan (EMP) highlights the value of maintaining constructive relationships and exploring opportunities for collaboration where they arise.

3 Scope & Methodology

This section describes the boundaries, frameworks, data sources and quality considerations used to assemble the 2025 State of the Environment (SoE) update and accompanying Environmental Management Plan (EMP) for the Shire of Broome.

3.1 Scope

The project and its terms are summarised in the table below.

Temporal boundary:	Comparison of environmental conditions and management responses for the period between the 2016 baseline and the 2025 snapshot.
Geographic boundary:	Includes entire Shire of Broome
Seven Themes:	Land Management; Biodiversity; Water Resources; Coastal Environments; Waste Management; Energy & Emissions; and Climate Change.

3.2 Approach

For the 2025 update, the assessment was not based solely on new technical surveys or remote-sensing data. A wide-ranging consultation process was undertaken, supported by a review of relevant literature, official Shire documents, and available research analyses to determine changes over the past decade.

Input was drawn from key stakeholders, local government reports, and both academic and community-generated resources. For example, the updated assessment of shorebird habitat health incorporates findings from the Broome Townsite Shorebird Monitoring Program (2024), which indicate that shorebird counts have either stabilised or improved at four of the five key survey sites now managed jointly with Traditional Owners. This consultative and analytical process provided the basis for informed judgments on improvements across a suite of environmental indicators.

Data Quality & Confidence Ratings

Rather than collecting new technical data, this report draws on existing datasets collected over recent years. The data have been reviewed, updated, and assessed (as far as possible) to ensure reliability and consistency with previous reporting.

The assessment process included the following steps:

- Consultative Synthesis: Information was cross-checked from diverse sources, including government reporting, regional monitoring programs, and independent research projects.
    - Updated Metrics: Key environmental indicators, such as shoreline movement and vegetation cover, were recalibrated using higher-resolution datasets accessible via official data portals. While new sensor surveys were not carried out, the analysis ensured comparability of trends over time. While no new field surveys were conducted, the revised metrics allow for continued tracking of long-term trends.
    - The suite of indicators was reviewed and updated to reflect emerging environmental issues and changes in available information. Where possible, this included incorporating additional measures to capture broader environmental trends, such as climate extremes, land use changes, and the outcomes of management activities.
    - Confidence Assessment: Each thematic area was assigned a confidence rating (High/Medium/Low) based on the reliability of data reporting, the consistency of information sources, and the frequency of such reporting. Known limitations, including data gaps in remote areas or biases stemming from community-collected feedback, remain influential on some measures.

This approach supports a transparent, adaptive framework for environmental reporting, allowing for improvements as new information becomes available.

3.3 Change assessment summary tables

The tables that follow provide a side-by-side comparison of key environmental and operational metrics for the Shire of Broome, showing where assessment was rated in 2016 versus 2025 assessment. By presenting both a “Baseline” and a “Snapshot,” the tables illustrate how various programs, policies and natural-resource dynamics have driven change over the nine-year period. This structure allows readers to see not only what was measured in 2016 and what it looks like now, but also to gauge the direction and relative confidence of those changes before diving into the detailed data.

- Indicator: The specific topic or metric being tracked (e.g., Planning coverage, Renewable penetration, Landfill capacity). Each indicator isolates one aspect of Shire performance or ecosystem health.
- 2016 Baseline: A concise description of the indicator’s status as of 2016. This column establishes the starting point for comparison, highlighting existing conditions, policies in place or data limitations at that time.

- 2025 Snapshot: A concise description of the indicator's status as of 2025. It summarizes outcomes of new strategies, investments or observed trends—essentially showing what has changed since 2016.
- **Trend** (▲, ▶, ↔): A visual arrow showing whether the 2025 condition represents an improvement (▲), little or no net change (▶ or ↔), or a decline (▼) relative to 2016.
- **Rating** (Very Good, Good, Moderate, Fair, Poor): A qualitative assessment of the 2025 status against best-practice benchmarks or policy goals. This reflects how well the Shire is performing on that indicator today.
- **Confidence Rating:** Indicates the level of confidence in the 2025 Rating. "High" denotes robust data sources and methods; "Medium" or "Low" indicates gaps or uncertainties.
- **Confidence Trend:** Indicates the confidence in the direction shown by the Trend arrow. "High" means there is strong data and analysis to support the assessed improvement (or lack thereof); "Medium" or "Low" suggests further verification may be required.

4 Land Management

The Shire of Broome contains a variety of ecosystems, including pindan woodlands, monsoon vine thickets, and mangrove-lined creeks. These landscapes play a vital role in the region's environment, culture, and economy. For Traditional Owners, they are deeply connected to their culture and way of life.

Landscapes such as pindan woodlands and monsoon vine thickets provide habitat for iconic and threatened fauna including bilbies and spectacled hare-wallabies, while also supporting seasonal bird migrations and culturally significant bush foods. Mangrove corridors play an important role in climate resilience, helping to sequester carbon and support coastal food webs. These environments not only shape Broome's natural character but also attract hundreds of thousands of visitors each year, contributing to the town's tourism economy.

Yet Broome's terrestrial assets face persistent and growing pressures. The 2016 State of the Environment (SoE) Report identified landscape degradation resulting from late-season wildfires, weed infestations, and fragmented governance. Outdated vegetation mapping, minimal erosion monitoring, and inconsistent application of ecological fire practices constrained effective land management. Stakeholders also noted limited coordination between agencies and a lack of formal engagement structures with Traditional Owners.

Since 2016, some progress has been made in land management across the Shire of Broome. A Weed Management Strategy was formally adopted in 2023, prioritising 36 invasive species and coordinating on-ground control measures. However, issues with the implementation of the strategy meant that it has since been reviewed and is scheduled for publication in FY26. This will provide greater clarity around responsibilities, timeframes, and performance measures for weed management.

Early-dry-season mosaic burning has also become more common across the region, reflecting both traditional fire practices and contemporary fire management approaches that deliver improved ecological outcomes. These practices help reduce wildfire risk while maintaining biodiversity values.

In the planning space, Water-Sensitive Urban Design (WSUD) has long been a requirement in Broome's development standards. This principle was reinforced through the establishment and implementation of the Structure Plan and Subdivision Local Planning Policy and in the 2024 amendments to the Local Planning Strategy, which now strengthen integration of WSUD into subdivision approvals. Engineering designs in Broome North have demonstrated practical stormwater treatment techniques, showing how urban development can adapt to local soil, climate, and water conditions.

Despite these gains, many of the structural challenges identified in 2016 remain unresolved. The Shire withdrew the Significant Tree Register Policy in 2017 due to lack of statutory weight. Weed

coverage continues across utility corridors and rangeland. Drainage systems in older suburbs remain vulnerable to flooding and sediment export, and no landscape-scale bushfire plan has been implemented for Shire-managed land.

Consultation in early 2025 confirmed community frustration with the pace of change. Stakeholders cited under-resourcing of on-ground weed control, tokenistic engagement processes, and limited environmental leadership. The absence of an Environmental Advisor within the Shire was repeatedly raised, as was the need for stronger transparency and accountability in land-related decision-making.

Going forward, the challenge lies in transitioning from strategic intent to coordinated implementation. This will require not only technical expertise and reliable spatial data, but also clear governance, enduring partnerships, and sustained investment.

4.1 DBCA Managed Lands and Conservation Areas

The Shire of Broome contains several areas of high conservation value that are managed in partnership between the Department of Biodiversity, Conservation and Attractions (DBCA) and Yawuru RNTBC. These conservation lands protect biodiversity, cultural heritage, and recreational opportunities, while also playing a critical role in maintaining ecological processes across the Broome region.

Key terrestrial reserves include Yawuru Birragun Conservation Park and Yawuru Minyirr Buru Conservation Park, which encompass important cultural landscapes, coastal dunes, and woodland habitats. These areas are co-managed with the Yawuru Traditional Owners, recognising the deep cultural connections to Country and ensuring that land management reflects both ecological and cultural priorities. Further north, Guniyan Binba Conservation Park manages the intrinsic links between the marine and terrestrial ecosystems along a valuable coastline. Together, these conservation parks form a connected network of managed land that safeguards ecological resilience while also offering opportunities for education, recreation, and tourism.

Marine environments are represented through the Yawuru Nagulagun / Roebuck Bay Marine Park, which is of national and international importance. Roebuck Bay supports vast intertidal mudflats that provide critical feeding grounds for migratory shorebirds protected under international agreements such as JAMBA, CAMBA, and the Ramsar Convention. The marine park also protects seagrass meadows, mangrove systems, and marine fauna including dugongs, dolphins, and turtles. The collaborative management of this marine park reflects both the ecological importance of the bay and its cultural significance to the Yawuru people.

Together, these DBCA managed lands contribute to the Shire's environmental sustainability by conserving biodiversity, protecting water quality, and storing carbon, while also underpinning the region's tourism economy and cultural identity. Ongoing challenges include managing visitor pressures, fire regimes, invasive species, and climate change impacts such as rising sea levels

and coastal erosion. Strong partnerships between DBCA, Yawuru, the Shire of Broome, and community stakeholders will remain essential to maintaining the health and resilience of these conservation areas into the future.

The extent of DBCA-managed lands is provided in the figures below. The Figure also shows:

- Marine and Conservation Parks within the Shire;
- Pastoral Leases managed by leaseholders.

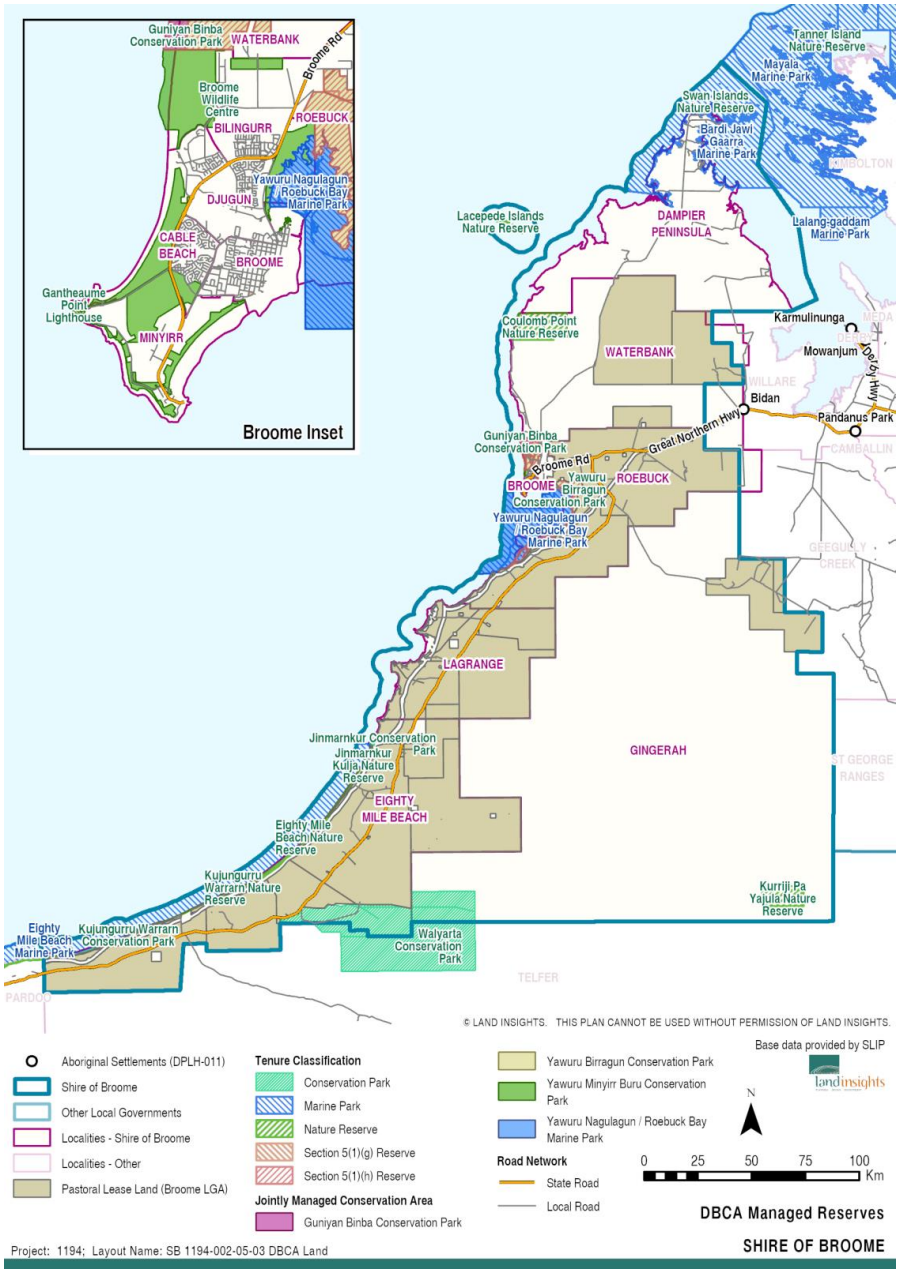


Figure 4.1 - DBCA Managed Reserves

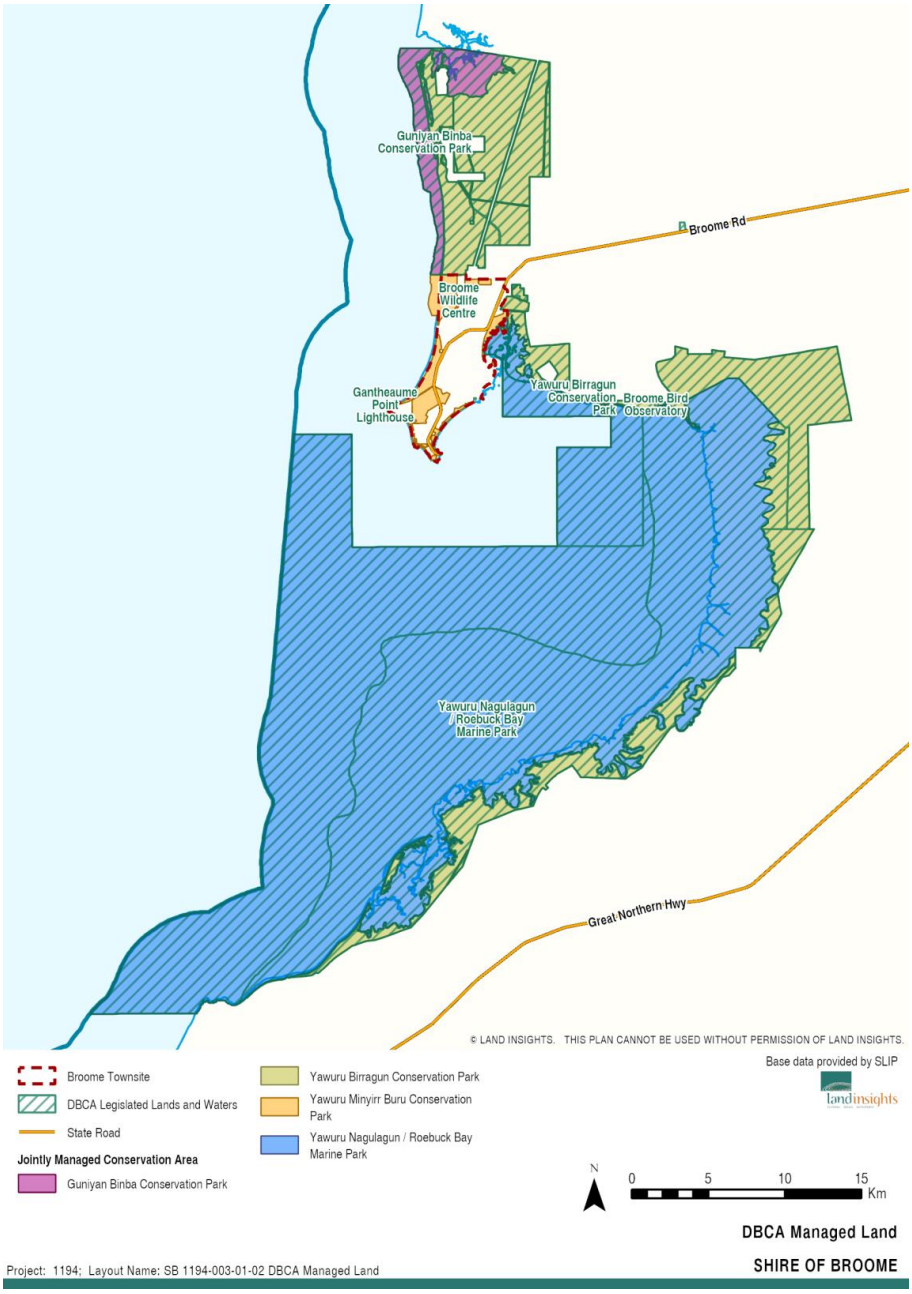


Figure 4.2 Yawuru Conservation Estate

4.2 Dinosaur Tracks: Management

The Dinosaur Tracks map below illustrates the underlying landforms and sedimentary units that shape this unique coastline, including Broome Sandstone, Holocene dune systems, calcarenite formations, and conglomerates. These formations not only hold scientific and cultural significance but also influence coastal processes such as erosion, accretion, and tidal inundation.

The management of dinosaur tracks is promoted by the Dinosaur Coast Management Group (DCMG) in collaboration with Traditional Owners, researchers, and the community. The DCMG works to protect track sites from damage, promote awareness through education and tourism initiatives, and advocate for conservation within broader coastal management frameworks. Pressures on these fossil-bearing units include natural weathering, storm surge, rising sea levels, and increasing recreational use of the intertidal zone.

While the Shire manages parts of Cable Beach and Gantheaume Point for public access, adjacent intertidal zones fall under various tenure, such as the Yawuru Conservation Estate and the Kimberley Ports Authority reserve. The map underscores the importance of collaboration through the Dinosaur Coast Management Group (DCMG), which brings together Traditional Owners, government agencies, and the community to safeguard the trackways. Management priorities include regulating visitor access to sensitive track sites, preventing physical damage, monitoring erosion, and promoting education and cultural interpretation.

By identifying which units are more exposed to erosion or coastal change, the map supports the work of the Dinosaur Coast Management Group (DCMG), who promote protection and awareness programs. This includes managing risks from natural weathering, sea-level rise, and human activity, while promoting the tracks as a globally significant scientific and cultural asset.

Figure 4.3 Dinosaur Coastal Management

4.3 2016 Situation

The 2016 State of the Environment Report for the Shire of Broome highlighted the Dampier Peninsula as an area of significant cultural and environmental value, characterised by extensive tracts of intact native vegetation. This landscape not only underpins biodiversity conservation but also sustains Traditional Owner practices, pastoral activity, tourism, and recreation.

At the time, several challenges to effective land management were identified. A central issue was the question of land tenure, as most land across the Shire is formally vested in the State Government. This arrangement created complexity in local governance and limited the ability of the Shire and other local stakeholders to influence land use and conservation outcomes directly. Instead, management responsibilities were spread across multiple State agencies, Traditional Owner organisations, and leaseholders, resulting in fragmented governance and, at times, inconsistent land management practices.

Other challenges included gaps in spatial data, particularly in mapping vegetation condition and land use change, which constrained the ability to plan proactively. Operational responses tended to be reactive rather than strategic, with pressures such as unmanaged access, weeds, fire, and development proposals often being addressed in isolation. The combination of tenure complexity, data limitations, and fragmented oversight was identified as a barrier to achieving integrated, long-term land management across the Shire.

Spatial Data and Landscape Condition

The report highlights that land management efforts were hindered by outdated and low-resolution spatial datasets. The most commonly used vegetation map at the time was derived from the 1:250,000 scale Dampier land dataset, published in 1999. While this provided a general bioregional overview, it was insufficient for property-scale planning or targeted ecological restoration. Similarly, the report notes that available mapping of erosion risk and invasive species distributions was limited in resolution. Weed mapping was described as being focused primarily on sealed road corridors, where species such as *Cryptostegia grandiflora* (rubber vine), *Azadirachta indica* (neem), and *Parkinsonia* spp. had been recorded. However, large parts of the Shire—particularly remote rangelands and coastal dunes—had not been comprehensively surveyed.

Fire Management and Operational Practices

Under the “Fire Control” section, the report characterises fire management within the Shire as largely reactive in nature. Fire was primarily used for asset protection, such as burning along road verges and around pastoral infrastructure. The report states that planned to burn for ecological outcomes (such as the creation of patchy fuel mosaics to reduce fire intensity and promote biodiversity) was limited. As such, fire management was not guided by a landscape-scale ecological fire strategy.

Governance and Institutional Arrangements

The report outlines the division of responsibilities for land management across multiple agencies. Crown land was managed by various State Government departments, including the Department of Parks and Wildlife (now DBCA) (conservation reserves under the CALM Act 1984), UCL and Aboriginal Lands Trust land by DPLH as well as pastoral leases through the Pastoral Lands Board, and the Shire was responsible for local regulations including off-road vehicle use and litter control. Engagement with Traditional Owners was noted to have occurred mainly on a project-by-project basis without overarching governance structures.

4.4 2025 Situation

Between 2016 and 2025, Broome's land management landscape has undergone a series of incremental changes. While several new strategies and planning instruments have been formally adopted (most notably in weed control and subdivision design) community feedback collected in 2025 indicates that many longstanding pressures remain unresolved. Concerns raised by local groups, Traditional Owners, and stakeholders point to continued gaps in governance, environmental protection, and operational delivery. At the same time, some policy-level improvements have been made, particularly through the formalisation of weed management objectives, planning amendments to support WSUD, and the ongoing implementation of joint-management arrangements. The following sections summarise community feedback and recent institutional changes, along with their current effectiveness.

Community and Stakeholder Feedback

Significant Tree Protection

Community members expressed concern about the withdrawal of the Significant Tree Register (STR), which had previously been considered as a tool for identifying and protecting large or culturally important trees. The mechanism was formally put forward to Council at the annual electors meeting in February 2025 however, Council continues to consider the best framework for implementing a significant tree register. . In the absence of the STR, no alternative mechanism has yet been documented to safeguard mature vegetation during development approvals.

Clearing and Development Impacts

Stakeholders reported that total site clearing prior to construction remains common in new developments. Observations included inadequate post-clearing controls, such as erosion prevention and weed containment. Several participants noted similar issues arising from clearing by State agencies around infrastructure corridors, often without accompanying remediation.

Stormwater and Drainage Deficiencies

Feedback highlighted contrasts between older and newer urban areas. Earlier neighbourhoods relied on wide verges and swales to encourage infiltration, while recent subdivisions have adopted

kerbed systems that direct runoff to drainage channels. Persistent flooding in Chinatown and Town Beach was raised as evidence of limited progress in applying WSUD retrofits to legacy developments.

Weed Management Shortfalls

Community land-care groups noted that although mapping and prioritisation of invasive weeds have improved, actual on-ground control remains inconsistent and under-resourced. Buffel grass and neem were specifically identified as species continuing to spread, particularly in areas lacking consistent Shire oversight.

Governance and Leadership Gaps

Several members of the community expressed a desire for the Shire to enhance its capacity to address environmental concerns. Suggestions included appointing a dedicated Environmental Advisor to provide expert guidance, improving transparency around decision-making processes, and ensuring consultation efforts are meaningful and inclusive. These measures were seen as vital to elevating the environment as a priority within local government functions.

Currently, the Shire does not have a dedicated Environmental Advisor, and environmental functions and responsibilities are distributed across multiple departments.

Weed Management

The Shire is currently in the process of reviewing and updating their Weed Management Strategy and Action Plan which outlines Shire-wide objectives for controlling invasive species, with a focus on prevention of new infestations, systematic mapping and monitoring, improved coordination of community and volunteer efforts, and better alignment of internal resources. The strategy represents a shift from the draft-level frameworks of 2016 to a formally endorsed plan supported by the Shire's operating budget.

However, while the strategy has improved clarity around priorities and coordination, community feedback suggests that on-ground control efforts remain under-resourced. Suitable biodiversity balance continues to struggle with invasive weeds continuing to spread through utility corridors and under-managed areas.

Stormwater Management and Water-Sensitive Urban Design (WSUD)

WSUD principles are embedded in Local Planning Policy 5.22 – Structure Plan and Subdivision Standards. Originally adopted in 2015 and updated in 2017 and 2018, this policy applies to greenfield subdivisions and requires inclusion of measures such as swales and vegetated buffers to manage runoff. These provisions have influenced stormwater management in newer areas such as Broome North. Legacy urban areas developed prior to these policy standards, including Town Beach and Chinatown, retain conventional drainage systems and remain subject to historical design limitations.

Tree Protection Mechanisms

As of early 2025, there was a motion put forward at the annual electors meeting in February to reinstate the Significant Tree Register (STR). In the past, the register helped to identify and support the protection of large or culturally significant trees, including endemic coastal gums, across the Shire. Opportunities remain within the planning framework to consider alternative approaches for vegetation protection although at present, there is no other statutory overlay or heritage listing mechanism that specifically addresses mature vegetation on development sites. The need for improved measures to recognise and protect significant trees was raised as an area of interest during recent community consultation. The Shire's Council is currently considering an appropriate framework for identification and protection of significant trees.

Bushfire Planning and Joint Management

Joint management arrangements between the Department of Biodiversity, Conservation and Attractions (DBCA) and the Yawuru Registered Native Title Body Corporate (RNTBC) continue to guide environmental management across parts of the Yawuru Conservation Estate, including Minyirr Buru. These arrangements support ecological fire regimes and other land stewardship activities.

As of mid-2025, the Shire has not adopted a landscape-scale bushfire management plan for Shire-managed land. Fire management activities remain focused on localised asset protection, such as firebreak maintenance and verge fuel reduction.

Overall Status (Mid-2025)

Since 2016, the Shire of Broome has made progress in several strategic areas, particularly in weed management planning and subdivision design standards. However, longstanding challenges remain in vegetation protection, stormwater infrastructure, fire management, and organisational capacity. Sediment levels flowing into Roebuck Bay have not shown a clear reduction, invasive weeds continue to spread, and gaps in governance persist. The community is increasingly seeking practical action, calling for not only policy development but also visible implementation, transparency, and accountability.

Fire management has been a focus of activity, with Aboriginal ranger groups such as the Bardi Jawi, Karajarri, and Nyul Nyul Rangers taking a stronger role. These groups have been active in early dry-season mosaic burning, combining traditional knowledge with contemporary fire management practices. More recently, the Bindan Djak Rangers have been established, further strengthening community-led ecological fire management across the region.

The future of land management in the Shire will depend on the level of operational funding, staffing, and cooperation between agencies. Community consultation has highlighted the need for stronger vegetation protection, and the Shire's ability to meet these expectations will rely on how priorities are set and resources are allocated.

4.5 Change Assessment Summary

Indicators combine quantitative datasets and community/stakeholder evidence. Confidence expresses evidence strength (High / Medium / Low).

Table 4.1 - Indicators (Land Management)

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
Remnant Vegetation Extent	Pindan woodlands, Monsoon Vine Thickets and endemic coastal-gum communities were already identified as vulnerable, with urban expansion and over-clearing contributing to loss. Monsoon Vine Thickets were listed as Endangered under the *Environmental Protection and Biodiversity Conservation Act* (EPBC).	Continued loss of remnant vegetation at development frontiers. Significant Tree Register withdrawn due to lack of statutory powers No measurable reduction in sediment loads entering Roebuck Bay suggests ongoing vegetation removal.	▼	High	Poor	Medium
Weed Infestation Extent	Weed mapping was limited mainly to sealed road reserves; infestations noted around new developments. No coordinated, Shire-led mapping or control beyond regional plan templates.	Shire-wide Weed Management Strategy adopted (2023), with systematic mapping and volunteer involvement. However, on-ground control remains under-resourced and weeds (e.g. buffel grass, neem) continue to spread across Shire land and utility corridors.	—	Medium	Poor	High

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
Stormwater Management Effectiveness	Older areas used wide verges and swales for infiltration; newer subdivisions already starting to rely on kerbed, channelled drains that discharged directly into coastal waters. Overall stormwater design was inadequate, causing local erosion and flooding.	New subdivisions (e.g. Broome North) incorporate WSUD elements (swales, infiltration basins). Existing urban areas (Chinatown, Town Beach) remain susceptible to flooding and sediment export, as Shire-wide retrofits have not been implemented.	—	Medium	Fair	Medium
Protection of Significant Trees	A Significant Tree Register (STR) existed, offering at least a nominal mechanism to identify and protect large or culturally important specimens (e.g. coastal gums).	STR has been withdrawn; no replacement or heritage overlay exists. Mature and culturally significant trees remain at risk during development.	▼	High	Poor	High
Erosion & Sediment Loads into Waterways	Erosion in areas of urban expansion and insufficient vegetated buffers has contributed to increased sediment discharge into Roebuck Bay and its catchments (Shire of Broome 2016; RBWG 2009; URBIS 2021). Elevated sediment loads, vegetation removal and limited upgrading of existing stormwater systems have been identified by stakeholders as ongoing concerns (Shire of Broome 2016, p. 24).	High sediment loads, removal of vegetation and lack of retrofitting existing stormwater has been expressed as concern by stakeholders.	—	Medium	Poor	Medium

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
Bushfire Management Coordination	Joint ranger programs (Yawuru/DPaW/Shire) existed, but there was no Shire-led, landscape-scale fire management framework. Fire control resources were adequate but lacked overarching strategic direction.	Joint-management continues for adjacent conservation parks, but Shire still does not have a dedicated, town-wide bushfire management plan. Existing arrangements remain functionally unchanged.	—	Medium	Fair	Medium
Shire Governance & Capacity	Shire had no Environmental Advisor, limited internal expertise, and relied on regional templates. Land-use oversight was fragmented, with environmental issues often sidelined in favour of infrastructure and sport.	No Environmental Advisor appointed as of mid-2025. Environmental programs administered by relevant staff throughout organisation.	—	High	Fair	High

5.6 EMP Actions (2025-2035)

Objective

Protect and restore Broome's native landscapes by retaining and enhancing vegetation, controlling invasive species, safeguarding significant trees and priority ecological communities, and embedding best-practice land-use standards, capacity-building and collaborative partnerships to ensure resilient, sustainable land management across the Shire.

Table 4.2 – EMP Actions (Land Management)

Action	Timeframe	Priority	Shire Role	Rationale	Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked Strategies
1.1 Partner with DBCA and Yawuru RNTBC to implement the Minyirr Buru and Guniyan Binba Management Plans and meet the key performance indicators.	Ongoing	High	Partner; Facilitate	Shire of Broome has adopted/endorsed both the Minyirr Buru and Guniyan Binba Management Plans. Both are under the joint management of the Shire of Broome and Yawuru RNTBC with DBCA providing an operational service through the Area Agreement within the Yawuru ILUA. Maintaining strong partnerships with Yawuru RNTBC and DBCA is crucial to the ongoing management of these important conservation parks.	Land Tenure Officer	Internal	DBCA & Yawuru RNTBC	Minyirr Buru Management Plan; Guniyan Binba Management Plan; Yawuru Cultural Management Plan.

Action	Timeframe	Priority	Shire Role	Rationale	Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked Strategies
1.2 Advocate and support Aboriginal Corporations and communities in securing land tenure outcomes that will create improved environmental oversight and indigenous led land management opportunities and in the absence of land tenure changes, advocate for the State Government to appropriately manage the land.	Ongoing	High	Advocate; Facilitate	Besides Broome townsite, much of the tenure throughout the Shire is comprised of Aboriginal Lands Trust land or Unallocated Crown Land with Native Title Rights and Interests. The Shire recognises the indigenous cultural and environmental knowledge that contributes to improved land management. Though the Shire is not capable of divesting land management responsibilities directly to Aboriginal Corporations and Native Title holders, it will provide support through appropriate measures to help facilitate this transfer of land from the State Government.	Land Tenure Officer and Manager of Planning and Building.	Internal	Aboriginal Corporations and Communities	Council Plan 2025-2035
1.3 Facilitate improved management of the dinosaur trackways and consistent messaging of their	Ongoing	Medium	Advocate; Facilitate	The Dinosaur Coast Management Group has been developing the Dinosaur Coast National Heritage Management Plan for several years now, in consultation with the Shire of	Land Tenure Officer	Internal	Dinosaur Coast Management Group; Yawuru RUNTBC; DBCA;	Local Planning Strategy 2023

Action	Timeframe	Priority	Shire Role	Rationale	Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked Strategies
values, through engagement with key stakeholders.				Broome and other stakeholders. Engagement has been ongoing, especially around the parameters of the management plan and which areas it applies to. The Shire has considered various iterations of the draft plan but is yet to adopt due to potential impacts the plan may have on other projects that have significant community and economic benefits that have avoided interaction with dinosaur footprints. Nevertheless, the Shire is committed to ensuring the dinosaur trackways are protected and awareness raised of their scientific and cultural importance.			Kimberley Port Authority	
1.4 Facilitate improved environmental oversight through establishing a State	2026	High	Provide	Community respondents highlighted governance gaps and limited environmental leadership. Rather than creating a single new position, a more	Land Tenure Officer	Internal		

Action	Timeframe	Priority	Shire Role	Rationale	Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked Strategies
of the Environment technical advisory group that monitors and reports on actions within the EMP.				effective approach is to recognise that environmental responsibilities already extend across multiple teams, including planning, infrastructure, waste management, and community engagement. To address this, the establishment of an internal Environmental Technical Advisory Group is recommended. Comprised of existing staff with expertise in relevant areas, this group would provide coordinated oversight, embed technical knowledge into decision-making, and strengthen governance processes. This collaborative model ensures that environmental considerations are integrated across all Shire functions while building on existing capacity. Updates can be provided to Council during workshops and				

Action	Timeframe	Priority	Shire Role	Rationale	Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked Strategies
				feedback and notes published to community.				
1.5 Provide a Weed Management Strategy Action Plan in alignment with the 2025 Weed Management Strategy.	2026-2027	High	Fund; Provide; Regulate; Partner	In 2016, weed mapping was largely limited to sealed road reserves with no coordinated Shire-led program. By 2025, stakeholders reported that on-ground efforts remain under-resourced, and infestations continue to spread. The provision of a strategic weed management plan will support Shire led initiatives to address this significant environmental issue.	Manager Operations	Internal	DBCA; Yawuru RNTBC	
1.6 Provide a Shire-wide Bushfire Risk Management Plan.	2026-2027	Medium	Fund; Provide; Regulate; Partner	The 2016 SOE noted that, although joint ranger programs existed, there was no Shire-led, landscape-scale fire management framework. In 2025, interviewees confirmed no change, leaving risk of uncontrolled fires and biodiversity loss. A bushfire risk management plan will improve	Manager Environmental Health, Emergency and Rangers	100% funded through DFES	DFES	Risk Management Plan - Strategic Risks (2022)

Action	Timeframe	Priority	Shire Role	Rationale	Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked Strategies
				knowledge and understanding of community, cultural, natural and economic assets at risk of bushfire hazards and where appropriate treatments can be implemented.				
1.7 Provide a baseline assessment of significant trees on public land and establish tree register.	2026-2030	High	Provide; Regulate; Fund	In 2016, the Shire maintained a Significant Tree Register to identify and protect mature and culturally important specimens (e.g., coastal gums). By 2025, the register had been withdrawn, due to lack of statutory powers. Council is currently considering an Annual Elector Motion which sought to reinstate a Significant Tree Register. Implementing a STR that has statutory weight in the planning scheme is not a favoured outcome and it is not an approach recommended by WALGA. WALGA have developed a model Local Planning Policy on tree retention and the Shire is currently investigating options to	Manager Environmental Health, Emergency and Rangers	Internal	Yawuru RNTBC; Community Environmental Groups; DBCA	

Action	Timeframe	Priority	Shire Role	Rationale	Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked Strategies
				undertake a baseline assessment of significant trees on public land.				
1.8 Facilitate a review of the Shire's spatial mapping information with regards to weeds, heatmapping, significant trees and other key environmental priorities.	Ongoing	Low	Facilitate	Spatial mapping is key to understanding and acquiring important data on environmental matters affecting the community. A comprehensive GIS mapping system that captures this data and an ability to easily dispense this information publicly will provide greater awareness and transparency on environmental matters. Strategic documents the Shire is developing or planning i.e., Weed Management Plan, District Stormwater Management Plan, will require comprehensive GIS support to implement many of the actions.	Manager Planning and Building and Manager of Operations	Internal	State Government	

5 Biodiversity

5.1 Background

The Shire of Broome encompasses a wide diversity of ecosystems, ranging from pindan woodlands and monsoon vine thickets to coastal mangroves, claypans, and Ramsar-listed intertidal mudflats. These systems provide habitat for species of national and international significance, including spectacled hare-wallabies, bilbies, seagrass-dependent fauna, and more than 700,000 migratory shorebirds each year. Biodiversity in Broome also holds deep cultural significance for the region's Traditional Owners, whose identity, law, and well-being are intrinsically connected to Country. Native species and habitats support a growing bushfood enterprise sector, contribute to the local tourism economy and scientific research, and provide essential ecosystem services such as carbon storage, pollination, and coastal protection.

In 2016, the State of the Environment Report described overall habitat condition as "very good," but noted early signs of degradation. Pressures included invasive weeds such as neem and rubber vine, late-dry-season wildfires, the encroachment of development into vine thicket margins, and predation by feral cats. At that time, formal reserve coverage for Threatened Ecological Communities (TECs) was low (approximately 1%) and biodiversity data was fragmented across separate research initiatives. The report recommended the development of a Shire-wide Biodiversity Management Plan and closer coordination with Traditional Owners and State agencies.

Since then, the policy and planning framework has evolved. The Biodiversity Conservation Act 2016 (WA) modernised the listing and protection of threatened species and ecological communities. Within the Shire, advances have been made on planning for the conservation estate established through the Yawuru Indigenous Land Use Agreement (2011), under which the Shire became a joint manager of Minyirr Buru Conservation Park (management plan published in 2018) and Guniyan Binba Conservation Park (management plan published in 2020).

Beyond these, other significant conservation areas have been declared, including the Roebuck Bay Marine Park (revised zoning 2023, new Joint Management Agreement 2024), the Yawuru Indigenous Protected Area (2021), and the Mayala Indigenous Protected Area (2024).

It should be noted that these are not Shire-managed lands, however collectively these additions have increased the extent of land and sea country under formal conservation management across the region. There remain some challenges in ensuring adequate resourcing, improving data integration, and coordinating across the multiple Traditional Owner groups, agencies, and stakeholders involved in biodiversity management throughout the Shire.

Citizen science participation has also expanded, with eBird records submitted from the Broome region increasing from 6,150 (2009–2018) to over 41,000 (2019–2024), improving the data available for bird population trends. On-ground partnerships led by groups such as the Society for

Kimberley Indigenous Plants and Animals (SKIPA) have supported invasive-species control and native plant restoration.

Despite these advancements, recent engagement findings indicate that biodiversity pressures have persisted or worsened in several areas. Community survey data from early 2025 showed that only 1% of respondents felt there had been "significant progress" on biodiversity protection since 2016, while over half reported "no change" or "a decline." Key concerns included ongoing vegetation clearing and reduced Shire environmental staffing. Feedback from Traditional Owner groups emphasised the need for co-governance and the integration of cultural burning practices. The Shire's planning framework seeks to recognise and conserve culturally significant areas and to support the land management aspirations of Traditional Owner groups through appropriate land reservations and strategic planning measure.

This chapter reviews changes to Broome's biodiversity from 2016 to 2025, using updated monitoring data, policy developments, and community consultation. It provides a factual basis for evaluating progress and identifies opportunities to consolidate gains, strengthen governance, and embed adaptive management into the Shire's planning and operations.

Threatened Ecological Communities

The map of Threatened and Priority Ecological Communities (TECs and PECs) highlights the significant biodiversity values located within and adjacent to the Broome townsite. Key ecological communities include coastal dune vegetation, pindan woodland, and mangrove systems, particularly around Minyirr, Bilingurr, and Roebuck within the townsite and extensive areas exists through the broader Shire. These communities provide critical habitat for flora and fauna, act as buffers protecting the coast from erosion, and hold cultural importance to Traditional Owners.

Conservation challenges arise from the proximity of these ecological communities to areas of urban expansion, infrastructure corridors, and recreational zones. Disturbance from development, invasive species and hydrological changes pose ongoing threats to their ecological condition.

State-level recognition of these communities as 'Threatened' or 'Priority' under biodiversity conservation legislation ensures that they receive attention during land-use planning and environmental assessment processes.

At the local level, the Shire's responsibility lies in integrating these mapped areas into planning controls, ensuring that development proposals avoid or mitigate impacts. Ongoing collaboration with Yawuru, the Department of Biodiversity, Conservation and Attractions (DBCA), and community stakeholders is vital to maintaining the ecological integrity of these communities. Their protection directly contributes to the Shire's broader objectives of biodiversity conservation, cultural heritage recognition, and sustainable land management.

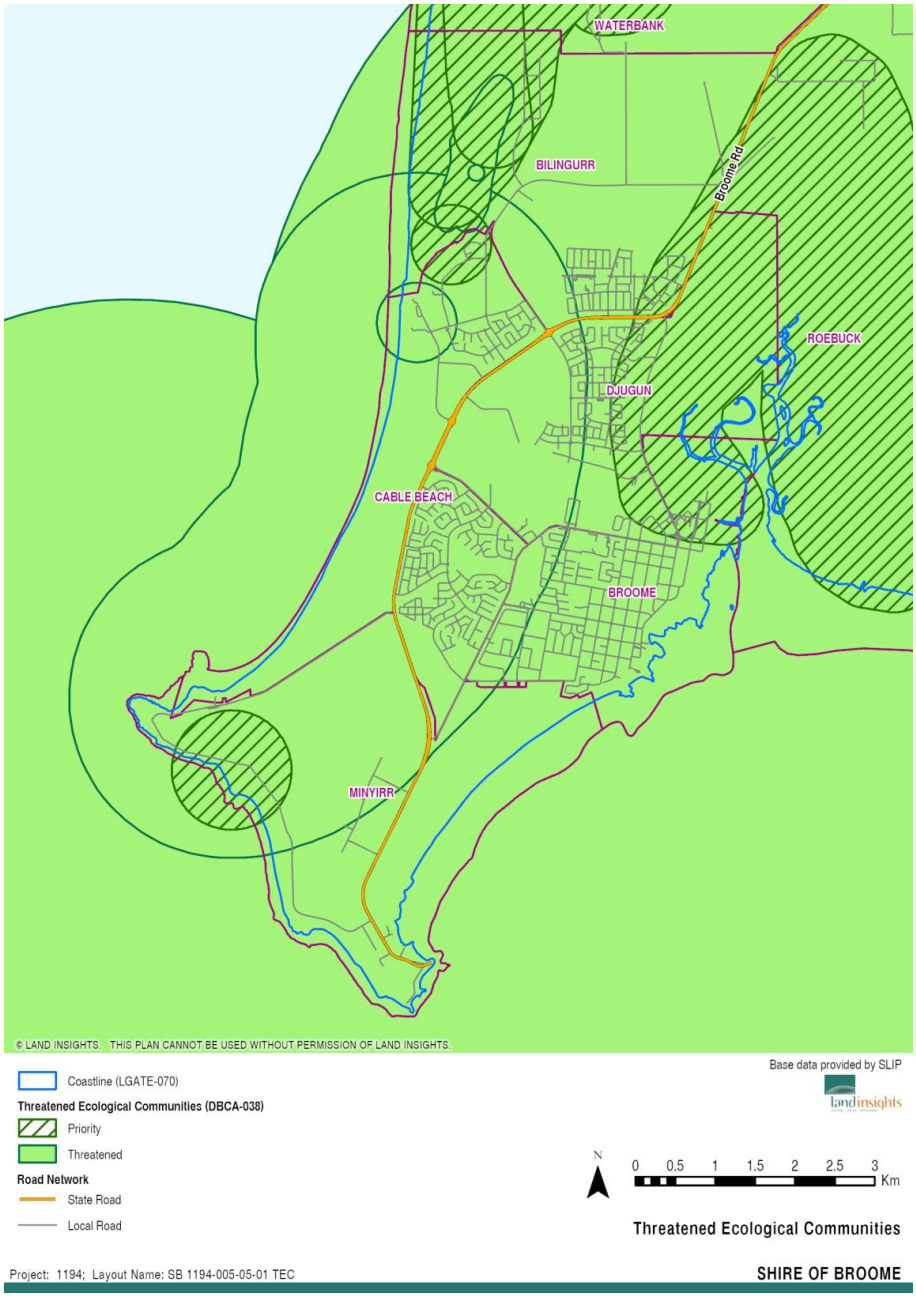


Figure 5.1 Threatened Ecological Communities

Dampier Peninsula: Vegetation Cover 2016-2022

Vegetation cover is a critical indicator of ecological health, influencing biodiversity, soil stability, hydrology, and carbon sequestration (critical for Climate Change mitigation).

Observed Trends (2016–2022)

The maps below display vegetation cover in both 2016 and in 2022. These two maps show a noticeable increase of forested areas, particularly in the northern and western parts of the Peninsula. This increase in denser woody vegetation may be linked to favourable wet season rainfall patterns during this period or reduced disturbance through improved fire and land management practices. Large areas of the Peninsula remain dominated by sparse woody vegetation, which is consistent with the region's semi-arid climate and sandy soils.

However, in some areas, this may also reflect ongoing disturbance pressures such as, fire intensity, or clearing. Around Broome Road and along parts of the coast, subtle changes in vegetation density are visible. These shifts may be associated with urban development, tourism-related activities, or altered fire regimes.

In the eastern part of the Peninsula, sparse woody vegetation continues to dominate, with little evidence of forest expansion. This likely reflects the influence of local soil types, hydrology, and land use pressures. Several factors may have contributed to these observed changes. Fire regimes, particularly the reintroduction of cultural burning through Indigenous ranger programs, are helping to restore healthy vegetation mosaics. Higher rainfall years associated with La Niña cycles between 2017 and 2021 have also supported woody vegetation growth. At the same time, pressures such as grazing by cattle and feral herbivores, as well as development along transport and coastal corridors, continue to shape the vegetation cover. Increased investment in Indigenous Protected Areas and ranger-led land management appears to be playing a positive role in supporting vegetation recovery.

Regenerating forest cover provides critical habitat for native fauna, while also strengthening the resilience of culturally significant ecosystems. Greater vegetation density enhances carbon storage potential, contributing to regional and national climate action goals.

However, increased woody growth may also elevate fuel loads, highlighting the importance of careful fire management to reduce risks to communities and infrastructure.

Looking ahead, the Shire can continue to support Indigenous ranger groups and cultural fire management to balance ecological health with community safety. Regular monitoring of vegetation cover through remote sensing will help identify emerging trends and pressures. Protecting high-value vegetation from invasive species and clearing, and promoting sustainable approaches to tourism and development, will be essential in maintaining the health of the Dampier Peninsula's landscapes. Strong collaboration with partners such as DBCA Traditional

Owners will ensure vegetation management contributes to biodiversity conservation, cultural values, and carbon outcomes.

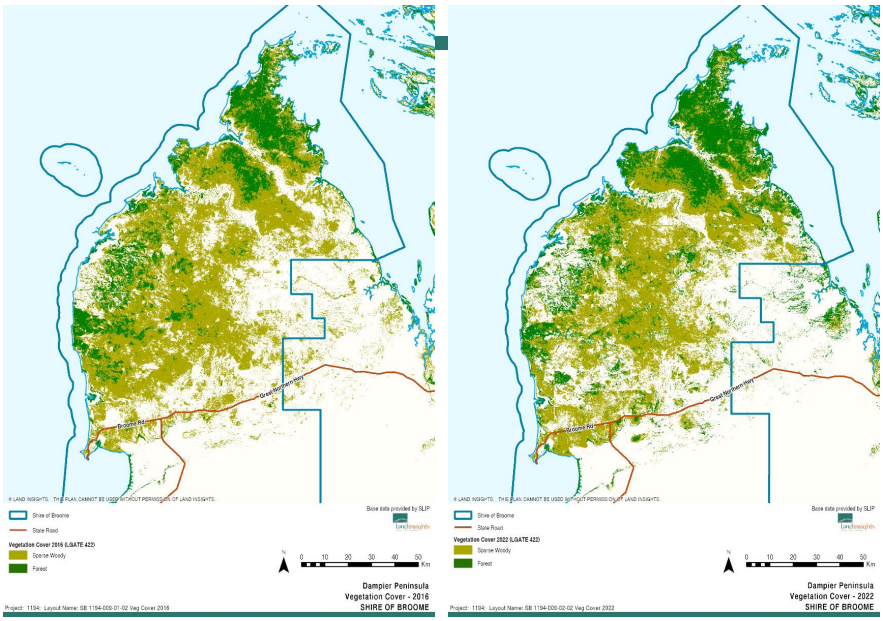


Figure 5.2 - Dampier Peninsula Vegetation Cover 2016 vs 2022

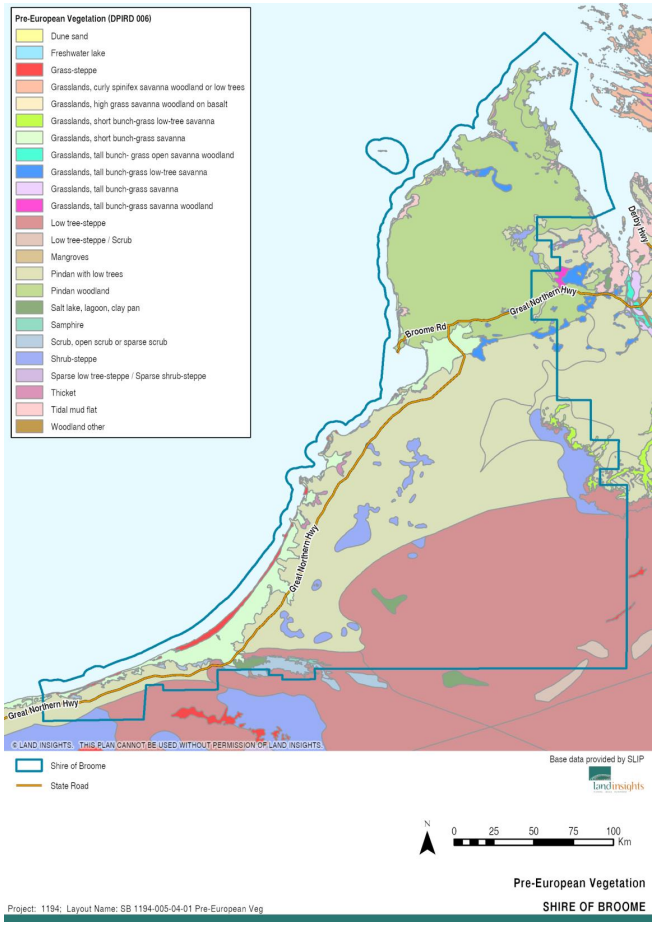


Figure 5.3 - Pre-European Vegetation

The Pre-European Vegetation map depicts the distribution of vegetation communities across the Shire of Broome prior to large-scale European settlement. It highlights the dominance of pindan woodlands, open grasslands, vine thickets, mangroves, tidal flats, and claypans, which together form the ecological foundation of the Kimberley coast. These vegetation types are strongly tied to cultural identity, ecological function, and biodiversity values.

The map also helps to identify areas where native vegetation remains largely intact compared to landscapes that have undergone clearing or modification since colonisation. Recognising the baseline distribution of ecosystems is essential for conservation planning, ecological restoration, and cultural heritage protection.

5.2 2016 Situation

In 2016, Broome's biodiversity was recognised as one of its most important environmental and cultural assets. The Shire lies within the Dampierland bioregion, which includes pindan woodlands, vine thickets, mound springs, claypans, and salt flats. It also features internationally significant intertidal mudflats, particularly at Roebuck Bay and Eighty Mile Beach.

Although habitat condition was assessed as "very good" overall, a range of pressures were already apparent:

- Threatened Ecological Communities (TECs): Several TECs have been identified within the Shire, including the Monsoon Vine Thickets on coastal sand dunes, which are listed as Endangered under the Commonwealth EPBC Act, as well as intertidal mudflat communities, both recognised for their vulnerability.
- Low Reserve Coverage: A very small proportion of the Shire's land is protected within formal reserves, with only a limited range of vegetation associations currently covered. Many additional unreserved associations are considered high priorities for future conservation action.
- Species Loss: The region has experienced significant mammal extinctions. Feral cats have been identified as a major contributor to these declines, exerting unsustainable predation pressure, especially on small native mammals.
- Fire Regimes: The 2016 report highlighted a shift towards more frequent late-dry season fires, which tend to be larger, hotter, and more destructive compared to traditional mosaic burning. These fire patterns have contributed to habitat degradation and increased vulnerability to weed invasion.
- Invasive Species: A variety of Weeds of National Significance (WONS) are present, particularly along roads and disturbed corridors. Their spread has been linked to land clearing and changes in fire regimes.
- Hydrological Alteration: Urban expansion and infrastructure development have disrupted natural surface water flows, especially in claypan and wetland environments. These

changes have significant implications for species that rely on seasonal inundation and ephemeral wetlands.

- Coastal Development: In Roebuck Bay and Cable Beach, threats such as coastal erosion, recreational vehicle access, and unmanaged foot traffic have been noted. These pressures impact turtle nesting sites, intertidal invertebrate communities, and saltmarsh zones.
- Cultural and Data Gaps: The report identified a lack of integrated biodiversity data across the Shire. There is currently no coordinated system for incorporating Traditional Ecological Knowledge into environmental planning or biodiversity assessments, and much of the available information remains project-based, lacking an overarching Shire-wide Biodiversity Management Plan.

The 2016 findings informed recommendations to expand the reserve network, strengthen fire and weed control, improve species monitoring, and support greater involvement of Traditional Owners in conservation planning and management.

5.3 2025 Situation

Community engagement highlighted significant concerns regarding biodiversity conservation within the Shire. A survey conducted for the project received 122 responses, with 87% of participants identifying native wildlife and habitat protection as their highest priority. Marine biodiversity conservation followed at 71%, while 64% emphasised the importance of controlling invasive species. Despite these priorities, confidence in progress since 2016 was overwhelmingly low; only 1% of respondents observed "significant progress," whereas 50% reported "no change" or even a decline. Key concerns cited included the elimination of the Shire's Environment Officer role, the dismantling of the Significant Tree Register, ongoing land clearing, impacts of bushfires, and inadequate weed management.

Workshop discussions and interviews reinforced many of these issues. Participants advocated for the development of a comprehensive Biodiversity Management Plan, more robust data tracking species trends, and enhanced measures for fire and invasive species control. Traditional Owner groups emphasised the importance of co-governance, particularly the integration of cultural burning practices. The Yawuru Park Council highlighted the progress made in developing four park plans under joint management since 2016, although these plans have yet to be fully integrated into Shire documentation.

Since 2016, a series of legislative reforms have been enacted with the purpose of strengthening biodiversity conservation efforts. These measures demonstrate a sustained commitment to environmental stewardship and align with broader policy objectives at a State and local level. Notable among these is the *Biodiversity Conservation Act 2016* (WA), which replaced outdated legislation and introduced modern provisions for protecting threatened species. Collaborative initiatives such as the Guniyan Binba Conservation Park Management Plan (2020), the Minyirr

Buru Conservation Park Management Plan (2018), the Yawuru Nagulagun Roebuck Bay Marine Park Revised Management Plan (2023), and the Roebuck Bay Marine Park Joint Management Agreement (2024) provide frameworks for co-management of significant conservation areas. Additionally, the declaration of the Yawuru Indigenous Protected Area (IPA) in 2021 establishes a cultural and biodiversity management framework for contiguous wetlands and intertidal zones.

Efforts to address specific threats have also been strengthened. The Western Australian Feral Cat Strategy 2023–28 allocates significant resources (statewide) towards landscape-scale measures such as baiting, monitoring, and research to mitigate predation. Invasive weeds are identified as a pervasive cause of altering fire behaviour and competing with native vegetation, remains a critical focus for control efforts. Meanwhile, community-led initiatives, including weed mapping and native plant propagation, are aiding broader conservation goals.

Roebuck Bay continues to serve as a vital non-breeding habitat for migratory shorebirds along the East Asian–Australasian Flyway. Despite ongoing pressures, these tidal mudflats support up to 120,000 migratory shorebirds annually across more than 50 species. Enhanced monitoring programs and partnerships between local organisations and Indigenous ranger groups play a vital role in protecting these ecological values.

Future biodiversity efforts should focus on fostering collaborative relationships between stakeholders, improving resource allocation, and integrating cultural perspectives into conservation strategies. Emphasizing adaptive management and regular monitoring will be crucial in responding to ecological challenges effectively. Strengthening community engagement and empowering Traditional Owner groups will create opportunities for more inclusive and holistic approaches to biodiversity protection. Additionally, maintaining transparency in conservation initiatives can help build trust and ensure sustained support from the public.

5.4 Change Assessment Summary

Indicators combine quantitative datasets (reserve extent, weed transects, species-occurrence records) with qualitative consultation feedback. Confidence levels reflect data granularity and consistency over time.

Table 5.1 - Indicators (Biodiversity)

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
Landscape condition	Natural areas largely intact and undeveloped; condition "very good"	4 % of survey respondents felt land management had improved; > 50 % reported no change or decline	▼	Medium	Very good	High
Understanding of landscape-scale threatening processes	Majority of threats not well-understood; major data gaps noted	Community comments still emphasise inadequate understanding of fire, weeds and other threats	→	Medium	Poor	Medium
eBird checklists (Broome Bird Observatory)	6 150 checklists (2009–2018)	41 672 checklists (2019–2024)	▲	High	Good	High
Regional joint management agreements declared	1 formal JMA and 2 IPA declarations	3 IPA declarations (Yawuru IPA) and 1 additional JMA (Yawuru Nagulagun/Roebuck Bay Marine Park.	▲	High	Good	High
Shire as a formal partner in joint management plans	0 endorsed joint management plans in place – while the Yawuru ILUA identified the Shire as a joint manager, management plans had not yet been finalised or endorsed by Council	2 active formal partnerships – Minyirr Buru CMP (2018) & Guniyan Binba CMP (2020); The Shire is not a partner in the Yawuru IPA or the Roebuck Bay Marine Park JMA	▲	High	Fair	High

5.5 EMP Actions (2025-2035)

Objective

To safeguard and enhance the Shire's native biodiversity by expanding formal protected areas , embedding adaptive environmental objectives across planning and operations, and empowering community and Traditional Owner stewardship.

Table 5.2 - EMP Actions (Biodiversity)

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
2.1 Provide a Biodiversity Management Plan for Shire managed land	2030-2035	High	Provide	In 2025, only 4 % of respondents felt biodiversity had improved, while > 50 % saw no change/decline, and no Shire-wide plan currently exists. Embedding explicit biodiversity objectives in a formal Plan will guide targeted actions, align budgets with strategic outcomes, and address key threats identified in the 2016 SoE and 2025 Engagement Report. Community engagement found that improving biodiversity outcomes is incredibly important. The provision of a Biodiversity Management Plan	Land Tenure Officer; Manager of Operations	$50k - $100k	DBCA, Yawuru RNTBC, community environmental groups	Minyirr Buru Management Plan; Guniyan Binba Management Plan; Local Planning Strategy 2023

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
				will help identify threatened species on Shire management land and support integrating biodiversity considerations into the future planning and development.				
2.2 Advocate for DPIRD and DBCA to provide reports on progress on invasive species management and report to the community.	Ongoing	Low	Advocate	Buffel grass is now widespread in Kimberley red-soil groups, and feral-cat densities (~0.18 cats/km²) continue to threaten small fauna. This is predicted to be compounded by the imminent arrival of cane toads to the region. A funded, coordinated strategy—covering baiting, mechanical control and monitoring—will reduce invasive pressure, as recommended by DPIRD and McGregor et al. (2015).	Manager of Environmental Health, Emergency and Rangers	Internal	DBCA, Yawuru RNTBC, Aboriginal Communities and Ranger Groups	
2.3 Assist with regulating illegal clearing activities through reporting and continuing to provide comment on native	Ongoing	Medium	Regulate	The 2016 SoE flagged unauthorised clearing and dune - system disturbances as major pressures. Prioritising compliance inspections, issuing penalty notices and publicly reporting enforcement outcomes will deter non-	Land Tenure Officer Manager of Planning & Building Services	Internal	DWER	Local Planning Scheme No. 7; Local Planning Strategy 2023

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
vegetation clearing applications.				compliance, protect remnant habitats, and foster a culture of environmental stewardship.				
2.4 Undertake urban heat mapping to identify areas in need of improved revegetation and canopy re-growth.	2028-2032	Medium	Provide	The 2016 SoE highlighted the need for expanded habitat protection and restoration. Strengthening revegetation in reserves will enhance connectivity for threatened ecological communities and improve urban greening. Undertaking urban heat mapping will help identify areas in need of re-growth.	Manager of Planning and Building	$60k-$120k		
2.5 Advocate for the State government to provide improved funding mechanisms to the Yawuru Conservation Estate ranger program to improve environmental monitoring.	Ongoing	High	Advocate / Partner	Through the YPC, resourcing restraints are consistently voiced by DBCA staff as having an impact on their operational capabilities. Funding for this Ranger program, which is an important employment avenue for Yawuru people, is integral to maintaining a high level of management over the park. The lack of resourcing has compromised the operational ability to monitor park biodiversity resulting in a growing gap of	Land Tenure Officer CEO	Internal	DBCA; Yawuru RNTBC	Minyirr Buru Management Plan; Guniyan Binba Management Plan

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
				information required to understand biodiversity levels within the park.				
2.6 Facilitate review of stream 1 of the Community Development Fund Guidelines to include environmental and biodiversity as a funding category.	2026-2028	Medium	Facilitate; Fund	Community engagement has found that environmental groups are seeking more support from the Shire. Allocating a portion of the budget specifically for environmental groups and initiatives will demonstrate the Shire's commitment to supporting these groups as well as result in improved environmental benefits and knowledge for the community.	Place Activation Coordinator	Internal		
2.7 Partner with community environmental groups to address key areas of priority environmental concern .	Ongoing	Medium	Partner; Facilitate	There are a lot of people and groups within the community undertaking volunteer environmental initiatives. Establishing a formal partnership with some groups could assist them through resource sharing, knowledge sharing.	Land Tenure Officer; Manager of Operations	Internal	Community Environmental Groups	
2.8 Provide conservation measures to retain and promote flora and	2026-2030	High	Provide	Biodiversity was a high priority through community engagement. Though most conservation land is managed by DBCA, Shire managed	Manager Operations	Internal	Local Environmental Groups;	

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
fauna species living on Shire managed reserves and roads, where identified				reserves are also home to a range of native flora and fauna. Identifying key species and then integrating appropriate conservation measures will conserve important native species and ensure people are aware of their presence.			Yawuru RNTBC	
2.9 Facilitate feral cat trapping program.	2027-2028	Medium	Facilitate	Feral cats are a significant threat to native wildlife. The Shire's Animal Management Plan includes actions to manage and capture feral cats and reduce numbers.	Manager of Environmental Health, Emergency and Rangers	$5k	DBCA; Yawuru RNTBC; Local Veterinary services	Animal Management Plan

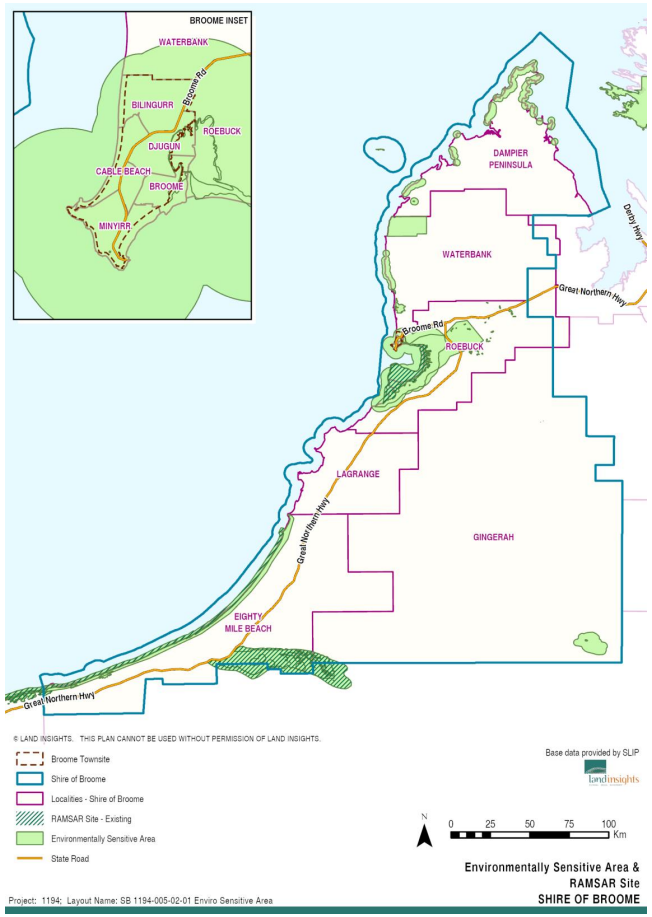


Figure 5.4 - Environmentally Sensitive Area & RAMSAR

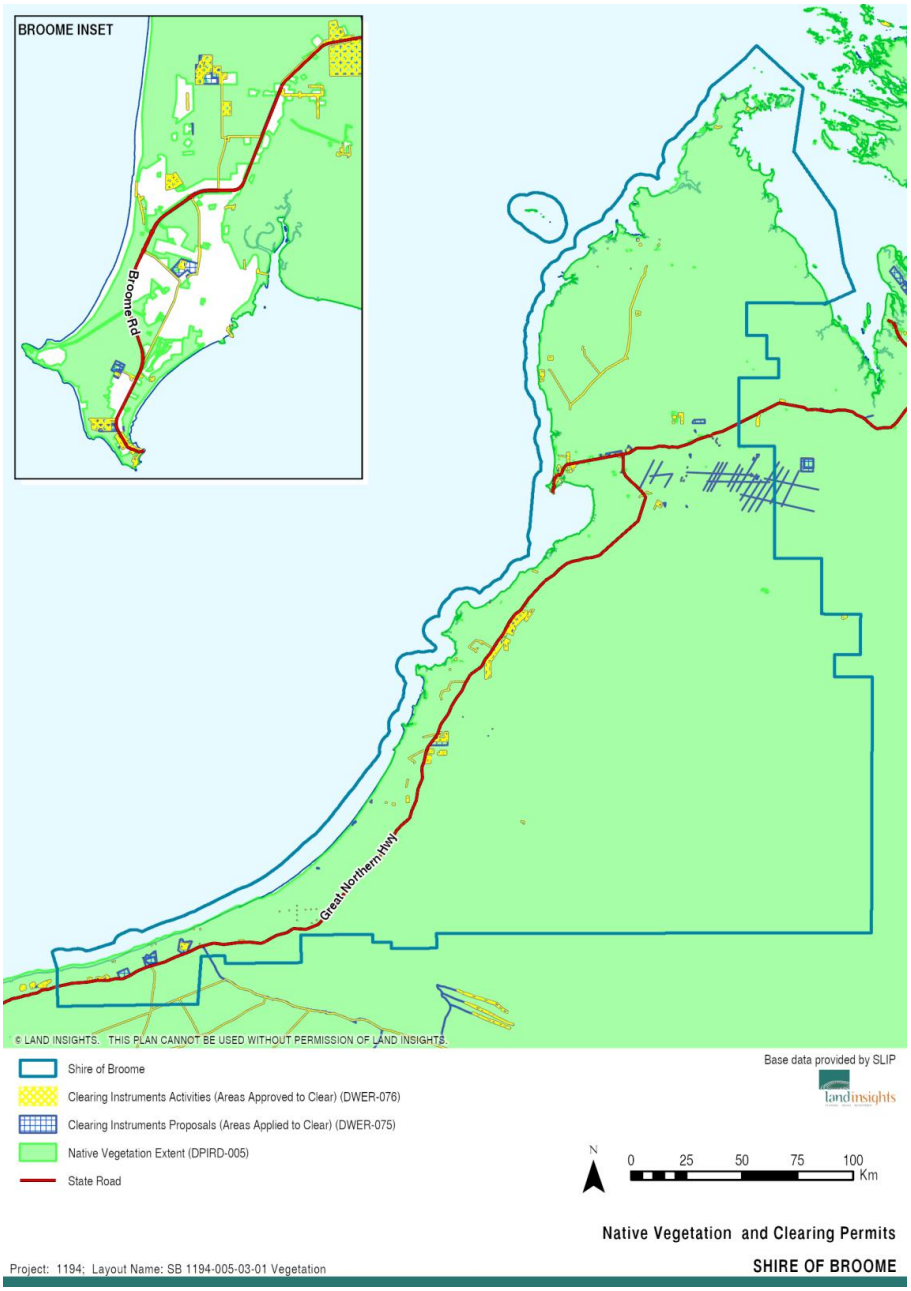


Figure 5.5 – Native Vegetation and Clearing Permits

6 Water Resources

This section analyses baseline conditions, tracks key indicators of change between 2016 and 2025, and outlines a strategic framework for water resource management for 2025–2035. It sets out the Shire's priorities for securing water supplies, improving stormwater management, and strengthening governance within Broome's unique wet-dry tropical environment.

Broome's water resource management has changed significantly since 2016. At that time, reliance on the Broome Sandstone aquifer remained essential, and per-capita potable water use exceeded regional targets, despite a 16% reduction since 2009–10. Leak detection was limited to periodic reconciliations, and stormwater infrastructure consisted of outdated systems that contributed pollutants directly to Roebuck Bay. The Broome South Wastewater Treatment Plant was also identified as requiring remediation due to nutrient plumes affecting adjacent areas.

By 2025, infrastructure upgrades, policy changes, and community engagement have helped address many of these challenges. Implementation of a fit-for-purpose water supply through the closure of the Broome South Waste Water Treatment Ponds, reduces reliance on scheme water for public spaces by approximately 543 ML each year. Water-efficiency initiatives, such as rebates, localised repairs, and education programs, have further supported sustainable water use.

Policy reforms, including the Shire's Structure Plan and Subdivision Policy has reinforced best-practice stormwater management techniques such as swales and bioretention systems. Community involvement in maintenance and informal monitoring has complemented these efforts, highlighting the importance of local stewardship in water management. Feedback from the 2025 Engagement Outcomes report identified the need for improved drainage maintenance, transparent monitoring of aquifer health, and greater involvement of Traditional Owners in water resource decisions.

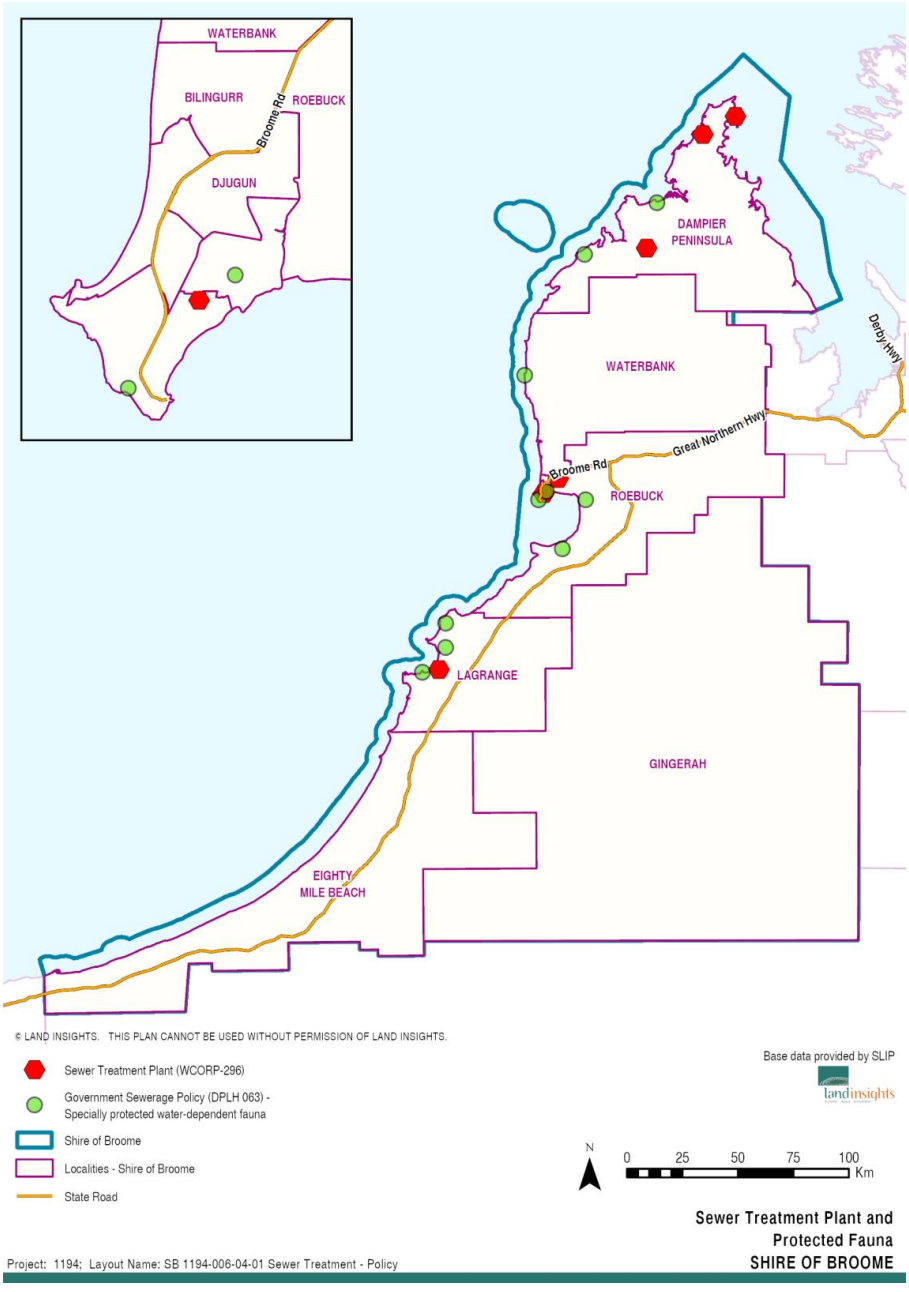
Looking ahead, the strategic framework for 2025–2035 endeavours to improve management of all urban runoff before it is discharged into the environment. It also calls for real-time transparency over industrial and borefield water extraction, broader groundwater monitoring, and the phasing out of environmentally harmful practices such as hydraulic fracturing. These priorities are underpinned by long-term goals to expand water education programs, improve compliance, and strengthen cultural connections to land and water through active engagement with Traditional Owners.

Figure 6.1 - Public Drinking Water Source Area

The Public Drinking Water Source Area (PDWSA) map shows the designated protection zones that safeguard Broome's groundwater resources, which are the town's principal source of drinking water. The PDWSA, defined under the *Rights in Water and Irrigation Act 1914*, establishes Protection Area categories such as Priority 1 (P1), which apply stringent land-use controls to minimise contamination risks. The map illustrates how these zones overlap with urban and peri-urban areas, highlighting the close relationship between water security and planning decisions in Broome.

Groundwater in this region is highly vulnerable to contamination from industrial, agricultural, and urban activities due to its shallow nature and the permeability of the soils and geological formations. Safeguarding the PDWSA therefore requires careful integration of land-use planning, infrastructure approvals, and monitoring by both State and local government.

The Shire's role lies in ensuring planning decisions remain consistent with Department of Water and Environmental Regulation (DWER) guidelines, while also raising awareness among developers and the community about the importance of protecting water quality. With Broome's growing population and increasing pressure on natural resources, maintaining the security of the PDWSA is essential to the resilience of the town. Ensuring that water supplies remain clean, reliable, and sustainable aligns directly with the SoE's broader objectives of safeguarding ecosystem health and community wellbeing.


WATERBANK
BILINGURR
ROEBUCK
Broome Rd
DJUGUN
DAMPIER PENINSULA
WATERBANK
Derby Hwy
Great Northern Hwy
Broome Rd
ROEBUCK
LAGRANGE
GINGERAH
EIGHTY MILE BEACH
© LAND INSIGHTS. THIS PLAN CANNOT BE USED WITHOUT PERMISSION OF LAND INSIGHTS.
Sewer Treatment Plant (WCORP-296)
Government Sewerage Policy (DPLH 063) - Specially protected water-dependent fauna
Shire of Broome
Localities - Shire of Broome
State Road
Base data provided by SLIP
landinsights
N
0 25 50 75 100 Km
Sewer Treatment Plant and Protected Fauna
SHIRE OF BROOME
Project: 1194; Layout Name: SB 1194-006-04-01 Sewer Treatment - Policy

6.1 2016 Situation

In 2016, Broome's water resources were under increasing strain due to high per-capita consumption, limited real-time leak detection, and uncertainty about the long-term sustainability of the aquifer. Although water demand had fallen from a 2009–10 peak of 6.2 gigalitres (GL) per year to about 5.2 GL per year by 2012–13, it remained above the Water Corporation's regional efficiency target of 155 kilolitres (kL) per person per year. Leak detection relied mainly on quarterly reconciliations between production volumes and customer billing, with no continuous telemetry or district metering to detect bursts or hidden leaks in the network.

Broome's drinking water supply comes entirely from the Broome Sandstone aquifer, located around 12 kilometres northeast of the town centre. Monitoring data indicated that water levels were generally stable, but the 2012 Public Drinking Water Source Protection Plan raised concerns about the potential for seawater intrusion into coastal bores during extended periods of high extraction or dry climate conditions. No alternative water sources such as desalination, wastewater recycling, or surface-water transfers were considered operationally or economically feasible, making the sustainability of the aquifer a key risk.

Most of Broome's drainage network consisted of shallow, unlined swales and open channels. Many of these lacked sediment and pollutant controls such as gross pollutant traps or biofiltration systems. Although Water Sensitive Urban Design (WSUD) principles are incorporated into new land releases, in existing areas, challenges exist to retrofit these design principles into existing infrastructure. As a result, sediment and nutrient runoff continued to flow into Roebuck Bay, a Ramsar-listed wetland of international significance.

Wastewater contamination was also an increasing concern. In 2015, the Department of Environment Regulation reclassified the Broome South Wastewater Treatment Plant as "Contaminated – Remediation Required" following investigations that found elevated nitrogen and phosphorus levels in groundwater beneath the site. The adjacent golf course was also identified as "Contaminated – Remediation Required," heightening community concerns about nutrient seepage contributing to algal blooms and seagrass decline in Roebuck Bay.

Water-efficiency programs were in the early stages of development. Scheme water was still widely used to irrigate sports ovals, controlled by basic time-clock systems. Uptake of residential retrofits such as water-saving devices was limited. Community education efforts were modest, focusing on Waterwise Council signage and local events. Nutrient-load estimates were based on broad modelling assumptions, and confidence in water-quality data remained moderate due to a lack of consistent, site-specific monitoring.

6.2 2025 Situation

Engagement outcomes

Some areas of Broome's drainage infrastructure were identified as a concern in the 2025 Engagement Outcomes Report. The primary concerns raised included; weed management, level of service of maintenance practices and the transportation of sediment and contaminants. Some historic open swales with steep batters have limited detention controls and can be susceptible to scouring and the transportation of sediment or other contaminants into Roebuck Bay and other coastal areas. There are some historic informal agreements and infrastructure arrangements that, over time, have led to confusion about whether maintenance responsibilities fall under the remit of the Shire, DBCA, NBY, YPC or Main Roads WA.

There are some ongoing issues with inconsistent weed control and at times there can be backlog of maintenance activities due to seasonal conditions and resourcing constraints. In some locations volunteer groups have taken an initiative to conduct weed removal, clearing illegal dumping, and undertaking informal water-quality monitoring using personal resources. In summary, there is an opportunity to improve the drainage infrastructure in some locations which may address potential risks to the ecological integrity of Roebuck Bay, a Ramsar-listed wetland and to improve public safety and fire hazards.

Community feedback has outlined a clear vision for the future of water management in Broome. Participants strongly supported capturing, treating, and reusing urban runoff before it is released into the environment. There was also a consistent call for greater transparency around industrial and borefield water extraction, along with broader monitoring of groundwater and water storage tanks. Feedback highlighted the importance of involving Traditional Owners in assessing aquifer health. Over the longer term, the community expressed support for phasing out environmentally harmful practices, such as hydraulic fracturing, by 2035.

It is important to note that the Department of Water and Environmental Regulation (DWER) already makes a range of water information publicly available, including the Water Register and the Water Information Reporting Tool.

However, these tools do not currently provide real-time reporting, and community consultation suggests that awareness of these resources remains low. As a result, many residents perceive a gap in accessible and transparent information. Embedding ongoing water education initiatives and incentive programs, which will therefore be critical to ensuring that Broome's unique environment is safeguarded into the future.

Key considerations

Since 2016, Broome's water management framework has been significantly strengthened through targeted infrastructure investments, updated governance arrangements, and community-driven priorities. The decommissioning of the Broome South Wastewater Treatment Plant marked a major milestone, following a $65.6 million expansion of the Broome North Water Resource Recovery Facility (WRRF). This transition enabled all wastewater flows to be treated at the North WRRF, allowing the South site to be returned to the State for future use. The closure of the South plant facilitated a subsidised supply of non-potable bore water, which is now used for irrigating Haynes Oval, the Broome golf course, BRAC sports fields, and St Mary's College grounds. This initiative has saved ratepayers over $1.2 million annually in potable water costs.

Despite recent improvements, stormwater management within the Broome townsite remains a significant challenge. Much of the network is made up of steep, unlined channels that increase flow rates, cause erosion, and carry sediment and weeds into Roebuck Bay. Maintenance responsibilities are not always clear to residents, leading to inconsistent weed control and a reliance on volunteer clean-up efforts.

Community engagement during the project has highlighted the need for upgraded stormwater infrastructure, including systems that can capture, treat, and reuse urban runoff before it enters the environment. Respondents also expressed a desire for more transparency in water-use reporting and greater involvement of Traditional Owners in aquifer monitoring and water management decisions.

Policy updates have provided essential statutory underpinnings to these ambitions. Local Planning Policy 5.22 requires new subdivisions to manage stormwater through infiltration swales and sediment-control measures rather than direct discharge. Policy 5.22 mandates the incorporation of water-sensitive urban design (WSUD) principles, such as landscaped bioretention systems, in commercial developments. Additionally, the Shire's Asset Management Policy acknowledges stormwater[1] infrastructure—including drains, pits, and pipes—as valuable assets, ensuring their lifecycle planning and regular auditing.

6.3 Water – Change Assessment Summary

Table 6.1 - Indicators (Water Resources)

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
Stormwater infrastructure mapping	No town-wide mapping	Town wide mapping available online through Intramaps portal.	→	Medium	Fair	High
Drainage channel condition	Predominantly unlined 'V-shaped' open channels in older areas; limited treatment (no GPTs).	Predominantly unlined "V-shaped" open channels	→	High	Fair	High
Stormwater policy coverage	WSUD requirement referenced in SoE 2016 for subdivisions	LPP 5.22 (Structure Plan & Subdivision Standards) in force; Asset Management Policy guides stormwater assets.	▲	High	Good	High
Wastewater recycling	Wastewater reuse scheme; Broome South WWTP operating; classified 'Contaminated – Remediation Required' (DER 2015).	Broome South WWTP decommissioned after $65.6 million upgrade investment; all wastewater diverted via 12 km pipeline to Broome North WRRF.	▲	High	Good	High
Water-efficiency initiatives (status)	Limited programs; irrigation on timers; early retrofits had low uptake.	Broome participates in the Waterwise Council Program; irrigation upgrades, leak detection and public education	▲	Medium	Good	Medium

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
		underway. No verified 2025 quantitative data published.				
Regional wastewater recycling benchmark (North West WA)	Approx. 42% of treated wastewater recycled across North West WA (context from Water Corporation regional summary).	No updated regional benchmark for 2025 published; latest corporate strategy targets 35% recycling by 2030 (statewide).	▲	High	Good	High

6.4 EMP Actions (2025-2035)

Objective

To strengthen Broome's water resource management by integrating targeted infrastructure upgrades, robust policy frameworks and community-driven initiatives, thereby securing supply, improving water quality and enhancing resilience through to 2035.

Table 6.2 - EMP Actions (Water Resources)

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
3.1 Partner with other stakeholders to formalise inter-agency and volunteer maintenance agreements for	2026-2028	High	Partner	Engagement Outcomes found unclear maintenance roles between the Shire and Main Roads WA, resulting in patchy weed control and volunteer fatigue. A Service-Level	Manager of Operations	Internal	DBCA; Main Roads WA; Yawuru RNTBC;	Asset Management Plan

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
drainage infrastructure.				Agreement will define responsibilities, reduce duplication and ensure regular clearing of sediment and invasive grasses.			Community volunteers	
3.2 Fund ongoing identification and repairing of unaccounted water loss of Shire assets.	Ongoing	Low	Fund	Unaccounted losses increase demand on the Broome Water Reserve aquifer and incur costs. Systematic audits and targeted repairs will improve supply security and resource efficiency.	Manager of Engineering Manager of Operations	Internal		Asset Management Plan
3.3 Fund audit of water usage in Shire owned buildings and integrate water saving fixtures where required.	2030-2032	Low	Provide	A tangible action to demonstrate leadership in smart water use and management and improve cost savings and reduce wastage.	Manager of Engineering	$10k-$35k	Water Corporation	Asset Management Plan
3.4 Provide District Stormwater Drainage Management Strategy and allocate funding through budget process to implement	2026-2027	High	Provide / Partner	Unlined channels scour banks and export sediment and nutrients to Roebuck Bay. Under LPP 5.22, retrofits will slow flows, improve water quality and reduce long-term maintenance costs.	Manager Engineering Manager Operations	$150k-$250k	Main Roads WA; DBCA; Yawuru RNTBC	CHRMAP; Minyirr Buru Management Plan; Local Planning Strategy 2023

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
key recommendations.				Stormwater management transects various land tenures. For example, the flow on impacts of stormwater impact the Yawuru Conservation Parks surrounding the Broome townsite as well as impacting sediment outflows into Roebuck Bay. Furthermore, drainage along Gubinge Road is managed by Main Roads and interacts with both the conservation estate and Shire managed stormwater drainage channels. A comprehensive stormwater management plan will mitigate future impacts of stormwater flow into adjoining tenures.				
3.5 Provide water sensitive urban design opportunities for bioretention raingardens or other	2027-2035	Medium	Provide	The draft Old Broome-Chinatown Precinct Structure Plan recommends	Manager Engineering Manager of Planning and Building	$8.5m funding allocated (refer to Council Plan)		Old Broome-Chinatown and Cable Beach

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
urban stormwater treatments to be included in Hamersley Street and Conti Foreshore Enhancement Plan and Sanctuary Road Streetscape Plan.				enhancements to the Hamersley Street streetscape and the Conti Foreshore, including the development of a linear foreshore park. Water sensitive urban design principles can be included to ensure water savings and sustainable management of stormwater runoff. Likewise, upgrades to Sanctuary Road streetscape have been forecasted in the Cable Beach Precinct Structure Plan.				Precinct Structure Plans; CHRMAP; Concil Plan 2025-2035; Local Planning Strategy 2023
3.6 Partner with DevWA, KPA, Yawuru RNTBC, Water Corporation and DBCA to undertake water quality monitoring and	2028-2030	Medium	Partner	Collaborative efforts of water quality monitoring at key sites will improve understanding for all stakeholders. Water monitoring of priority sites is	Manager of Environmental Health, Emergency and Rangers	Internal	DBCA, Yawuru RNTBC, DevWA, KPA; Water Corporation; community	Local Planning Strategy 2023

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
ground water monitoring at priority sites.				also recognised as a target within the Minyirr Buru Management Plans.			environmental groups;	

Figure 6.2 Drainage Water Lines

7 Coastal Environments

Coastal environments are among the Shire of Broome's most valued natural and cultural assets. They provide important habitat, recreational opportunities, and economic benefits for the community.

In 2016, management of Broome's shoreline was at an early stage. The Shire relied on a single Coastal Vulnerability Study and had not yet adopted a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP). Informal setback guidelines, scattered foreshore structures, and a lack of systematic monitoring meant dune erosion, stormwater impacts, and unmanaged visitor access continued with limited oversight. Governance arrangements were split between several agencies, cultural heritage features were vulnerable to disturbance, and data gaps limited evidence-based decision-making.

Since adopting the CHRMAP in September 2017, the Shire has integrated controls into its Local Planning Scheme. Clear adaptation pathways now guide approvals and reduce exposure to coastal hazards. An integrated coastal monitoring program, using UAV-LiDAR, annual beach-profile transects, and photo monitoring, has closed key data gaps and improved understanding of sediment movement across major beaches.

Vehicle access and visitor pressures at Cable Beach have been progressively managed over time. Initial restrictions were introduced by Council in 2010 to protect turtle nesting areas north of the rocks during breeding season. These restrictions have been updated as new ecological data has become available. The most recent change, adopted in August 2024, extended the closure period to include all of February each year, based on results from DBCA's long-running turtle monitoring program. These measures, supported by ranger patrols and gate management, have significantly reduced dune trampling and nesting disturbance, although some non-compliance still occurs during peak visitation.

Coastal governance remains complex, with responsibilities shared between local, state, and federal agencies. Marine-related pressures, particularly the increase in cruise ship visits (from 15 vessels in 2019 to 37 in 2024), have required closer coordination between the Shire, the Kimberley Ports Authority, and state agencies. While water-quality data is now published, formal data-sharing agreements are still being developed. The most significant development proposals currently relate to port infrastructure, including the Broome Boating Facility and the Kimberley Marine Support Base (under development), rather than industrial projects within Roebuck Bay.

Major infrastructure projects, such as the Cable Beach Foreshore Redevelopment and Town Beach Redevelopment have included coastal protection measures. Access improvements in the Conservation Estate have also assisted with access management and reducing erosion risk in these sensitive coastal environments. The sandstone cliff collapse at Entrance Point Beach in

January 2025 highlighted the need for ongoing stability assessments and proactive risk management to ensure safe and sustainable use of Broome's coastal areas.

The Shire's coastal management has shifted from informal actions and fragmented oversight in 2016 to an integrated, data-driven framework in 2025. This chapter outlines the evolution of statutory controls, monitoring programs, access management, heritage protection, and resilience planning that together shape Broome's approach to managing its dynamic coastline in the face of climate change and increasing human activity.

7.1 2016 Situation

In mid-2016, Broome's coastal hazard management relied on a single Coastal Vulnerability Study that identified erosion hotspots from Cable Beach northwards through Reddell and Simpsons Beaches. The study recommended dune buffer setbacks, staged retreat in vulnerable areas, and tighter development controls, but these measures were not yet mandatory.

Although the Shire's Local Planning Scheme No. 6, adopted in 2015, included some provisions for coastal protection, a comprehensive statutory framework was still being developed. The Shire's first Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) was in preparation and would not be adopted until September 2017. As a result, many of the study's recommendations were not yet implemented during this period.

Foreshore Infrastructure and Design Gaps

Much of the Shire-owned coastal infrastructure was built during earlier tourism expansions and did not account for Broome's high tidal range, cyclonic storm surges, or shifting sediment dynamics. Stormwater drainage outlets discharged directly onto the beach, bypassing natural infiltration zones and contributing to periodic die-off of salt-tolerant dune vegetation. Concrete vehicle ramps at the base of dunes were installed without scour protection and were beginning to show localised erosion. Timber access structures, while heavily used, were not designed to withstand repeated surge events. As a result, they required ongoing ad hoc repairs rather than planned, resilient upgrades.

Absence of Systematic Monitoring

At that time, there were no regular beach-profile surveys, sediment-budget analyses, or LiDAR mapping for Broome's foreshore. Monitoring relied on occasional aerial imagery, basic visitor counts at car park entry points, and informal observations by community volunteers. Without fixed transect measurements or consistent data collection, the Shire lacked the evidence needed to prioritise dune restoration or predict long-term shoreline change.

Visitor and Vehicle Pressures

Since the 1990s, Cable Beach has been a popular location for recreational four-wheel driving, especially during peak tourist seasons. Concerns about turtle nesting impacts led to the first

formal vehicle access restrictions, introduced at the Ordinary Council Meeting of 30 September 2010 (Item 9.4.2). These measures focused on limiting access north of the rocks during the turtle breeding season.

By 2016, seasonal restrictions were in place, but peak-season days still saw high numbers of vehicles on the beach. Unsealed tracks and limited enforcement capacity meant informal track braiding persisted in some dune areas. This caused disturbance to nesting habitats, nest destruction, and hatchling disorientation. At this stage, vehicle track consolidation and formal access lanes had not been fully implemented, and enforcement remained largely reactive.

Governance and Land Tenure Fragmentation

Responsibility for the foreshore was divided between multiple landholders and agencies, creating a complex governance environment. Within the townsite, tenure was shared by the Shire of Broome, Yawuru RNTBC, the Department of Biodiversity, Conservation and Attractions (DBCA), and the Kimberley Ports Authority, each with different roles in land management, approvals, and maintenance. Outside the townsite, management responsibilities primarily rested with the DPLH, DBCA, and Traditional Owners.

By mid-2016, this overlapping system of responsibilities had led to fragmented coastal management. In practice, this meant reliance on temporary measures such as fencing, spot dune repairs, and ad hoc signage, rather than a coordinated, long-term management approach.

7.2 2025 Situation

CHRMAP Adoption and Review

Since the adoption of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) in September 2017, significant progress has been made in embedding statutory controls into local planning frameworks, including a range of adaptation options. These controls aim to improve the resilience of Broome's coastal areas against climate-induced hazards.

In early 2025, the Shire initiated a comprehensive review of the 2017 CHRMAP. This review focuses on updating hazard mapping, vulnerability assessments, and re-evaluating community values. By doing so, the plan seeks to address emerging climate risks and maintain its relevance and effectiveness in guiding sustainable coastal management.

Coastal Monitoring Program

The Shire of Broome has implemented an integrated coastal monitoring program as part of its CHRMAP actions. This program has helped address key data gaps through the use of techniques such as UAV-LiDAR surveys carried out in 2018, 2021, and 2024. Annual beach-profile surveys and community photo-point monitoring have also improved understanding of coastal dynamics and sediment movement.

Visitor and Vehicle Access Controls

Over the last few years, the Shire has implemented stronger measures to manage visitor access on its coastal assets. For example, in 2024, Council resolved to endorse the closure of the beach for vehicles north of the foreshore area, during the month of February, based on data collected through DBCA's volunteer turtle monitoring program. DBCA have improved access controls and reduced unauthorised vehicle access through the Conservation Estate.

These measures have led to a reduction in illegal 4WD use, although occasional breaches continue during peak visitation periods. Ongoing monitoring and enforcement remain crucial to ensure the long-term sustainability of these access controls and to mitigate their environmental impacts.

Cultural Heritage Protection

Within the Broome townsite, progress in cultural heritage protection has been supported through collaboration with Yawuru custodians. Two of the four Yawuru Park Management Plans have been formally endorsed by the Shire , providing guidance for the conservation and management of the cultural, ecological, social, and economic values of the Yawuru Conservation Estate. While these plans influence the Shire's activities, they operate alongside other land management frameworks and have not been fully incorporated into a single, Shire-wide planning document.

Marine and Port-Related Pressures

Broome has seen a significant increase in cruise ship visits, rising from 15 in 2019 to 37 in 2024. This increase has raised concerns about greywater discharge and waste management in harbour-front areas. The Kimberley Ports Authority has responded by publishing monthly water quality data, working in collaboration with the Department of Biodiversity, Conservation and Attractions (DBCA) and Yawuru representatives.

Despite these efforts, there are still no formal protocols for data sharing or coordinated responses as part of the Shire's environmental reporting processes.

Industrial Development and Coastal Planning

Local communities and advocacy groups have raised concerns about proposed oil and gas infrastructure projects in the region, such as the Browse LNG project at James Price Point. Community groups continue to advocate for renewable energy and eco-tourism initiatives, arguing that moving away from fossil fuel projects supports regional decarbonisation and long-term sustainability.

As these discussions continue, the Shire faces growing pressure to include climate-conscious planning principles in its coastal strategies, balancing economic development with environmental protection and community values.

Major Foreshore Redevelopment

Stage 2 of the Walmanyjun Cable Beach Foreshore Redevelopment began in April 2025 with funding of about $35.3 million through a federal–state program. The works include formalising dune setbacks, upgrading pedestrian and vehicle pathways, and improving public facilities. These measures aim to strengthen coastal resilience and manage increasing visitor activity.

The redevelopment is considered a model for integrating resilience planning into major infrastructure projects. It highlights the importance of aligning redevelopment with environmental sustainability and the needs of the community.

Emerging Geotechnical and Access Issues

In January 2025 a sandstone cliff collapsed at Entrance Point Beach, prompting safety measures and agency review. CHRMAP (2017) identifies Entrance Point as a location where geotechnical assessment would improve understanding of coastal stability.

State-Funded Resilience Investment

In April 2024, the Western Australian Government allocated $750,000 through its Kimberley Resilience Programme for climate adaptation planning. The funding focuses on remote airstrips and port infrastructure and provides a model for co-funding similar initiatives in Broome.

This investment shows growing recognition of the need for resilience planning to meet climate-related challenges and offers support for adapting critical infrastructure in vulnerable areas.

7.3 Change Assessment Summary

Indicator ratings reflect current condition relative to 2016 baseline; trend arrows show movement; confidence grades evidence strength.

Table 7.1 - Indicators (Coastal Environments)

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
1. CHRMAP Adoption & Review	No formal CHRMAP; management relied on an advisory Coastal Vulnerability Study and the 1999 Town Planning Scheme.	CHRMAP adopted 7 September 2017 and embedded in Local Planning Scheme; review commenced early 2025 under a Coastal Management Program grant to update hazard maps and community values.	▲	High	Good	High
2. Coastal Monitoring Programme	Limited systematic monitoring: only sporadic aerial imagery and informal volunteer observations; no fixed transects, sediment budgets or LiDAR.	Integrated regime—including UAV-LiDAR surveys (2018, 2021, 2024), annual beach-profile transects at Cable Beach and community photo-points—that has closed key data gaps, though secondary-beach coverage remains to be extended.	▲▲	High	Very Good	High
3. Visitor & Vehicle Access Controls	Unrestricted 4WD on Cable Beach; informal tracks; reactive, post-hoc	In 2024, Council resolved to extend the closure of Cable Beach to vehicles, based on annual data collected from DBCA's volunteer turtle	▲	High	Good	High

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
	enforcement; no formal access lanes until after 2016.	monitoring program. Beach is monitored in coordination between Shire and DBCA/Yawuru rangers with occasional wet-season breaches still occurring. Access control improvements implemented by DBCA to restrict unauthorised vehicle access to the beach.				
4. Cultural-Heritage Protection	Only advisory signage and occasional fencing in consultation with Yawuru custodians; no formal access-control framework.	Four Yawuru Park Management Plans developed. Two have been formally endorsed by the Shire of Broome where they directly fall under the Shire's tenure. Interpretive signage and some formal access routes installed.	▲	High	Good	Medium–High
5. Marine & Cruise-Ship Pressures	Lower cruise activity with no structured water-quality reporting tied to port activities.	Cruise visits rose from 15 (2019) to 37 (2024); Kimberley Ports Authority now publishes monthly water-quality data alongside DBCA and Yawuru, but the Shire's EMP still lacks formal data-sharing and response protocols.	▲	Medium	Fair	Medium
6. Port Interface & Wharf Development	Fragmented governance; only temporary fixes (spot repairs, ad-hoc signage) for port-side access.	Kimberley Ports Authority has permanently closed certain pedestrian wharf crossings; an EPA-reviewed proposal for wharf laydown and offices is underway, but fully integrated coastal-port planning remains to be finalised.	▲	Medium	Fair	Medium
7. Geotechnical Hazards	No proactive geotechnical monitoring; storm-event	Sandstone cliffs at Entrance Point Beach led to immediate safety closures and commissioning	▼	Medium	Poor	Medium

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
	responses were purely reactive.	of a detailed geotechnical stability assessment.				

7.4 EMP Actions (2025-2035)

Objective

To implement coordinated, practical, and measurable actions that protect and enhance the Shire of Broome's environmental values over the next decade, guided by the principles of sustainability, cultural respect, climate resilience, and community collaboration.

Table 7.2 - EMP Actions (Coastal Environments)

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked strategies
4.1 Provide a review and update the CHRMAP for 2025,	2026-2030	High	Provide	Updating the CHRMAP ensures the Shire adapts to emerging climate risks effectively,	Planning Coordinator	$180k allocated	KPA, Yawuru RNTBC, DBCA	CHRMAP; Council Plan 2025-2035

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked strategies
adopt its recommendations, and integrate them into LPS 7.				safeguards community values, and maintains statutory setback controls critical for long-term planning.		(refer to Council Plan)		
4.2 Provide a strategic framework for improved management of beach use.	2027-2030	High	Provide; Regulate	Cable Beach is an extremely popular beach that people value in differing ways, sometimes in conflict with one another. Establishing a coordinated beach use framework will mitigate the impacts that conflicting uses have on one another.	Manager of Environmental Health, Emergency and Rangers Manager Planning and Building Land Tenure Officer	Internal	KPA, Yawuru RNTBC, DBCA	CHRMAP; Minyirr Buru Management Plan; Guniyan Binba Management Plan
4.3 Partner with DBCA and Yawuru to achieve targets as set out within Minyir Buru Management Plan and Guniyan Binba Management Plan.	Ongoing	High	Partner	Collaborating with Yawuru custodians establishes clear responsibilities, safeguards cultural heritage sites, and aligns infrastructure management with community values.	Land Tenure Officer	Internal	Yawuru RNTBC, DBCA	CHRMAP
4.4 Advocate for Expanded Resilience Funding: Lobby State	Ongoing	Low	Advocate	Securing co-funding supports large-scale adaptation works, such as dune nourishment and stormwater retrofits, enhancing	CEO Shire President	Internal		

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked strategies
and Federal bodies for grants.				resilience against climate impacts.				
4.5 Investigate implementation of coastal protection measures including dune restoration on Shire managed land.	2030-2035	Medium	Provide; Partner	Restoration activities strengthen dune ecosystems, enhance storm surge buffers, and improve habitat resilience in line with CHRMAP findings.	Manager Operations		DBCA, Yawuru RNTBC	CHRMAP; Minyirr Buru Management Plan
4.6 Investigate coastal areas vulnerable to damage from stormwater flows and implement mitigation measures.	Ongoing	Medium	Regulate; Advocate; Provide	The interface between the Shire's stormwater management and coastal environments should be monitored to avoid environmental damaging consequences, such as the Demco "canyon".	Manager Engineering Land Tenure Officer Manager Operations	Internal	DBCA, Yawuru RNTBC, KPA	CHRMAP; Minyirr Buru Management Plan.

8 Energy

Energy management in the Shire of Broome has changed significantly since the last State of the Environment (SoE) review in 2016. While fossil fuels remain the primary source of electricity, the region has made measurable progress in distributed energy generation, battery storage, electric vehicle infrastructure, and energy efficiency programs. These developments signal a shift from a traditional, centralised system to a more flexible and lower-emission energy profile.

In 2016, Broome's energy system relied heavily on thermal generation, primarily using natural gas and diesel. The Broome Power Station, depended on imported fuels and served as the region's only electricity source. Renewable energy integration was limited by network constraints, particularly in central Broome feeder zones, which restricted rooftop solar uptake. Fewer than 10% of homes had solar PV installed, and commercial installations were constrained by low feed-in tariffs and long payback periods. At that time, the Shire did not have a strategic energy management framework. There were no corporate emissions targets or formal energy efficiency programs, and public engagement on energy issues was limited.

By 2025, this picture has begun to shift. The Broome Power Station, remains the region's central generator, using trucked LNG and diesel. Planning is underway for the Broome Future Energy System (FES), a 90 MW solar photovoltaic and 239 MWh battery project. Once operational, this system is expected to supply most of Broome's electricity needs and significantly reduce reliance on fossil fuels. Independent modelling by Sustainable Energy Now (SEN) shows that a transition to over 80% renewable energy could save more than $321 million over the system's life. Renewables are projected to generate electricity at about three-quarters the cost of LNG-based generation.

Distributed energy has also expanded. Horizon Power's 2024 launch of the Smart Connect Solar program removed previous technical limits on rooftop PV connections, supporting greater uptake across homes and businesses. Two community-scale batteries have been installed through the Renew the Regions initiative, providing additional capacity and helping to balance grid demand.

Electric vehicle infrastructure is emerging, with the Kimberley's first 150 kW fast-charging station now operating at Broome's Town Beach. A second charging point has been installed along Carnarvon Street in Chinatown. This forms part of the WA Government's regional charging network and supports local interest in low-emission transport.

Energy efficiency is being built into new developments through mandatory six-star building standards for new Class 1 dwellings. Regional programs such as Switch Your Thinking are also providing practical support for households and small businesses to reduce energy use.

Broome's energy future was a key focus of the 2025 Green Horizons Forum, which brought together government, industry, and Traditional Owners to discuss opportunities in renewable

energy, battery storage, and green hydrogen. The event highlighted Broome's strategic role in off-grid energy innovation and the importance of cross-sector collaboration to maintain momentum.

8.1 2016 Situation

In 2016, the Shire of Broome relied heavily on fossil fuels for its electricity supply. Horizon Power operated the regional electricity network, with most power generated through thermal processes using natural gas and diesel at the Broome Power Station. Electricity demand for the town was estimated at around 129 to 131 gigawatt hours (GWh) per year, with diesel contributing significantly to the generation mix.

Renewable energy integration was constrained by network limitations. Technical restrictions within the distribution grid, particularly in feeder zones servicing central Broome, limited rooftop photovoltaic (PV) capacity and slowed the uptake of distributed solar generation. By the mid-2010s, only 8 to 9 per cent of dwellings in Broome had rooftop PV systems, a rate much lower than in other high-irradiance regions. Commercial solar installations were also limited by economic barriers, including feed-in tariffs set well below retail electricity prices, which resulted in long payback periods. At that time, there were no operational large-scale renewable energy projects in the Shire and no significant feasibility studies under way.

Energy management within Shire operations lacked a strategic framework. Energy use was tracked on an ad hoc basis, with little understanding of building performance and no formal energy audits. The Shire had no corporate energy reduction targets or coordinated programs to improve efficiency across its facilities. Street lighting consisted mostly of high-pressure sodium lamps rated at 140 watts per unit, which contributed to high electricity consumption.

The Shire's vehicle fleet was not detailed in the 2016 State of the Environment report. However, there was no evidence of emissions reduction targets, low-emission vehicles, or policies to reduce idling. Broader corporate emissions tracking was also absent, and no formal greenhouse gas reduction or energy efficiency targets were in place for Shire operations.

In the years leading up to 2016, public discussion focused largely on electricity costs rather than climate change or emissions reduction. This overlooked the highly visible community division to the Browse LNG project at James Price Point (Walmadany). Many Traditional Owners, residents, and advocacy groups strongly opposed the project due to its potential environmental, cultural, and social impacts. Apart from this, community engagement on energy issues was limited, with education and outreach activities focusing mainly on simple household actions such as turning off appliances.

In summary, while Broome's solar potential was high, the energy system faced significant barriers in 2016. Network limitations, policy gaps, and limited financial incentives slowed the transition to renewable energy. Without clear strategic leadership at either the organisational or community level, the Shire was not positioned to move towards a lower-emissions energy future.

8.2 2025 Situation

Broome's energy system in 2025 reflects a major shift towards cleaner and more distributed sources of electricity. While infrastructure based on liquefied natural gas (LNG) and diesel remains central to powering the region, new investment in solar energy, battery storage, electric vehicle infrastructure, and demand-side programs is laying the foundation for a more sustainable and resilient energy future.

Grid Supply and Centralised Generation

The Broome Power Station remains the main source of electricity for the town and surrounding areas. Operated by EDL and commissioned in 2008, the facility includes 17 gas-fired generators and nine diesel backup generators, with a combined installed capacity of 43.2 megawatts (MW). Power is produced using LNG trucked about 900 kilometres from the Maitland LNG plant near Karratha, stored and vaporised at a dedicated facility in Broome, and distributed through local networks.

To reduce long-term reliance on fossil fuels, Horizon Power referred the FES proposal to the Environmental Protection Authority who, upon receiving the referral, decided not to assess the proposal. A referral was also sent to the Federal Government Department of Climate Change, Energy, the Environment and Water (DCCEEW) who are still currently assessing the proposal. This project will include up to 90 MW of ground-mounted solar photovoltaic (PV) generation and up to 42 MW / 239 megawatt hours (MWh) of battery storage. Proposed to be located about 10 kilometres north of Broome, the system will connect to the existing Frederick Street substation. Once operational, it is expected to meet most of Broome’s electricity demand and allow the existing gas plant to operate primarily as a backup.

Independent modelling by Sustainable Energy Now (SEN) shows that supplying more than 80 per cent of Broome’s electricity from renewable energy is technically feasible and economically beneficial. The study estimates lifetime cost savings of more than $321 million, with renewable energy projected to produce electricity at about three-quarters the cost of LNG-based generation.

Distributed Energy and Storage

Rooftop solar continues to grow in Broome, supported by Horizon Power’s Smart Connect Solar program. Rolled out across the Kimberley region in 2024, the program uses dynamic voltage management to remove earlier technical limits on rooftop PV connections. This change has allowed more homes and businesses to install solar systems, lowering household energy bills and improving network performance.

Two community-scale battery systems have been installed under Horizon Power’s Renew the Regions initiative. These batteries provide more than 1.4 MW of hosting capacity for new solar customers, storing excess generation during the day and releasing it in the evening to reduce demand peaks.

Electric Vehicles and Charging Infrastructure

Broome now has the Kimberley's first public electric vehicle (EV) fast-charging station, installed at the Town Beach car park in July 2023. The 150-kilowatt charger, installed as part of the WA Government's EV Network rollout, allows drivers to recharge in 20 to 30 minutes and links Broome to a state-wide charging corridor.

Energy Efficiency and Demand Management

Energy efficiency remains a priority for households and new developments. Under Western Australia's Building Code, all new Class 1 dwellings must achieve a minimum six-star energy efficiency rating. The Shire continues to apply these standards through the development assessment and building approval process.

In 2025, the Switch Your Thinking initiative launched an Energy Efficiency Pilot Program (EEPP) targeting regional towns including Broome. The program provides free energy audit kits for households, practical workshops for small businesses, and tailored advice on reducing electricity use. These efforts aim to raise community awareness and encourage behaviour change, especially for households unable to invest in solar systems.

Looking Ahead

Broome's location and strong solar resources position it as a leader in off-grid renewable energy adoption. The 2025 Green Horizons Forum, hosted by local and regional stakeholders, explored opportunities for Broome and the Kimberley to become a hub for renewable energy innovation. Topics included large-scale solar and wind, distributed battery storage, green hydrogen development, and Indigenous-led clean energy partnerships. The forum highlighted the importance of collaboration between government, industry, and Traditional Owners to achieve long-term environmental and economic benefits.

8.3 Energy – Change Assessment Summary

Indicator ratings reflect current condition relative to 2016 baseline; trend arrows show movement; confidence grades evidence strength

Table 8.1 - Indicators (Energy & Emissions)

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
Electricity Supply Mix	Dominated by LNG and diesel at Broome Power Station; no large-scale renewables	LNG remains the primary energy source, but Horizon Power's proposed *Broome Future Energy System* includes up to 90 MW of ground-mounted solar PV and a 239 MWh battery, designed to displace most fossil fuel generation while retaining existing gas units for backup and firming.	▲	High	Fair	High
Rooftop PV Uptake	8–9% of households had rooftop solar; network constraints limited further growth	Smart Connect Solar removed constraints; ongoing adoption across residential and commercial sectors	▲	Medium	Good	Medium
Commercial-scale Renewables	No major projects or feasibility studies reported in SoE	The Broome Future Energy System (FES) project has received no assessment from the EPA and is currently being assessed by DCCEEW. Independent modelling by Sustainable Energy Now (SEN) indicates	▲	High	Good	High

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
		that high levels of renewable energy penetration—potentially exceeding 80%—are technically feasible in Broome under scenarios involving large-scale solar PV and battery storage. Actual outcomes will depend on project implementation and operational factors				
Community-scale Battery Storage	Not referenced in 2016 SoE	2 systems installed under Renew the Regions; 1.4 MW capacity for peak smoothing and PV hosting	▲▲	High	Good	High
Public EV Charging Infrastructure	No infrastructure or planning in place	First 150 kW fast charger installed at Town Beach in 2023	▲▲	High	Fair	High
Corporate Energy Strategy	No energy audits or reduction targets; ad hoc monitoring	General energy efficiency goals included in corporate plans; no evidence of specific targets or audits	▲	Medium	Fair	Medium
Residential Energy Efficiency	No detail in 2016 SoE, but minimum 6-star ratings required by Building Code WA	Continued compliance with 6-star NatHERS rating; supported by audits and workshops	▲	Medium	Fair	Medium
Community Engagement on Energy	Limited to cost-related concerns; minimal outreach	Programs now include audit kits, local business workshops, and community education	▲▲	Medium	Good	Medium

Indicator	2016 Baseline	2025 Snapshot	Trend	Confidence in Trend	Rating	Confidence in Rating
Carbon Emissions Reduction	No formal targets	SEN modelling suggests that transitioning Broome's electricity system to high levels of renewable energy—through solar PV and battery storage—could significantly reduce LNG usage and associated carbon emissions. Exact emissions savings will depend on project implementation.	▲	High	High	High

8.4 EMP Actions (2025-2035)

Objective

To reduce energy consumption and greenhouse gas emissions across Shire operations and the wider community by promoting energy efficiency, transitioning to renewable energy sources, and supporting low-carbon initiatives that align with climate adaptation and mitigation goals.

Table 8.2 - EMP Actions (Energy & Emissions)

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked strategies
5.1 Facilitate implementation of Broome Future Energy System (FES)	Ongoing	High	Facilitate; Advocate	The FES project includes up to 90 MW solar and 239 MWh of battery storage. Supporting approvals, land-use planning,	Manager Planning and Building	Internal	Horizon Power	Economic Development Strategy 2021-2026

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked strategies
through provision of technical support.				and community engagement will accelerate the energy transition and reduce reliance on fossil fuels.				
5.2 Facilitate feasibility investigation of energy audit in Shire owned buildings and facilities and implement energy saving measures where feasible.	2028-2032	High	Facilitate	Upgrading public infrastructure, including converting HPS streetlights to LEDs and improving HVAC systems, reduces municipal energy demand, demonstrates leadership, and improves energy efficiency indicators.	Manager Engineering Manager Facilities	$15k-$45k	Horizon Power	Asset Management Plan
5.3 Advocate for Department of Transport to subsidise improved public transport options in Broome	Ongoing	Medium	Advocate	Broome does not have a public transport system. This presents challenges to the growing size of the town, especially for people without access to a personal vehicle or unable to drive (youth & seniors). Community engagement revealed a strong design for reducing car dependency in the town and securing a reliable public transport route for the town	Economic Development Officer	Internal	Department of Transport	Council Plan 2025-2035

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked strategies
				would contribute to this outcome.				
5.4 Provide corporate emissions inventory and confirm a baseline year to begin recording against.	2029-2033	High	Provide	Current Shire documents lack quantitative energy or emissions targets. Embedding these in the next Corporate Business Plan will improve governance, transparency, and accountability.	Manager Waste Services; Manager Operations; Manager; Manager Engineering	$20k-$45k	Horizon Power Water Corporation	
5.5 Facilitate Horizon Power in promoting and facilitating land access for community-scale battery systems.	Ongoing	Medium	Facilitate	Supporting additional deployments of community batteries under Horizon Power's programs will enhance local grid stability, enable greater solar hosting capacity, and support distributed energy uptake.	Manager Planning and Building Land Tenure Officer	Internal	Horizon Power	Economic Development Strategy 2021-2026
5.6 Facilitate gradual transition of Shire's vehicle fleet to hybrid and electric alternatives, where appropriate and applicable.	2026-2035	Medium	Facilitate; Fund	Electrifying the Shire fleet aligns with WA Government EV strategy and supports emissions reduction. Transitioning vehicles as suitable replacements arise	Manager Operations	$43k-97k per vehicle.		

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked strategies
				ensures practicality and cost control.				
5.7 Facilitate implementation of solar power opportunities at Shire operated facilities and reserves.	2026-2035)	Medium	Provide	Solar PV on public facilities and reserves can reduce operating costs and demonstrate leadership. Prioritising large facilities maximises cost-effectiveness and visibility while supporting emissions reduction goals.	Manager Engineering; Manager Community Facilities	TBC (dependent on facility/reserve - installation of solar at BRAC cost $220k)	Horizon Power	Council Plan 2025-2035
5.8 Provide a database/website that residents can utilise as a resource for accessing useful information to support sustainability goals and practices.	2026	Medium	Provide	Community volunteer groups and residents expressed a desire for the Shire to demonstrate leadership in the environmental space. Establishing a database through the Shire's website, that provides frequent updates on environmental initiatives within the community and clear, accurate sources of information will help support the community and volunteer groups understanding and developing environmental initiatives. Through this, the	Land Tenure Officer Marketing and Communications Coordinator	Internal		Corporate Communication and Engagement Strategy 2022-2027

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resourcing Requirements	Proposed Partnerships	Linked strategies
				Shire can act as a bridge between the community and access to important and up-to-date environmental information and news which they can then leverage for their own means.				
5.9 Advocate for Horizon Power to increase percentage of Broome community's source of energy from renewable energy sources.	Ongoing	Medium	Advocate	Community engagement found strong support for a transition to renewable energy and away from high carbon emission energy sources. Advocating for Horizon Power to continue developing and finding renewable energy opportunities that supply the Broome community will ensure the community can have access to sustainable sources of energy that align with their values.	CEO	Internal	Horizon Power	Council Plan 2025-20235

9 Waste Management

Waste management remains a significant and evolving environmental issue for the Shire of Broome. In 2016, the system faced major challenges, including limited landfill capacity, high contamination in the recycling stream, no diversion of organic waste, and minimal public reporting. Buckley's Road landfill, the Shire's main disposal site, was nearing capacity and lacked engineered systems to manage leachate or gas. Recycling contamination rates regularly exceeded 25 per cent, with audits showing large amounts of organic and construction waste in the general waste stream. Illegal dumping was common, and community awareness of waste processes and outcomes was low. Overall, waste management was rated as Poor in the 2016 State of the Environment assessment, with Medium confidence.

By 2025, the Shire has implemented several planning and infrastructure initiatives to improve waste outcomes. These include the staged closure of Buckley's Road landfill and the development of the Regional Resource Recovery Park (RRRP), which will provide a modern and environmentally sound facility. Kerbside collection services for general waste and recycling have continued; however, high contamination rates remain a major barrier to improved recovery. A Food Organics and Garden Organics (FOGO) collection service has not yet been introduced, despite increasing public interest and alignment with waste reduction goals.

Community engagement in 2025 highlighted ongoing concerns about illegal dumping, limited public reporting, and a lack of education on correct bin use. Residents also raised issues about inconsistent services in remote areas, along with the visual and environmental impacts of the new RRRP.

Strategic documents such as the Waste Action Plan 2021–2025 and the Waste Management Strategy 2021–2031 provide a clear policy framework. However, implementation has been challenged by limited resources, rapid population growth, and increasing visitor numbers.

This section outlines the current waste management system, identifies changes since the last assessment, and evaluates the key challenges and opportunities for achieving better environmental outcomes.

9.1 2016 Situation

In 2016, the Shire of Broome's waste management system was under increasing pressure due to population growth, seasonal tourism, and ageing infrastructure. The system relied heavily on landfill disposal, with limited local recycling capacity and no program for diverting organic waste. The State of the Environment (SoE) Report identified two major themes under waste: Household Waste and Litter and Illegal Dumping.

Using the Pressure-State-Response (PSR) model, the report highlighted operational constraints, environmental risks, and gaps in strategic planning that limited progress towards sustainable

waste management. Core challenges included ageing infrastructure, low recycling rates, environmental risks, and limited public engagement. The SoE Report called for urgent improvements, including investment in infrastructure, the introduction of organic waste diversion, stronger community education, and a strategic waste plan with measurable performance indicators. Addressing these issues was seen as essential to support Broome's growing population and align with broader sustainability goals.

Landfill Infrastructure and Environmental Risks

The primary disposal site at Buckley's Road, in operation since 1993, was nearing capacity, with less than five years of remaining airspace. The site lacked key environmental controls such as engineered liners for leachate containment and systems for capturing landfill gas. Cover material was applied regularly, but wet season erosion, particularly on batter slopes, often caused plastic and lightweight litter to escape into nearby pindan vegetation. Concerns were raised about odour, litter, and containment, although no formal improvement notice was issued by the Department of Water and Environmental Regulation in 2014.

Projected landfill gas generation was low, so management requirements were limited to passive systems, potentially including a biofilter. Groundwater monitoring was undertaken quarterly, with results showing no significant concerns.

Kerbside Collection and Recycling Performance

Broome households received weekly collection of 240-litre red-lid general waste bins and fortnightly collection of 240-litre yellow-lid recycling bins. Recycling performance was affected by high contamination rates, including broken glass, bagged recyclables, and food-soiled materials. There was no Food Organics and Garden Organics (FOGO) service, even though organic waste made up a significant proportion of material sent to landfill. This led to decomposition without oxygen, producing methane and contributing to greenhouse gas emissions.

Construction and demolition (C&D) waste was also a major component of landfill inputs. While stockpiling for future reuse was approved, the lack of on-site crushing equipment meant most C&D material was still disposed of in landfill, limiting opportunities for resource recovery.

Illegal Dumping and Litter Management

Illegal dumping and littering were common, particularly in bushland and unmonitored areas. The Keep Australia Beautiful National Litter Index (2015) ranked Cable Beach among the ten most littered beaches in Western Australia, with beverage containers identified as a frequent pollutant. Cyclone events further increased debris and waste, although no incident-specific data was publicly reported.

Local enforcement was limited, with few surveillance or compliance mechanisms in place. Public education on illegal dumping was minimal, and responses were focused on short-term clean-ups rather than long-term prevention.

Governance, Education and Reporting

Communication on waste issues was ad hoc and largely limited to signage and occasional advertisements in the Broome Advertiser. There was no publicly available annual waste report, and Elected Members were primarily updated during budget sessions. This lack of transparency and community engagement made it difficult to build support for waste reduction or behaviour change.

The 2016 SoE Report highlighted key gaps in strategic planning, including:

- No landfill gas monitoring or leachate containment systems
- No contamination audits or reliable waste composition data
- Minimal organic or bulky waste recovery
- No forward-looking waste diversion targets or sustainability benchmarks

Without accurate data, the Shire lacked the evidence needed to plan, fund, and deliver effective waste management improvements.

9.2 2025 Situation

Waste management within the Shire of Broome remains a complex and evolving challenge. Since the 2016 State of the Environment Report, the Shire has made progress through new strategies and infrastructure planning. However, several challenges remain, including limited landfill capacity, high recycling contamination rates, the absence of a dedicated organics diversion service, and ongoing service concerns in remote communities.

While waste services in remote communities are primarily managed by the Department of Communities, the Shire continues to receive feedback on these issues through consultation and engagement processes.

This section provides an updated assessment of current systems, infrastructure, community feedback, and strategic priorities. It draws on the Shire's Waste Action Plan 2021–2025, Waste Strategy 2021–2031, recent engagement findings, and public communications.

Waste Systems and Infrastructure

Kerbside Collection Services

The Shire provides weekly collection of general waste and fortnightly collection of co-mingled recycling within the Broome townsite through contracted service providers. Collected recyclables are manually sorted at the local Materials Recovery Facility before being transported to Perth for final processing. Crushed glass is currently stockpiled for future reuse.

Recycling contamination remains a major barrier to efficient material recovery. Common contaminants include:

- Broken glass, which disrupts the sorting process
- Bagged recyclables, which reduce efficiency and are often landfilled as whole bags
- Nappies, fish frames, batteries, and offal, which cause direct contamination
- Food-soiled paper, which affects the viability of recovered paper.

Despite strong community support, a Food Organics and Garden Organics (FOGO) collection service has not yet been introduced. Organic waste, including food scraps and garden debris, continues to make up a large portion of landfill inputs, producing methane as it decomposes without oxygen and contributing to greenhouse gas emissions.

Landfill Management and Transition Planning

The Buckleys Road Waste Management Facility, operational since 1993, is nearing the end of its life. A Landfill Closure Management Plan (2025) has been developed to guide staged capping, installation of leachate and landfill gas controls, and ongoing environmental monitoring after closure.

To meet long-term waste management needs, development is underway for the Regional Resource Recovery Park (RRRP), located approximately 12 kilometres northeast of Broome. Planned facilities include:

- A Class III landfill
- A Community Recycling Centre
- Dedicated areas for inert waste processing and future resource recovery technologies.

The RRRP is designed to support the Shire's disposal and recovery needs over a 70-year horizon.

Community Engagement and Feedback

Transparency and Public Education

Community feedback collected during engagement activities revealed a clear desire for greater transparency in the Shire's waste operations. Key concerns included:

- A lack of consistent signage and disposal guidance at facilities
- Insufficient education on correct bin use and recycling protocols.

Residents expressed support for the introduction of dashboard-style reporting tools, improved signage, and targeted education campaigns to improve user behaviour and material recovery rates.

Illegal Dumping and Litter Management

Illegal dumping remains a prominent issue, particularly in bushland, coastal reserves, and peri-urban areas. Contributing factors include:

- Disposal costs for certain waste types
- Limited enforcement capacity within the Shire

While the Shire continues to offer pre-cyclone waste drop-off weekends, these services do not extend to kerbside collection and can be difficult to access for remote areas. Recent engagement with property owners at 12 Mile and Coconut Wells found that 80 per cent of respondents voted against the introduction of a kerbside collection service, limiting options for alternative waste management in these localities.

Strategic Direction and Operational Constraints

The Shire's Waste Action Plan (2021–2025) and broader Waste Strategy (2021–2031) set out a structured The Shire's Waste Action Plan (2021–2025) and broader Waste Strategy (2021–2031) set out a structured pathway toward improved waste performance. Key strategic priorities include:

- Reducing reliance on landfill through increased diversion and reuse
- Expanding public education and behaviour change programs
- Developing systems for waste tracking, reporting, and performance benchmarking
- Finalising and operationalising the RRRP as a regional-scale solution.

However, several constraints continue to impede implementation:

- Rapid population growth and residential expansion are placing additional strain on existing waste systems
- Tourism-driven waste surges, particularly in peak season, challenge operational consistency
- Funding limitations have delayed the rollout of key infrastructure and service enhancements

Improving Waste Performance

The Shire of Broome's Waste Strategy 2021–2031 and Waste Action Plan 2021–2025 outline a clear pathway to improve waste management performance across the region. The long-term strategy focuses on reducing reliance on landfill by increasing waste diversion and reuse, expanding public education programs to encourage behaviour change, and developing systems for waste tracking, reporting, and benchmarking. A key priority is the completion and operation of the Regional Resource Recovery Park (RRRP), which will serve as a modern, regional-scale facility to support disposal and resource recovery for decades to come.

Despite this clear direction, several challenges are affecting implementation. Population growth and residential expansion are placing additional pressure on existing waste systems, while peak

tourism seasons bring sharp increases in waste volumes. Funding limitations have also delayed the rollout of essential infrastructure and service improvements. Addressing these constraints will be critical to achieving the Shire's long-term waste management goals and ensuring services remain effective and sustainable.

9.3 Change Assessment Summary

Indicator ratings reflect current condition relative to 2016 baseline; trend arrows show movement; confidence grades evidence strength.

Table 9.1 - Indicators (Waste Management)

Indicator	2016 Baseline	2025 Snapshot	Trend	Conf. Trend	Rating	Conf. Rating
Landfill capacity and infrastructure	Buckley's Road landfill near capacity; no closure plan; no gas or leachate control	Buckley's Road landfill now under closure plan; RRRP under development	▲	Medium	Fair	High
Kerbside service coverage	Weekly waste and fortnightly recycling in Broome townsite only	Same coverage, contractor Cleanaway; consistent but limited-service scope	→	High	Fair	High
Recycling contamination	Contamination >25%, including bagged recyclables, broken glass, food-soiled paper	Persistent contamination of co-mingled recycling; still exceeds acceptable thresholds	▼	High	Poor	High
Organics (FOGO) collection	No FOGO collection; organics made up ~45% of residual waste	No FOGO system despite community interest and alignment with strategy	→	High	Poor	High
Illegal dumping incidence	Chronic issue, ~24 reports/month; dumping in bushland, spikes after cyclones	Still present; community feedback highlights enforcement gaps.	→	Medium	Poor	Medium

Indicator	2016 Baseline	2025 Snapshot	Trend	Conf. Trend	Rating	Conf. Rating
Public reporting and transparency	No public reporting; councillors received tonnages only during budget planning	Statistics are provided as part of the waste education incursion sessions and social media pieces, performance metrics summaries in Shire's annual report.	▲	Medium	Fair	Medium
Service equity (remote areas)	Limited services beyond townsite; remote areas poorly serviced	Remote communities still report inadequate services	→	Medium	Poor	Medium
Strategic planning and implementation	No strategic waste plan; fragmented direction	Clear strategy exists, but some delivery delayed by resourcing and infrastructure timelines	▲	High	Fair	High

9.4 EMP Actions (2025-2035)

Objective

To minimise waste generation, improve resource recovery, and reduce environmental impacts through sustainable waste management practices, community education, and enhanced infrastructure, supporting a circular economy approach across the Shire.

Table 9.2 - EMP Actions (Waste Management)

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
6.1 Provide a Regional Resource Recovery Park (RRRP) and close Buckley's Road landfill.	2026-2030	High	Provide	The RRRP will provide long-term waste infrastructure with improved environmental controls, replacing Buckley's Road landfill and supporting regional capacity for the next 70 years.	Manager Waste Management	Funding allocated.		Waste Management Strategy; Local Planning Strategy 2023; Council Plan 2025
6.2 Facilitate reduced recycling contamination through education and	Ongoing	High	Facilitate	High contamination continues to impact recycling. Education, clearer bin labelling, and updated protocols are essential to	Manager Waste Management	Internal	Department of Education	Waste Management Strategy

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
improved collection protocols				improve diversion rates and public understanding.	Waste Education Officer			
6.3 Provide a litter and illegal dumping plan that includes capturing costs and identifying hotspots associated with illegal dumping and supports the Waste Management Strategy.	2028-2032	Medium	Provide; Partner	Illegal dumping remains a challenge, especially post-cyclone. Enhanced enforcement, paired with the existing online reporting platform, will deter dumping and improve accountability.	Manager Waste	Internal	DBCA; DPLH	Waste Management Strategy
6.4 Facilitate continued to expand construction and demolition waste processing infrastructure at the RRRP.	Ongoing	Medium	Facilitate; Provide	C&D recovery currently in place, scrap metal, concrete is diverted and stored for recycling. Currently mechanical sorting of waste at the tip face is occurring where recoverable C&D material is recovered from landfill.	Manager Waste Management	Internal		Waste Management Strategy
6.5 Provide a report and improve on annual statists and waste reporting.	Ongoing	High	Provide	The public lacks clear visibility of waste performance. Dashboards and regular reporting will increase community engagement, transparency, and informed decision-making.	Manager Waste Management	Internal		Waste Management Strategy

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
6.6 Provide a review of the Waste Management Strategy	2026	High	Provide	A strong strategy exists, but implementation has been slow. Establishing clear KPIs and regular review cycles will ensure accountability and steady progress toward targets.	Manager Waste Management	$50k allocated (refer to Council Plan)		Waste Management Strategy; Local Planning Strategy 2023; Council Plan 2025-2035
6.7 Advocate for remediation of contaminated land	Ongoing	Medium	Advocate	Several contaminated land sites are scattered around the Shire, presenting public health risks to the community. Many of these land parcels are under State management and therefore, responsibility for facilitating remediation falls upon the Department of Water and Environmental Regulation and Department of Planning, Lands and Heritage.	Waste Manager CEO	Internal	DPLH; DWER	Local Planning Strategy 2023
6.8 Investigate opportunities for monitoring noise, dust and odour emissions	2029-2034	Low	Facilitate; Provide	EPA guidelines on social surroundings states that emissions such as noise, dust and odour may generate cumulative emissions which can	Manager Environmental Health, Emergency and Rangers	$60k-$120k	KPA; Broome International Airport; DWER	

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
from key industrial precincts.				impact the amenity and wellbeing of surrounding communities. Monitoring will improve understanding of the cumulative impact of these emissions.				

10 Climate Change

This chapter introduces climate change as a new theme in the Shire of Broome's reporting framework, recognising its increasing importance in local governance and planning. In the 2016 State of the Environment Report, climate risks were acknowledged within broader themes such as energy, coastal management and emergency planning, but there was no dedicated adaptation framework.

This chapter evaluates developments from 2016 to 2025, tracking progress in policy and planning while highlighting ongoing challenges in governance, targeted measures and resource allocation. The aim is to establish priorities for a more integrated and strategic approach to climate adaptation in the future.

In 2016, climate change was not addressed through a standalone chapter. Instead, climate risks were considered indirectly under other themes. Coastal vulnerability was assessed through a 2014 Coastal Vulnerability Study, but its recommendations had no firm timeframes or funding commitments. Energy-efficiency measures, such as passive-solar design and six-star Building Code of Australia (BCA) ratings for new dwellings, were promoted through state planning policies. However, there was no greenhouse gas inventory or emissions-reduction targets. Emergency management focused on cyclones and storm surge, with no plans for heatwaves or outreach to vulnerable groups. Health considerations were limited to statutory references without climate-specific actions. Overall, adaptation governance was early-stage and reactive, with responsibilities scattered across different Shire directorates and no coordinated, multi-agency approach.

By 2025, adaptation measures remain spread across energy planning, coastal management and emergency planning, rather than brought together under a single strategy. The Broome Townsite Coastal Hazard Risk Management and Adaptation Plan (CHRMAP), adopted in 2017, continues to guide shoreline setbacks and infrastructure controls. It is currently under review, with updated sea-level rise and storm-surge guidelines expected by 2026. The Shire's Council also resolved to be a signatory for the WALGA Climate Change Declaration in October 2020, indicating its commitment to developing locally appropriate mitigation and adaptation strategies to manage climate change.

Mandatory six-star BCA ratings and solar-passive design are now embedded inbuilding control, but the regional electricity network still relies on diesel backup generation and large-scale renewable energy remains limited. Public health planning has advanced only slightly, with general heatwave messaging added to the Community Safety Plan but no formal protocols for vulnerable groups. Flooding of parks and pathways continues to affect community infrastructure, while the Stormwater Management Strategy remains unfunded and incomplete. Community stakeholders have advocated for nature-based solutions, such as a Significant Tree Register and mangrove-buffer restoration, but these proposals are still under consideration.

10.1 2016 Situation

In 2016, the Shire of Broome's State of the Environment Report did not include a dedicated climate change chapter. However, several sections addressed mitigation and adaptation issues indirectly. Community engagement in 2015–16 revealed growing public concern about changing weather patterns, but the report did not establish formal targets or detailed response protocols. Instead, climate risks were implied within themes such as energy, coastal management and emergency planning, reflecting an early and largely reactive approach.

Mitigation of greenhouse gas emissions was primarily addressed through sustainable design and energy-efficiency measures. The report supported subdivision layouts and street orientations that maximised passive-solar outcomes, guided by State Planning Policy 3.1 (Residential Design Codes), Liveable Neighbourhoods, and the Shire's Structure Plans and Subdivision Standards. From 1 May 2012, all new dwellings were required to meet a minimum six-star Building Code of Australia (BCA) rating. This included features such as thermal insulation, shading, glazing orientation and improved air-seal integrity. The Shire reinforced these standards through local policies that encouraged shaded outdoor living areas and breezeways.

Adaptation planning was at an early stage. The 2014 Coastal Vulnerability Study mapped erosion and inundation risks but did not include timeframes or funding commitments for its recommendations. Emergency management plans remained focused on cyclones and storm surge, with no protocols for heatwaves or outreach to vulnerable groups. These gaps left the community exposed to a wider range of climate-related hazards.

The Shire complied with the Health Act 1911, which sets out local government responsibilities for public health and environmental health. However, the 2016 report did not include specific climate-health actions such as heatwave alerts or targeted support for at-risk populations. This highlighted an opportunity to better integrate public health with climate adaptation, for example through early warning systems or designated cooling centres.

In summary, climate change was addressed indirectly within other chapters of the 2016 report. Design-based mitigation and energy-efficiency standards were clear successes, but the absence of formal emissions targets, heatwave response protocols and integrated health planning demonstrated the need for a more structured and coordinated climate change framework.

10.2 2025 Situation

As of 2025, climate change adaptation measures remain integrated across several service areas—particularly energy planning, coastal management and emergency planning—rather than being consolidated under a single, comprehensive strategy. The Broome Townsite Coastal Hazard Risk Management and Adaptation Plan (CHRMAP), first adopted in 2017, continues to guide shoreline setbacks and foreshore infrastructure. It is now under review, with updated sea-level and storm-surge guidelines expected by late 2026. However, no stand-alone climate adaptation strategy has been developed to bring these efforts together.

Measurable targets and detailed response protocols are still to be defined. Community engagement and recent surveys show that residents are increasingly concerned about shifting weather patterns, yet the Shire has not established specific benchmarks such as heatwave preparedness targets, coastal-erosion thresholds or stormwater-management triggers. This lack of metrics makes it difficult to embed climate risk in planning documents or coordinate responses between agencies.

Coastal vulnerability remains a priority issue. While the CHRMAP sets out staged controls, including prescribed shoreline setbacks, local feedback indicates that coastal erosion is worsening in areas such as Cable Beach and that mangrove health is declining. Marine heat events, such as coral bleaching, are also not yet addressed in on-ground adaptation measures.

On the energy front, the Shire has strengthened mitigation through mandatory seven-star BCA ratings and solar-passive design requirements for new developments. These aim to reduce future energy demand from buildings. However, the regional electricity network still relies heavily on diesel backup generation, and large-scale renewable energy projects remain limited beyond small photovoltaic pilot projects led by the Shire.

Public health planning has advanced only slightly. The Broome Community Safety Plan now includes general messaging about heatwaves and mentions cooling centres, but it does not set formal protocols or identify outreach programs for vulnerable groups such as seniors or outdoor workers.

Infrastructure challenges persist, particularly in low-lying areas. Parks and pathways continue to flood following heavy rainfall events. The Shire's comprehensive Stormwater Management Strategy remains in the planning stage and has not fully commenced.

Community stakeholders have called for nature-based solutions to be integrated into policy. Suggestions include establishing a Significant Tree Register to improve shade and flood mitigation and restoring mangroves to reduce coastal erosion. These proposals are still being considered and have not yet been adopted into formal Shire policies.

10.3 Change Assessment Summary

Indicator ratings reflect current condition relative to 2016 baseline; trend arrows show movement; confidence grades evidence strength.

Table 10.1 - Indicators (Climate Change)

Indicator	2016 Baseline	2025 Snapshot	Trend	Conf. Trend	Rating	Conf. Rating
Dedicated adaptation framework	No stand-alone climate strategy: adaptation embedded in energy, coastal and emergency themes	Still no comprehensive strategy; measures remain distributed across service areas	▲	High	Poor	High
Formal adaptation targets/protocols	None defined (no GHG targets, heatwave or erosion protocols)	None defined (no benchmarks for heatwaves and stormwater erosion)	→	High	Poor	High
CHRMAP implementation	Coastal Vulnerability Study completed 2014; CHRMAP initiated but not yet adopted	CHRMAP adopted 2017; under formal review with updated sea-level/storm-surge guidelines due 2026	▲	High	Very Good	Medium
Energy-efficiency & transition	BCA 6-star and passive-solar design promoted; no formal renewables beyond pilots	Seven-star BCA & solar-passive mandated under LPS7; network still reliant on diesel backup; renewables remain limited	▲	High	Fair	Medium
Public-health / heatwave adaptation	No heatwave protocols in emergency plans	Community Safety Plan 2021–25 includes only high-level messaging; no formal vulnerable-group protocols	→	High	Poor	Medium

Indicator	2016 Baseline	2025 Snapshot	Trend	Conf. Trend	Rating	Conf. Rating
Stormwater management	WSUD principles noted; limited on-ground action; no strategy	District Stormwater Management Strategy proposed; flooding persists in vulnerable areas.	▲	Medium	Poor	Medium
Natural-system solutions	No policy on tree protection or mangrove buffers	Significant Tree protection under consideration; mangrove-buffer restoration under consideration	▲	Medium	Poor	Medium
Community perception of progress	Not measured in 2016	Only 2 % report significant progress; 46 % report no change or decline	▼	High	Poor	High

10.4 EMP Actions (2025-2035)

Objective

To strengthen the Shire's capacity to respond to a changing climate by addressing the wide-ranging and compounding impacts it has on local ecosystems, biodiversity, water resources, and community wellbeing. This includes reducing emissions, embedding climate risk into planning and decision-making, and implementing adaptation measures that protect natural assets, cultural values, and the resilience of the region's people and environment.

Table 10.2 - EMP Actions (Climate Change)

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
7.1 Provide an internal assessment of Shire's climate hazard preparedness and identify any gaps that require mitigation	2027-2031	High	Provide	A dedicated Strategy will unify dispersed climate actions, clarify governance and assign responsibilities—addressing gaps highlighted by the WA Local Government Association's 2018 Climate Governance Assessment.	Manager of Environmental Health, Emergency and Rangers; Manager Planning and Building Service	Internal	WALGA; DFES; Department of Communities	CHRMAP; Risk Management Plan - Strategic Risks (2022); Local Planning Strategy 2023
7.2 Advocate to State and Federal Governments to	Ongoing	High	Advocate	There are over 80 remote Aboriginal Communities in the Shire. These are largely serviced	Land Tenure Officer	Internal	DFES; Department of	Local Planning Strategy 2023

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
implement climate change mitigation measures to protect remote Aboriginal Communities.				by the State Government and through contracted services. Many of these communities have poorer levels of service and the Shire should advocate for improved levels of services, especially with regards to ensuring emergency services can be adequately provided in the event of a climate related emergency such as extreme flooding, bushfires or cyclones.	Manager Planning and Building Service CEO		Communities; DBCA; Water Corporation; Horizon Power; KDC; RDA; other service providers	
7.3 Provide a Public Health Plan that includes consideration for climate change threats, and mitigation measures	2026-2029	Low	Provide	Embedding heat-health outreach, early-warning systems and the regular operation of cooling centres addresses urban-heat risks and fulfils Public Health Act requirements.	Manager of Environmental Health, Emergency and Rangers	$50k	Department of Communities & DFES	Community Safety Plan; Local Planning Strategy 2023
7.4 Facilitate education and engagement opportunities that help residents and businesses	2026-2035	Medium	Facilitate / Advocate	Educational workshops and resources build local capacity to understand and respond to climate risks, reinforcing	Manager Community Engagement Manager of Environmental	Internal	Department of Education	Corporate Communication and Engagement

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
understand climate risks, reduce emissions, and adapt to changing conditions.				stakeholder calls for greater climate literacy.	Health, Emergency and Rangers Economic Development Officer			Strategy 2022-2027
7.5 Facilitate securing external funding for priority adaptation projects	Ongoing	Medium	Advocate	Actively pursuing State and Federal grants will unlock critical resources for infrastructure upgrades and community programs, addressing the current funding gap.	Special Projects Coordinator	Internal		
7.6 Provide a web platform for the State of the Environment to facilitate information sharing, knowledge and environmental responsibilities to the community.	2026	Medium	Provide; Facilitate	Community engagement revealed that the community's perceived understanding of the Shire's roles and responsibilities could be better informed. This could be improved by having a dedicated webpage on the Shire's website which provides useful information to State Government websites and other resources to help the community find relevant information and stay informed.	Land Tenure Officer; Marketing and Communications Coordinator	Internal		Corporate Communication and Engagement Strategy 2022-2027

Action	Timeframe	Priority	Shire Role	Rationale	Proposed Responsible Officer	Predicted Resource Requirements	Proposed Partnerships	Linked strategies
7.7 Provide a climate adaptation and/or mitigation plan.	2028-2032	Medium	Provide	A climate adaptation and/or mitigation plan will provide oversight of the Shire's strategic direction for addressing climate change. It will also standard practice among WA local governments and demonstrates a commitment to addressing climate change risks to the community, as a signatory to the WALGA Climate Change Declaration.	Land Tenure Officer	$40k-$60k	WALGA	CHRMAP; Risk Management Plan – Strategic Risks (2022); Local Planning Strategy 2023.

11 APPENDIX A: Audit Status of 2016 Report

11.1 Land

Total Actions Reviewed: 5

Implemented or Ongoing: 2

Not Fully Implemented or Unclear: 3

Objective: Land resources are collaboratively managed to sustain their cultural, social, environmental and economic values.		
Strategies: 1. Incorporate natural resource management and environmental considerations into the Shire's planning processes. 2. Achieve improvements in locations where Shire-managed land has been degraded. 3. Build and maintain relationships and partnerships with traditional owners and other land managers to deliver improved environmental outcomes.		
Response: Strategic/Operational	Comment	Status
Strategic: Facilitate and participate in collaborative, multi-stakeholder landscape-scale conservation measure for land that the Shire has a management obligation for.	Over the past 10 years the Shire has continued to work collaboratively with Yawuru RNTBC and Nyamba Buru Yawuru and the Department of Biodiversity, Conservation and Attractions to manage the Yawuru Conservation Estate. The Shire holds joint management obligations over Minyirr Buru and Guniyan Binba Conservation Parks. The Shire endorsed the Minyirr Buru Management Plan in 2018 while the Guniyan Binba Management Plan was endorsed in 2020. The Shire meets regularly with officers from both organisations at Yawuru Park Council Working Group meetings and decisions are made quarterly at Yawuru Park Council meetings.	Ongoing
Operational: Use fencing and signage to deter people from accessing sensitive and hazardous areas.	Hazardous areas monitored by Environmental Health team and measures put in place where risks identified. The Yawuru Park Council (YPC) and Yawuru Park Council Working Group (YPCWG) have restricted access to culturally sensitive areas (i.e. Hidden Valley, Kunin).	Ongoing

Objective: Land resources are collaboratively managed to sustain their cultural, social, environmental and economic values.		
Strategies: 1. Incorporate natural resource management and environmental considerations into the Shire's planning processes. 2. Achieve improvements in locations where Shire-managed land has been degraded. 3. Build and maintain relationships and partnerships with traditional owners and other land managers to deliver improved environmental outcomes.		
Response: Strategic/Operational	Comment	Status
	Environmental Health team continues monitoring of mosquitos on a complaint/notification basis and to ensure land is not harbouring mosquito borne diseases. Fencing has been installed around Lot 604 Clementson Street and part of Reserve 42502 (BRAC) due contamination reports.	
Strategic: Lobby for and support data acquisition and mapping to support bushfire prevention and management.	DPLH performed detailed review of Dampier Peninsula. Bushfire Framework Review 2019 update a cross-agency Bushfire Framework Review Working Group has joined forces with the CSIRO to develop a new statewide Map of Bushfire Prone Areas, based on scientific modelling.	Unclear
Operational: Develop bushfire management plans for Shire managed reserves in accordance with State Planning Policy 3.7	The Department of Fire and Emergency Services has funded the development of Bushfire Risk Management Plans for each of the Kimberley local governments, including the Shire of Broome. The Bushfire Risk Management Plan is currently under development.	Not implemented
Strategic: Support and encourage Ranger services on Aboriginal lands in their management of traditional burning methods.	The Shire's Ranger team was an active participant for the Dampier Peninsula Fire Working Group which brought together major stakeholders including KLC, DFES, DBCA, Aboriginal rangers and communities, miners and pastoralists. Working group was coordinated by Rangelands NRM. Rangers work collaboratively with DBCA/Yawuru Rangers to manage townsite reserves, including the Yawuru Conservation Estate.	Partially implemented

11.2 Biodiversity

Total Actions Reviewed: 12

Implemented or Ongoing: 8

Not Fully Implemented or Unclear: 4

Some actions are still in progress or lacked clarity in the 2025 update, possibly due to resource constraints, re-prioritisation, or shifts in department responsibilities.

Objective: Bushland, open spaces and biodiversity are protected and enhanced for future generations.		
Strategies: 1. Protect, maintain and/or enhance the quality of vegetation and habitat on Shire owned or managed land. 2. Minimise threats to biodiversity from pests, weeds and feral animals on Shire owned or managed land. 3. Encourage residents, developers and other land managers to protect and maintain biodiversity.		
Response Strategic/Operational	Comment	Status
Operational: Continue to provide recommendations and advice to DPAW on native vegetation clearing applications.	When referred to the Shire by the relevant State Government department, the Shire continues to assess native title clearing applications and providing comments, with consideration given to the Shire's informing strategies and Local Planning Scheme No. 7 and Local Planning Strategy.	Ongoing
Strategic: Incorporate biodiversity objectives into Shire planning, and acknowledge the worth of the natural environment to tourism is balance against the cost of managing biodiversity and making conservation areas accessible.	Planning control areas were included into Local Planning Scheme No. 6 to identify areas of Landscape Protection (which included monsoon vine thicket locations and Ramsar Sites), floor prone and areas at risk of coastal processes. LPS7 has maintained inclusion of special control areas to identify landscape protection (including monsoon vine thickets and Ramsar sites), floor prone areas and areas at risk of coastal processes.	Implemented

Objective: Bushland, open spaces and biodiversity are protected and enhanced for future generations.		
Strategies: 1. Protect, maintain and/or enhance the quality of vegetation and habitat on Shire owned or managed land. 2. Minimise threats to biodiversity from pests, weeds and feral animals on Shire owned or managed land. 3. Encourage residents, developers and other land managers to protect and maintain biodiversity.		
Response Strategic/Operational	Comment	Status
	Precinct Structure Plan development in Cable Beach and Chinatown/Old Broome was informed by an Environmental Assessment Report and provisions relative to environmental considerations for the discrete precincts have been incorporated into the PSPS to guide future development.	
Operational: Continue to close Cable Beach during the wet season at night and high tide to protect turtle breeding sites.	Closure of beach continues during the wet season. Council resolution was passed in 2022 to continue with part closure of the vehicle access ramp between 1 October to 30 November and from 1 December to end of February to minimise disturbance at turtle nesting breeding sites. Another Council resolution was passed in July 2024 which supported the extension of the closure of the beach to vehicles for the whole of February to protect turtle hatchlings.	Implemented
Operational: Continue and expand the propagation and use of native plants in the Shire's landscaping activities.	The Shire's parks and gardens team plant native species of plants at Shire reserves and property, utilising the Shire's nursery to facilitate this ongoing operational activity.	Ongoing
Strategic: In conjunctions with other relevant stakeholders, develop a comprehensive, Shire-wide, multistakeholder Biodiversity Management Plan to guide bushland management and rehabilitation activities, provide mapping of biodiversity areas and corridors, and enhance biodiversity outcomes in urban areas.	Not implemented	Not implemented

Objective: Bushland, open spaces and biodiversity are protected and enhanced for future generations.		
Strategies: 1. Protect, maintain and/or enhance the quality of vegetation and habitat on Shire owned or managed land. 2. Minimise threats to biodiversity from pests, weeds and feral animals on Shire owned or managed land. 3. Encourage residents, developers and other land managers to protect and maintain biodiversity.		
Response Strategic/Operational	Comment	Status
Operational: Continue to encourage residents to establish native gardens, including offering free native plants to residents at community events.	The Shire's nursery collects native seeds and grows native plants. These plants are also provided to community groups and the public for use in projects, as street trees or at private property	Ongoing
Strategic: Advocate for State and Federal Governments to undertake research and identification of flora and fauna in the region, including threatened ecological communities.	A 2024 review of the joint management agreement between DBCA and Yawuru over the Yawuru Conservation Estate found that research and monitoring of flora and fauna has been hampered by resourcing constraints. The Shire is working with Yawuru and DBCA to advocate for more funding to be allocated to support rangers in undertaking these activities over throughout the Yawuru Conservation Estate.	Unclear
Strategic: Develop management plans for reserves controlled by the Shire which provide for management and restoration of conservation areas, and support the preparation of multi-stakeholder management plans for all reserves throughout the Shire which provide for management and restoration of conservation areas.	The Shire has endorsed the development of two management plans for the Yawuru Conservation Estate. The Shire is a joint manager for both Minyirr Buru and Guniyan Binba and management plans were endorsed for each of these parks in 2018 and 2020, respectively.	Partially implemented
Strategic: Develop a comprehensive and multi-stakeholder Weed Management Strategy to guide the Shire's weed management activities on land under its care and control.	A Weed Management Strategy was endorsed by Council in 2022. Due to resourcing constraints, an action plan was not developed immediately after. A review of the Weed Management Strategy was undertaken in 2025 with the intention to include an Action Plan to support its implementation. The Weed Management Strategy and Action Plan is anticipated to be endorsed by Council in November 2025.	Partially Implemented
Operational: Review the Shire's project management plan template for engineering works to include	Weed management is considered when implementing capital projects. The Shire released a Weeds of Broome information brochure to educate and raise awareness of invasive weed species impacting Broome.	Ongoing

Objective: Bushland, open spaces and biodiversity are protected and enhanced for future generations.		
Strategies: 1. Protect, maintain and/or enhance the quality of vegetation and habitat on Shire owned or managed land. 2. Minimise threats to biodiversity from pests, weeds and feral animals on Shire owned or managed land. 3. Encourage residents, developers and other land managers to protect and maintain biodiversity.		
Response Strategic/Operational	Comment	Status
consideration of weed management when undertaking specific projects.		
Operational: Ensure that areas cleared of native vegetation are managed and mulched to prevent soil erosion and the establishment of weeds.	The Shire's Parks and Gardens team implements these practices on an ongoing bases throughout all work undertaking. It also forms part of the approval process for vegetation clearing permits.	Ongoing
Strategic: Progress the draft Public Open Space Asset Management Plan.	The Shire has developed an Asset Management Plan which was endorsed by Council in October 2024 and which includes public open spaces under the Shire's care, control and management.	Implemented

11.3 Water

Total Actions Reviewed: 19

Implemented or Ongoing: 14

Not Fully Implemented or Unclear: 5

Some actions are still in progress or lacked clarity in the 2025 update, possibly due to resource constraints, re-prioritisation, or shifts in department responsibilities.

Objective: Water resources are sustainably managed so that their values are protected into the future.		
Strategies: 1. Effectively manage drainage assets to minimise impacts on natural areas, like Roebuck Bay. 2. Improve the Shire's understanding of water resources including water quality issues and their impact on natural areas. 3. Ensure the Shire minimises its water use through efficiency and conservation measures and the use of alternative water sources where possible.		
Response: Strategic/Operational	Comment	Status
Strategic: Review irrigation requirements for Broome's active sports grounds and recreational parks and consider the increased use of hydrozoning and ecozoning (i.e., removing surplus irrigated areas and replacing them with local plans).	Hydo zoning and eco zoning programme implemented to remove surplus irrigated areas. A new weather station has been installed for water budgeting, ongoing software updates for more efficient irrigation applications. Wetta soil programme implemented on all reserves with excellent results and reduced water usage by combating hydrophobic soils.	Ongoing
Operational: Review water consumption for Shire buildings and assets and determine, where possible,	Water usage is monitored on an ongoing bases and where the opportunity arises infrastructure is upgraded to improve efficiencies. Monitoring is ongoing for lawn reduction opportunities.	Ongoing

Objective: Water resources are sustainably managed so that their values are protected into the future.		
Strategies: 1. Effectively manage drainage assets to minimise impacts on natural areas, like Roebuck Bay. 2. Improve the Shire's understanding of water resources including water quality issues and their impact on natural areas. 3. Ensure the Shire minimises its water use through efficiency and conservation measures and the use of alternative water sources where possible.		
Response: Strategic/Operational	Comment	Status
leakage and opportunities for improved water use efficiencies.		
Strategic: Balance irrigation demand with sports ground usage and surface wear.	The Broome Recreation and Aquatic Centre (BRAC) upgrade included the installation of a backwash treatment system that enabled the water to then be utilised to reticulate the BRAC lawn area. Each backwash is approximately 10,000 – 15,000 litres and occurs once every one-two weeks. This amounts for a large amount of water to be re-used and diverted from being disposed.	Partially implemented
Operational: Replace or retro-fit appliances and fixtures in Shire facilities with water efficient options as part of asset replacement schedules.	The Shire has installed water sensitive fit for purpose fixtures as part of the building renewal program. Dual flush systems have been installed on several replacement toilets at BRAC facilities. Drink fountains and bathroom taps have been installed to include a timed push button turn on to ensure that taps can't be left on for long periods.	Implemented
Strategic: Advocate to State Government to improve drinking water quality and water source protection in Aboriginal communities.	The Shire meets frequently with Department of Communities and advocates for a range of issues to be addressed, including water quality in Aboriginal communities.	Ongoing
Operational: Implement and retrofit low water use and low maintenance landscape designs as part of landscape renewal schemes.	New planting designs have accounted for maintenance and water usage requirements. The Shire meets with Aboriginal ranger groups and community groups to show and educate on native plantings and propagations techniques.	Ongoing
Strategic: Undertake a fit-for-purpose water supply study to identify alternative water sources for irrigation of Public Open Space.	Through continual lobbying, the Shire secured a fit-for-purpose water supply following the closure of the Broome South Wastewater Treatment Plan (WWTP). The spaces previously irrigated by effluent re-use water are now watered with non-potable bore water, as opposed to the reticulated water supply (scheme water). This not only delivers a significant operation saving to the Shire, but it is also a fit-for-purpose water supply.	Implemented

Objective: Water resources are sustainably managed so that their values are protected into the future.		
Strategies: 1. Effectively manage drainage assets to minimise impacts on natural areas, like Roebuck Bay. 2. Improve the Shire's understanding of water resources including water quality issues and their impact on natural areas. 3. Ensure the Shire minimises its water use through efficiency and conservation measures and the use of alternative water sources where possible.		
Response: Strategic/Operational	Comment	Status
Operational: Require better management of runoff from building and construction sites via conditions of development approval, with adequate buffers and silt retention systems.	The Shire's subdivisional and development standards include controls that developers of new subdivisions are to implement to reduce runoff from building construction sites and also off the road network to prevent discharge to external environments, particularly Roebuck Bay.	Ongoing
Strategic: Require that all future development and subdivisions incorporate best practice Water Sensitive Urban Designs (WSUD).	All new land releases are assessed against WSUD principles.	Ongoing
Operational: Explore opportunities for retro-fit of WSUD features into older stormwater management systems as part of maintenance and renewal schedules.	An investigation was undertaken to identify possible options/solutions for improving stormwater drainage throughout parts of Old Broome. Water quality improvements are implemented where identified as possible. Opportunities to improve water quality outputs are investigated and implemented through projects (such as the works undertake as part of the Cable Beach foreshore redevelopment).	Ongoing
Strategic: Lobby State water agencies for additional practical guidance around design and sizing of stormwater detention and retention systems better suited for North-West rainfall conditions.	Not undertaken.	Not implemented
Operational: Continue to implement best practice wastewater management and groundwater protection.	The Shire assesses wastewater and groundwater implications through the development application and subdivision processes.	Ongoing
Strategic: Undertake a District Drainage Strategy to assess impacts from localised flooding and areas of high nutrient loading, and identify and cost capital works	No strategy adopted.	Not implemented

Objective: Water resources are sustainably managed so that their values are protected into the future.		
Strategies: 1. Effectively manage drainage assets to minimise impacts on natural areas, like Roebuck Bay. 2. Improve the Shire's understanding of water resources including water quality issues and their impact on natural areas. 3. Ensure the Shire minimises its water use through efficiency and conservation measures and the use of alternative water sources where possible.		
Response: Strategic/Operational	Comment	Status
and improvements that can be undertake to alleviate drainage quantity and quality issues.		
Operational: Continue to use and explore opportunities for using recycled wastewater on POS and other irrigated landscapes.	Closure of Broome South Wastewater Treatment Plan meant access to recycled grey wastewater for irrigation purposes was lost. Discussions with Water Corporation never resulted in an outcome for recycled grey wastewater to be supplied however, it did result in a fit for purpose non-potable bore water supply being secured for greenspaces.	Not implemented
Strategic: Recommend to the WAPC that developers prepare a mosquito management plan as a condition of subdivision in areas of known mosquito breeding.	Conditions have been incorporated into subdivisions situated in high-risk areas. Conditions are also considered as part of the development application process.	Ongoing
Strategic: Continue to advise State agencies on policy and management responses to prevent groundwater contamination.	Referrals to the Shire from relevant State agencies occur as part of approval processes.	Ongoing
Strategic: Update the extents of 'Aquifer Recharge' Special Control Area in Local Planning Scheme No. 6 based on the outcomes of the Coastal Vulnerability Study.	This was reviewed and incorporated into Local Planning Scheme No. 6. The Special Control Area was also included in Local Planning Scheme No. 7.	Implemented
Strategic: Advocate to State Government to improve wastewater treatment plants in Aboriginal communities.	Where appropriate, the Shire has advocated on behalf of Aboriginal communities for improvements to wastewater treatment plants.	Ongoing
Strategic: Advocate for the connection of old and proposed industrial areas to reticulated sewerage infrastructure.	The Shire has investigated and advocated for connection of industrial areas to sewerage. However, the Water Corporation has confirmed that this is not possible as it would cause the treatment processes at the wastewater treatment plant to fail.	Not implemented

11.4 Coasts

Total Actions Reviewed: 11

Implemented or Ongoing: 10

Not Fully Implemented or Unclear: 1

Some actions are still in progress or lacked clarity in the 2025 update, possibly due to resource constraints, re-prioritisation, or shifts in department responsibilities.

Objective: The values of the coastal region including its associated ecosystems, human uses and ecological processes are understood, appropriately managed and protected.		
Strategies: 1. Maintain and enhance the coastal environment on Shire owned or managed land in order to retain important social, heritage, environmental and economic values. 2. Understand and address coastal hazard processes and risks.		
Responses: Strategic/Operational	Update	Status
Strategic: Continue to support the multiple stakeholders and Aboriginal interests through the land use planning framework in determining which coastal locations are acceptable for tourist visitation, the nature of required facilities and programs to enhance tourist experiences and to manage visitor impacts at these locations.	Minyirr Buru and Guniyan Binba Management Plans both endorsed by Council. The Shire has also endorsed, through the Yawuru Park Council, a Recreation Master Plan developed by DBCA for the Yawuru Conservation Estate which seeks to manage key recreational nodes throughout the estate as well as managing visitor safety and impacts.	Ongoing
Operational: Continue operational management of foreshores that are the Shire's responsibility.	The Shire continues to actively manage foreshore locations under the sole management of the Shire, including Cable Beach and Town Beach reserves. Rangers are frequently present at these locations to ensure these spaces	Ongoing

Objective: The values of the coastal region including its associated ecosystems, human uses and ecological processes are understood, appropriately managed and protected.		
Strategies: 1. Maintain and enhance the coastal environment on Shire owned or managed land in order to retain important social, heritage, environmental and economic values. 2. Understand and address coastal hazard processes and risks.		
Responses: Strategic/Operational	Update	Status
	are maintained. Rangers also patrol both ends of Cable Beach (Gantheaume Point and North of the Rocks) to ensure safe and proper beach etiquette.	
Strategic: Provide input on the control of access to culturally or environmentally significant areas that are not suitable for tourist access.	Key environmentally and culturally significant areas have been strategically managed through the Shire's endorsement of the Minyirr Buru and Guniyan Binba management plans and the Yawuru Park Council endorsement of the Recreation Master Plan for the Yawuru Conservation Estate. Ongoing management is provided by the Shire through participation in the Yawuru Park Council and Yawuru Park Council Working Group.	Ongoing
Operational: Utilise the outcomes of the Coastal Vulnerability Study to determine the appropriate location and lifespan of new coastal assets.	The Shire has adopted a Coastal Hazards Risk Management and Adaptation Plan (CHRMAP) to guide decision making in relation to areas potentially at risk of coastal processes. The CHRMAP has nationally recognised and is currently under review with an updated version scheduled for publication in 2026/2027FY.	Implemented
Operational: Once the CHRMAP has been completed, undertake staged implementation of the adaptation and mitigation strategies to reduce the risk of coastal hazards in vulnerable areas of the Broome townsite.	Following the CHRMAP, further detailed studies at rick locations have been performed in alignment with the actions in the CHRMAP. Geotechnical investigations have been undertaken by coastal engineers which have informed the design of the Cable Beach foreshore redevelopment. Further geotechnical studies were undertaken in 2020 that examined the underlying geology of the Town Beach foreshore area (including Roebuck Bay Caravan Park) and subsequently informed the assessment of adaptation options. Revetment wall construction was completed to provide protection from erosion of the pindan cliffs adjacent to the Town Beach park area, which includes Pioneer Cemetery.	Implemented

Objective: The values of the coastal region including its associated ecosystems, human uses and ecological processes are understood, appropriately managed and protected.		
Strategies: 1. Maintain and enhance the coastal environment on Shire owned or managed land in order to retain important social, heritage, environmental and economic values. 2. Understand and address coastal hazard processes and risks.		
Responses: Strategic/Operational	Update	Status
	Shoreline monitoring has been ongoing since the CHRMAP was adopted in 2017.	
Strategic: Continue to support the multiple stakeholders and Aboriginal interests in understanding coastal processes and vulnerabilities across the Shire's coastlines and the requirements for policy development and management actions.	Where requested the Shire supports Aboriginal organisations in developing understanding of coastal processes.	Ongoing
Operational: Continue to monitor and update management planning and operational activities for the in-town reserves in partnership with RNTBC and DPAW as the implications of vulnerability assessments become better understood.	The Shire is an active member of the Yawuru Park Council Working Group and the Yawuru Park Council, where all range of matters impacting the in-town reserves are discussed in detail in collaboration with Yawuru RNTBC and DBCA.	Ongoing
Strategic: Amend the extents of 'Flood Prone Land' control areas in Local Planning Scheme No. 6 and introduce a Special Control Area for erosion risk based on the outcomes of the Coastal Vulnerability Study to provide guidance for how development in these areas is to be assessed.	Coastal Hazard Risk Area Special Control Area was incorporated into the LPS6 through amendment no. 5 which was gazetted on the 9th of November 2018. This has since carried over to LPS7.	Implemented
Strategic: Continue to monitor and update Coastal Vulnerability Assessments in line with the best available data on climate change impacts, sea level rise and coastal hazards.	Shoreline monitoring is completed annually as part of the CHRMAP. Detailed studies on coastal risk assessment have been performed for at risk locations such as Town Beach and Cable Beach.	Ongoing
Operational: Continue to support the Broome Port Authority in its emergency response planning for Port	Unclear if completed/undertaken.	Not implemented

Objective: The values of the coastal region including its associated ecosystems, human uses and ecological processes are understood, appropriately managed and protected.		
Strategies: 1. Maintain and enhance the coastal environment on Shire owned or managed land in order to retain important social, heritage, environmental and economic values. 2. Understand and address coastal hazard processes and risks.		
Responses: Strategic/Operational	Update	Status
boundaries extending from Cable Beach to Crab Creek (Mangalagun).		
Strategic: In accordance with State Planning Policy 2.6, undertake a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for the Broome townsite.	The Shire adopted the CHRMAP for the Broome townsite on 7 September 2017. The purpose of the CHRMAP is to systematically identify coastal inundation and erosion hazards across the townsite and put in place controls to manage and mitigate the risk in association with the community and stakeholders. The first step of this process was to prepare a Coastal Vulnerability Study (CVS) to understand potential future threats from coastal inundation, erosion, stormwater flooding and climate change. The Broom CVS was received by Council in June 2016 and identified that portions of the Broome townsite are at risk of coastal hazards, namely, inundation and erosion, within a 100-year planning timeframe.	Implemented

11.5 Energy

Total Actions Reviewed: 14

Implemented or Ongoing: 10

Not Fully Implemented or Unclear: 4

Some actions are still in progress or lacked clarity in the 2025 update, possibly due to resource constraints, re-prioritisation, or shifts in department responsibilities.

Objective: Energy Use is optimised through design, conservation, efficiency and the use of renewable energy sources.		
Strategies: 1. Improve the energy-use efficiency and sustainable design for all Council assets and programs during planning, procurement of new assets and as part of replacement/maintenance schedules for existing assets.		
Reponses: Strategic/Operational	Comment	Status
Strategic: Support subdivision layouts that facilitate energy efficiency and best solar orientation for passive solar outcomes and where necessary, amend or supplement WAPC policy to achieve outcomes suitable or the north west climate conditions.	Provisions have been included into the Structure Plan and Subdivision Standards Local Planning Policy (LPP) to facilitate subdivisional layouts which facilitate energy efficient urban layout. The LPP also includes standards to promote energy efficiency in the public open space network.	Ongoing
Operational: Prepare and promote energy efficiency through the local planning framework through best practice design of parks and streetscapes, covered or	The Shire has supplied this material to the WAPC for incorporation into the Liveable Neighbourhoods Review.	Ongoing

Objective: Energy Use is optimised through design, conservation, efficiency and the use of renewable energy sources.		
Strategies: 1. Improve the energy-use efficiency and sustainable design for all Council assets and programs during planning, procurement of new assets and as part of replacement/maintenance schedules for existing assets.		
Reponses: Strategic/Operational	Comment	Status
shaded footpaths, dual use paths and car parks and energy efficient outdoor lighting.	Landscaping standards have been incorporated into LPS7 to facilitate shading of parking areas. Landscaping controls have been incorporated into the precinct structure plans to encourage retention of urban trees and to increase plantings to reduce urban heat island effect. Energy efficient lighting improvements implemented through capital works (e.g., Chinatown and Town Beach).	
Operational: Prepare and adopt a local planning policy for regional variations to the Residential Design Codes to incorporate energy efficiency and solar passive design provisions appropriate for the North-West climate, such as shaded outdoor living areas and breezeways.	Adoption of this local planning policy was investigated. However, it did not proceed to finalisation as energy efficient and solar passive designed were addressed under the National Construction Standards and is beyond the scope of the planning assessment process to address.	Not implemented
Strategic: Ensure good connectivity and accessibility for walking and cycling in new developments.	As part of the structure plan assessment process, developers are required to show potential future public transport networks. The Shire has continued to implement improvements in the footpath network to enable other modes of transport and reduce dependency on cars. The Shire continues to fund footpath upgrades as well as maintain existing paths.	Ongoing
Operational: Continue to improve the Shire's shared path network where possible.	The Recreational Trails Masterplan has identified specific tracks and trails to enable better connectivity between key nodes and destinations within Broome. While there has been limited implementation to this point, several trails and options for signage and direction have been included in the Shire's Long Term Financial Plan and Corporate Business Plans.	Ongoing
Strategic: Require BCA 6-star compliance for all Shire building approvals, ensuring a continuing progression	Energy efficiency assessment reviewed with building applications. It is a statutory requirement for Class 1 dwellings. Building Codes Australia 2022 increases to 7 stars in 2025. The Shire's climate zone will require 6.5 and 6-star minimums by 2025. Current average is 6+ stars; above 2024 minimum of 5.5 or 5 stars.	Ongoing

Objective: Energy Use is optimised through design, conservation, efficiency and the use of renewable energy sources.		
Strategies: 1. Improve the energy-use efficiency and sustainable design for all Council assets and programs during planning, procurement of new assets and as part of replacement/maintenance schedules for existing assets.		
Reponses: Strategic/Operational	Comment	Status
toward energy efficient built form for greenfield and brownfield developments.		
Operational: Support Horizon Power's philosophy of energy efficiency by linking to and promoting their web based promotional material.	Support provided where appropriate.	Unclear
Strategic: Provide 'in-principle' support for remote area Aboriginal communities in their progress toward energy efficiency and self-supply.	The Shire has supported the normalisation of services for remote Aboriginal communities. Shire officers continue to advocate for sustainable development within Aboriginal communities including solar power stations and offering support for future projects when required.	Ongoing
Strategic: Demonstrate leadership in the area of energy efficient built form.	The Shire continues to assess subdivision applications referred by the WAPC with consideration of the climatic conditions of Broome and energy efficient urban layout. Furthermore, the Shire has made progress with transitioning facilities to renewable energy sources, such as the Broome Recreational Aquatic Facility and the Shire's Civic Centre.	Ongoing
Operational: Direct home owners and occupiers to energy rating and efficiency websites through promotional material, facilitating consumer choice of energy efficient domestic appliances.	Upon review, not considered a Shire responsibility/priority. Horizon Power is already undertaking these activities to an adequate level.	Not implemented
Operational: Continue to explore ways of improving energy-use efficiencies as part of asset replacement / refurbishment schedules.	The Shire has installed new field lighting at Nipper Roe Sports Field (BRAC) which has been designed and costed utilising LED technology. This has reduced the amount of power utilised to light up the playing surface.	Ongoing

Objective: Energy Use is optimised through design, conservation, efficiency and the use of renewable energy sources.		
Strategies: 1. Improve the energy-use efficiency and sustainable design for all Council assets and programs during planning, procurement of new assets and as part of replacement/maintenance schedules for existing assets.		
Reponses: Strategic/Operational	Comment	Status
	LED lighting has replaced older style lighting in the indoor BRAC stadium as well as in the BRAC squash courts, reducing energy consumption while improving lux levels. LED lighting was included in the upgrade of the BRAC outdoor courts. Older style lighting has been replaced by energy efficient LED lighting at the following locations: Nipper Roe Sports Field, BRAC tennis courts, BRAC outdoor sports court. All internal and external lighting at BRAC including the indoor stadium, offices, corridors, meeting rooms and squash courts have been upgraded to LED lighting. Timed lighting has been installed at the skate park and pump track. Smart lighting that reduces usage until the sensor has been engaged has been installed along the Conti Foreshore.	
Operational: To continue to provide information on the multiple benefits of reducing car dependency where possible.	Not implemented	Not implemented
Strategic: Continue to include fuel efficiency as an important consideration in the Shire's vehicle and plant procurement policies.	Fuel efficiency is requested and considered when purchasing plant equipment.	Ongoing
Strategic: Whilst public transport is minimal in Broome at present, require developers to consider future public transport routes as part of the design process for structure plans and subdivisions.	As part of the structure plan assessment process, developers are required to show potential future public transport networks.	Ongoing

11.6 Waste

Total Actions Reviewed: 8

Implemented or Ongoing: 7

Not Fully Implemented or Unclear: 1

Some actions are still in progress or lacked clarity in the 2025 update, possibly due to resource constraints, re-prioritisation, or shifts in department responsibilities.

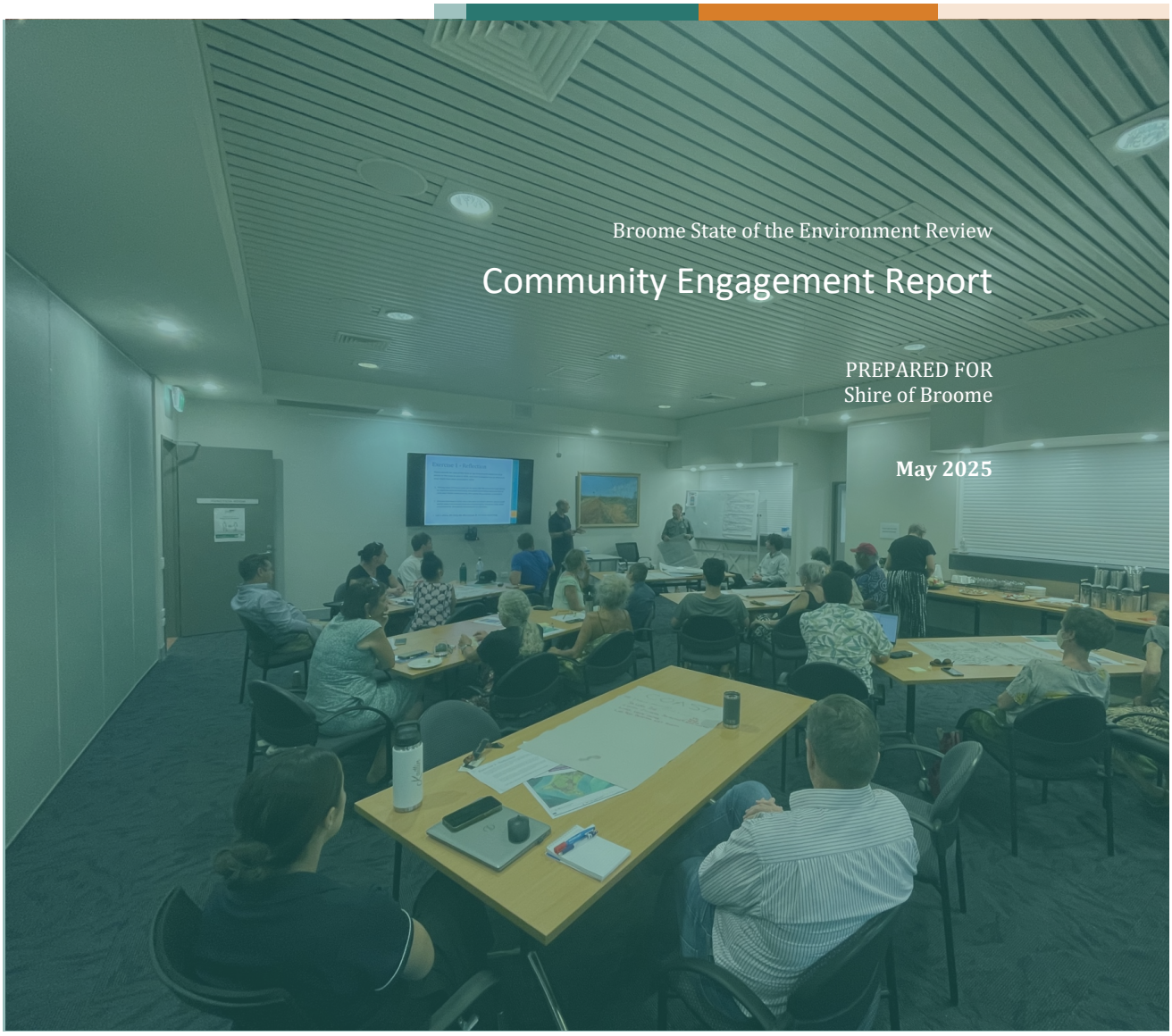
Objective: Waste is managed sustainably to ensure the highest level of economic return from resource recovery.		
Strategies: 1. Improve the Shire's waste management facilities and practices including community participation in waste collection and recycling activities.		
Responses: Strategic/Operational	Comment	Status
Strategic: Continue the process of design and location for a suitable Resource Recovery Facility to Meet Broome's household and other solid waste needs into the future.	RRRP has finalised a site and construction is underway, subject to further funding being secured.	Implemented
Strategic: Maintain the current high levels of surveillance and forensic assessment of dumped rubbish.	The Buckleys Land Fill is managed in accordance with its DWER licence, including annual monitoring and reporting. Annual environmental and audit compliance reports continue to be submitted to DWER in accordance with licence requirements.	Ongoing

Objective: Waste is managed sustainably to ensure the highest level of economic return from resource recovery.		
Strategies: 1. Improve the Shire's waste management facilities and practices including community participation in waste collection and recycling activities.		
Responses: Strategic/Operational	Comment	Status
Operational: Review and implement closure plans for the existing landfill site which is nearing its effective working life.	Quarterly volumetric surveys are undertaken to track void space utilisation against the Buckley Landfill Closure Plan. Surveys indicate an improvement in compaction rates and diversion of waste from landfill.	Ongoing
Strategic: Pursue enforcement action as appropriate if people dump rubbish illegally.	Operations staff continue to manage illegal dumping when it occurs.	Ongoing
Operational: Improve the effectiveness of kerb-side co-mingled recycling service.	Education programs and tours of waste management facility are being run with limited primary/secondary school update. Senior/pensioner skip bin services offered on an annual basis. A dedicated e-waste drop off area will be constructed at the WMF late 2023. A dedicated e-waste drop-off area constructed in 2023. Cover your load signs installed in 2023 on main routes to landfill.	Ongoing
Strategic: Continue to explore strategic opportunities for community engagement through initiatives such as: the 'Keep Broome Clean Team' on Facebook and other media.	Educational awareness programs run with youth and regional communities to teach people about recycling and re-use opportunities and practices to reduce waste.	Ongoing
Operational: Continue to operate the orange bag rubbish collection system where individuals can register with the Shire and be paid for rubbish they collect.	Orange bag collection campaign is no longer a paid opportunity for the community. Bags can still be obtained through the depot. However, the Shire cannot run the service due to a lack of understanding of WHS and insurance implications.	Not implemented

Objective: Waste is managed sustainably to ensure the highest level of economic return from resource recovery.		
Strategies: 1. Improve the Shire's waste management facilities and practices including community participation in waste collection and recycling activities.		
Responses: Strategic/Operational	Comment	Status
Operational: Continue to support community groups such as Keep Broome Clean Team	The Shire has run annual 'clean up' day promotions and other recycling initiatives such as garage sale trail and keep Australia beautiful activities. The Council supports clean-up activities by other organisations through free waste disposal. Council continues to offer free pre-cyclone tipping weekends, senior/pensioner free skip bins, and runs annal 'clean up' days and supports community initiatives with free waste collection or provision of a skip bin when requested.	Ongoing

11.7 Glossary & Acronyms

- **Adaptive Management** – A method of adjusting policies and actions based on observed outcomes.
- **BCA** – Building Code of Australia: sets minimum energy efficiency standards for new dwellings.
- **CHRMAP** – Coastal Hazard Risk Management and Adaptation Plan: framework for managing coastal erosion and inundation risks.
- **Coastal Erosion** – The gradual loss of shoreline due to wind, waves, and sea-level rise.
- **Community Recycling Centre (CRC)** – A site where residents can drop off recyclables and problem waste.
- **C&D Waste** – Construction and Demolition Waste: materials from building, renovating or demolishing structures.
- **DBCA** – Department of Biodiversity, Conservation and Attractions: manages WA's conservation estate.
- **DPLH** – Department of Planning, Lands and Heritage: oversees planning policy, land tenure and Aboriginal heritage.
- **EMP** – Environmental Management Plan: outlines actions and responsibilities to achieve environmental outcomes.
- **EPBC Act** – Environment Protection and Biodiversity Conservation Act (Cth): federal legislation for environmental protection.
- **FOGO** – Food Organics and Garden Organics: kerbside collection service for compostable waste.
- **GPT** – Gross Pollutant Trap: device that filters litter and debris from stormwater runoff.
- **LiDAR** – Light Detection and Ranging: remote sensing method using laser to map terrain.
- **LPS7** – Local Planning Scheme No. 7: statutory instrument guiding land use planning in the Shire of Broome.
- **RNTBC** – Registered Native Title Body Corporate: the recognised entity managing native title interests.
- **RRRP** – Regional Resource Recovery Park: Broome's planned waste processing and disposal facility.
- **STR** – Significant Tree Register: identifies and protects trees of cultural or ecological value.
- **Telemetry Metering** – Remote monitoring system for real-time water or energy use.
- **TEK** – Traditional Ecological Knowledge: long-standing knowledge of ecosystems held by Traditional Owners.
- **WSUD** – Water Sensitive Urban Design: planning and engineering practices that manage stormwater sustainably.
- **Yawuru IPA** – Yawuru Indigenous Protected Area: co-managed conservation area near Broome.



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PLANNING DESIGN ENVIRONMENT

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Executive Summary

This report summarises a broad range of community and stakeholder insights into the state of the environment in the Shire of Broome. It outlines the consultation process used to assess local environmental challenges, document trends over time, and identify avenues for innovative, community-led changes. The engagement gathered input through a variety of channels—including one-on-one interviews with key local groups, participatory workshops, detailed community surveys, and discussions with other key stakeholders such as SKIPA, the Yawuru Parks Council Working Group, the Broome Chamber of Commerce, Kimberley Port Authority, and the Dinosaur Coast Management Group.

The consultation was designed not only to track progress since 2016 but also to envision the Shire's future through direct community engagement. Workshops allowed residents to reflect on past challenges and articulate their aspirations for a sustainable Broome in 2035, while surveys captured quantitative ratings on current performance across environmental priorities.

Whilst some groups hold critical views about the Shire, from their particular focus, there are nevertheless some recurring themes which emerged clearly from these engagement sessions. There is a strong community statement that native vegetation protection, effective water and stormwater management, and biodiversity conservation have suffered due to inconsistent governance and a development agenda that often sidelines environmental considerations. Many respondents highlighted inadequate local government leadership, the erosion of historically significant ecosystems (including culturally important trees), and an urgent need for improved waste management practices. Additionally, there is widespread concern about the accelerating impacts of climate change—from rising sea and air temperatures to increased extreme weather events—which are compounding traditional environmental pressures such as invasive species and deficient coastal protection measures.

Overall, the consultation highlighted a need for a coordinated, forward-thinking approach to environmental management—one that embraces shared responsibility among local, state, and community groups, integrates Traditional Owner knowledge, and commits to proactive measures aimed at restoring and enhancing Broome's natural assets. The insights gathered underscore the demand for stronger, accountable governance and better-resourced programs that will secure the region's environmental integrity for future generations.

1 Introduction

1.1 Background

The Shire of Broome *State of the Environment* Report and the accompanying *Environmental Management Plan* were last reviewed in 2016, and are currently undergoing a further review and update. As part of this process, a comprehensive consultation program has been implemented to gather input from the local community and stakeholders.

This consultation program follows an agreed *Stakeholder and Community Engagement Plan*, which outlines the necessary collaboration with key organisations to obtain relevant background information that will assist in assessing various environmental indicators.

The primary objectives of the consultation and engagement process are to raise community awareness and understanding of the project's purpose and goals, while collecting stakeholder and community opinions on the future use and management of the Shire's environment.

1.2 Identified Stakeholders

The following stakeholder lists have provided the basis for the consultation process.

Primary Stakeholders

- Shire of Broome.
- Nyamba Buru Yawuru.
- Department of Biodiversity, Conservation and Attractions.

Secondary Stakeholders

- Community environmental groups: Environs Kimberley, Roebuck Bay Working Group, Dinosaur Coast Management Group, Broome Bird Observatory and Wildlife Groups.
- State Government agencies: Department of Water and Environmental Regulation, Department of Primary Industries and Regional Development, Department of Fire and Emergency Services, Development WA, Department of Communities.
- Kimberley Ports Authority.
- Aboriginal Corporation and Ranger Operations: Karajarri Traditional Lands Association (Aboriginal Corporation) RNTBC, Bardi and Jawi Niimidiman Aboriginal Corporation RNTBC, including Bardi Jawi Oorany, Nyul PBC Corporation, Bidyadanga Aboriginal Community La Grange Inc, Djaradjin Aboriginal Corporation, Lombadina Aboriginal Corporation.
- Broome Visitor Centre

- Youth/school groups (noting opportunity with Youth Forum being held in February 2025)
- Wider Broome community.

1.3 Engagement methods

This report provides a summary of outcomes obtained via the following consultation methods:

- Community survey (Feb 2025)
- Community workshops (2 workshops, March 2025)
- discussions with key stakeholders (March – May 2025)
- Council briefings (December 2024, July 2025)
- Community Information Sessions
- Review of community comments on draft.

2 Stakeholder Engagement

2.1 Community members

Interview Summary: SKIPA (Kylie Weatherall & Phil Docherty)

Introduction

The following insights come from interviews with members of SKIPA (Society for Kimberley Indigenous Plants and Animals), a longstanding community-driven bush and land care group based in Broome.

Operating since 2007, SKIPA is the only dedicated bush care organisation in the area and plays a central role in environmental advocacy, education, and restoration. Closely linked with Environs Kimberley, SKIPA works with the local community, schools, and local government to protect and promote native flora and sustainable land management practices. Their main concerns focus on the increasing environmental degradation associated with urban planning pressures, development practices, weed proliferation, water mismanagement, and a lack of local government vision or leadership on environmental issues. They are seeking stronger partnerships, better policy direction, leadership and tangible action from the Shire of Broome.

Detailed Summary of Key Points

- *Organisational Background and Structure*
    - SKIPA has been active since 2007 and is currently the only bush and land care group in Broome.
    - Operates largely through volunteer support (35 on the email list, ~12 active), with minimal paid roles.
    - Uses **Containers for Change** for partial funding.
    - Has a strong collaborative relationship with **Environs Kimberley**, which assists with funding and strategic support (charging a 10% administration fee).
    - Recently signed a **7-year MOU with the Shire** for management of **Broome Botanic Park**, a major milestone after years of advocacy.
    - Historically collaborated with TAFE on native plant propagation programs (ceased when SKIPA left the site).
- *Environmental Activities and Community Engagement*
    - Operates a **native plant nursery**, now based in a private backyard after losing access to the original site. Plants are grown and donated to the community.
    - Runs **educational programs**, including excursions, school plantings, and an **annual plant sale** promoting Kimberley natives.

- Provides **plant ID services**, undertakes **plant surveys**, and promotes native landscaping, particularly in new suburbs like Broome North, with plantings to support significantly more bird life.
- Influencing better **local drainage policy** and encouraging **waterwise practices**.
- Strong focus on **community outreach**, organising bushwalks to connect new residents to appreciate the local Broome environment.
    - Volunteers also help maintain the Broome Botanic Park, often working alongside Shire parks and gardens staff.
- *Concerns with Local Government Environmental Planning*
- Expressed frustration with lacking strategic environmental vision or advisory capacity within the Shire of Broome.
- The Significant Tree Register (STR) was withdrawn; there's concern now about potential for removal of historic and culturally important trees (e.g., endemic coastal gums).
- SKIPA perceives the Shire prioritises spending on sports and infrastructure rather than the environment, despite the environment being a core reason people choose to live in or visit Broome.
- No formal environmental advisor position exists within the Shire structure, leading to deficient environmental focus of planning and policy.
- Calls for the Shire to value and protect trees, including reinstating the STR and more protection for culturally significant vegetation.
- *Urban Development and Drainage Issues*
- Critical of **over-clearing** and poor environmental planning in new development sites; many areas are entirely cleared prior to construction, which exacerbates runoff and weed issues especially during the wet season.
- **Post-development weed management is lacking**, with no accountability from agencies like Water Corp, DevelopmentWA, or Main Roads for land within their managment.
- Poor urban design for stormwater: older areas of Broome used wide verges and roadways for swale infiltration, while newer areas are fully curbed, channelled and thereby causing water and sediment to flow directly into the bay, increasing erosion and sedimentation.
- Notable flooding issues in areas like Chinatown and Town Beach; **Demco 'Gorge' drain** nearby to the Water Corporation site indicate an overall failure to properly manage stormwater quantity and quality in catchments. It also demonstrates a failure to manage entire catchments to achieve a good environmental outcome for drainage.
- **No stormwater harvesting or reuse** strategy exists; waste and stormwater is not valued and reused as a resource.
- Successful trials of alternative drainage solutions (e.g., swales and riffles) have not been adopted by engineering departments.
- Positive example: such as **Sunset Park**, use grassed depressions to slow water flow during storms thereby arresting sediment export.
- *Waste and Recycling Issues*
- Recycling efforts are minimal, unreliable and inconsistent.

    - Residents are unclear on how to properly use the bin system; some advocate for a simplified approach (e.g., single red bin for non-recyclers).
- A **new landfill** site is planned, yet no efforts are being made to better manage the existing site.
    - No **green waste or cyclone waste** collections are provided by the Shire.

Assessment of Environmental Trends Over the Past Ten Years

Based on SKIPA's observations, the local environment in Broome and leadership has **declined over the past decade**. While there have been isolated improvements (such as increased native plantings in Broome North and some traction in parks and gardens), overall, these have largely occurred without Shire leadership. Poor strastegic environmental planning, a lack of weed management, over-clearing, and degraded drainage infrastructure have contributed to ecological degradation across the Broome urban footprint. Historic and culturally significant trees are being lost, and ecological water systems are being replaced with hard surfaces and ineffective drainage engineering solutions. The growing town is placing increasing pressure on environmental systems, which SKIPA believes has exposed gaps in management and these remain unaddressed. Without stronger policy, vision, and leadership, SKIPA considers the environmental impacts and management outcomes will worsen.

Recommended Actions for a Local Government Environmental Management Plan

- **Reinstate a Significant Tree Register** to protect historic, cultural, and ecological vegetation.
- **Appoint an Environmental Advisor** within the Shire to provide strategic guidance and oversight.
- **Mandate post-development weed management** responsibilities for developers and utilities for a fixed number of years.
- **Revise urban development policies** to limit over-clearing and prevent wet-season soil disturbance.
- **Adopt water-sensitive urban design (WSUD)** including swales, infiltration zones, and stormwater harvesting.
- **Investigate and implement stormwater reuse** and retention solutions to reduce runoff and sediment flow into the bay.
- **Protect and restore endemic species**, especially those with cultural significance (e.g., coastal gums).
- **Develop a formal partnership framework with community groups** like SKIPA, with funding, clear roles, and shared objectives.
- **Enhance waste management systems**, including consistent recycling education, green waste pickup, and proper landfill oversight.

- **Support community education and native plant programs** through schools, public spaces, and nurseries.
- **Review and improve drainage infrastructure**, ensuring compatibility with Broome's unique environmental conditions.
- **Ensure funding equity** between sport and environmental priorities, recognising the tourism and lifestyle value of natural assets.

Interview Summary: Community Drainage Concerns and Environmental Management in Broome (Virginia Westwood)

This discussion focused on the state and management of Broome's urban drainage system, with a focus on community-led care, environmental concerns, and perceived gaps in Shire leadership. Many of these observations stem from residents involved in the voluntary maintenance of local drains, as well as informal interactions with Shire staff. The overarching concern is that the Shire of Broome does not currently prioritise or promote environmental values in the management of stormwater infrastructure. Volunteers feel unsupported, critical environmental education is lacking, coordination and responsibility for drains is unclear. These issues contribute to worsening weed infestations, water quality concerns, safety risks, and a general breakdown in collaboration between the community and local government.

Detailed Summary of Key Points

- *Drainage Infrastructure and Design*
- **Lack of evidence-based design**: Current drainage channels are wide at the top (~20m) and narrow at the base (~2m), forming steep V-shapes that result in **rapid water flow** (possibly as design intended however capable of scouring out vegetation and transporting sediment).
    - **Design flaws contribute to erosion**, plant damage, and poor environmental outcomes.
    - **No publicly available maps** of the drainage system exist, creating confusion about water flow paths and infrastructure connectivity.
    - **Responsibility and Management**
    - Uncertainty over **who is responsible** for drain maintenance—older State of Environment (SoE) documents attribute responsibility to the **Shire**, but current claims suggest **Main Roads WA**.
    - The **community is filling the gap**, maintaining and monitoring drains without formal support.
    - Shire **does not collaborate** meaningfully with volunteers; volunteer time, tools, and expertise are **unrecognised**.
- A **new Shire officer** has reached out to the community about weeds, but **no follow up action resulted**.
- **Resources and funding are limited**, and residents are **paying out of pocket** for tools and materials for public drain works.
- *Weeds, Contamination, and Waste*
    - Drains are **heavily infested with weeds**, including **buffel grass**, which poses a fire hazard and threatens native ecosystems.
    - **Contamination from mulch** supplied by the Shire is a major concern—green waste dropped at the tip often contains weed seeds.
    - No weed hygiene protocols are in place for **machinery or mulch**; this spreads invasive species across the region.
    - **Illegal dumping** is common, with rubbish and garden waste (including weeds) thrown into drains from private properties—this is a **breach of Shire by-laws**, yet rarely enforced.
- *Social and Environmental Challenges*

- **Drains are used as walkways** and **informal thoroughfares** by residents.
- Children have been seen **swimming in drains during the wet season**, raising **health and safety concerns** due to poor water quality.
- **Community conflict** has emerged as shaded areas near planted trees become informal gathering places, sometimes prompting residents to vandalise nearby vegetation.
- Rising **racism and social tension**, attributed in part to **FIFO workers and increasing industrial development**, is affecting community cohesion.

- *Communication and education gaps*
  - The community receives **no practical guidance** from the Shire on best practice for stormwater flow or drainage care.
  - Residents are relying on **trial and error**, using personal knowledge to manage issues due to the absence of official support.
  - There is **no Shire-led education** to help residents identify weeds or understand their environmental responsibilities.
  - A **wider environmental knowledge base is lacking** within the Shire, and no leadership is shown in promoting sustainable practices.
- *Proposed Educational and Collaborative Initiatives*
  - **Partnerships with TAFE or universities** to deliver community-based workshops on **weeds, stormwater, and environmental care**.
  - **Shire-led education campaigns** on:
    - **Weed identification and disposal**
    - **Green waste contamination**
    - **By-laws on rubbish dumping**
  - Develop a **monthly environmental newsletter** (e.g., *Living Green*) to share updates, best practices, and volunteer efforts.
  - Install **informative signage** in public areas, particularly around parks and drains, distinguishing **native plants, weeds, and those of Aboriginal significance**.
  - Encourage a **culture of pride and participation** by showing genuine interest in environmental values—volunteers believe this would inspire wider community involvement.

Assessment of Environmental Trends Over the Past Ten Years

Community perception expressed that environmental conditions in Broome's urban areas, especially around stormwater infrastructure, have **deteriorated significantly** over the past decade. Poor environmental planning and design, unchecked weed infestations, and contamination from mulch and machinery have compounded over time. The community's

willingness to volunteer and maintain these areas remains strong, however morale is declining due to a **lack of recognition and collaboration** from the Shire. The ambiguous roles and responsibility for drains and absence of educational leadership contribute to a feeling of neglect, frustration, and environmental decay. Efforts by some Shire officers are valued however the broader Shire institution lacks **direction, coordination, and commitment** to environmental stewardship.

Recommended Actions for a Local Government Environmental Management Plan

- **Clarify responsibility** for all drainage infrastructure (e.g., Shire vs. MRWA), and create **accessible maps** of all drain networks.
- **Review and redesign stormwater channels** using best-practice, water-sensitive urban design to slow flow and reduce erosion.
- **Acknowledge and support volunteer efforts** with material aid, tool banks, recognition, and collaborative planning.
- Implement **machinery and mulch hygiene protocols** to prevent weed spread.
- **Improve waste management at the tip**, ensuring green waste is screened for weeds before mulching.
- **Launch community education campaigns** on:
    - Weed identification and control
    - Safe green waste disposal
    - Illegal dumping enforcement and by-laws
- **Develop partnerships with TAFE and local universities** for community workshops on sustainable land care and drainage ecology.
- Introduce **public signage** around key environmental sites showing native vs invasive plants, and culturally significant flora.
- Create a **monthly environmental newsletter** to promote events, share knowledge, and celebrate community involvement.
- Provide **safe infrastructure and pathways** if drains continue to be used as thoroughfares, while discouraging unsafe wet-season activities.
- **Champion an environmental culture** within the Shire, setting a tone of leadership that inspires wider public engagement and care for country.

Cr Jan Lewis

Cr Lewis is a long-term resident and current Councillor in Broome. She highlighted a wide array of environmental and governance concerns spanning natural resource management, urban development, community engagement, and strategic planning. The following were described as particularly significant:

Lack of Environmental Vision and Leadership

- There is a widespread community concern that the Shire lacks a clear environmental vision, long-term direction, and holistic understanding of ecosystems.
- The environment is perceived to be secondary to economic drivers such as tourism and development.
- The word *"pristine"* is seen as marketing spin and not reflective of environmental decline.

Declining Environmental Stewardship

- Residents feel that environmental responsibility is being offloaded between agencies, leaving local issues unresolved.
- There's a perceived disconnect between environmental policies and real-world outcomes, and a lack of ownership or transparency in decision-making.

Weed and Drainage Management

- A weed strategy exists but lacks an action plan.
- Weeds are spreading through contaminated mulch and poorly timed spraying.
- Drains are overgrown and under-maintained; volunteers are manually restoring native vegetation with limited resources.

Stormwater and Water Quality Concerns

- The draft Stormwater Management Plan is anticipated, but current management focuses on flood protection, not environmental impacts.
- Stormwater runoff from new developments is affecting Roebuck Bay and public parks.
- Some parks experience persistent pooling due to inadequate drainage infrastructure.

Coastal and Marine Pressures

- Coastal access is poorly controlled, with many unofficial tracks.
- Rubbish—especially international marine debris—is increasing.
- The rise in moorings (e.g. 40 at Gantheaume Point), liveaboard boats, and jet ski tourism presents waste and environmental risks.
- While efforts like beach closures during turtle hatching season are applauded, they require significant community lobbying.

Fire and Biodiversity

- There is no mention of controlled burning in current strategies, leading to concern about biodiversity loss due to fire mismanagement.
- Fire regimes are favouring species like *Acacia* at the expense of others.
- Arson and unmanaged campfires contribute to fire risk.

Waste and Illegal Dumping

- No green waste collection or pre-cyclone cleanup is offered.
- Illegal dumping is common, partly due to the distance and cost of using the tip.
- Recycling education is lacking, and contamination is widespread.

Feral Animals and Animal Management

- Feral cats and horses are causing environmental damage; current local laws only address dogs.
- The Shire offers traps for feral cats, but euthanasia costs fall on residents.
- A Local Animal Management Plan is being developed but is seen as limited in scope.

Community Involvement and Volunteering

- There is strong community spirit, but the Shire lacks a formal volunteer policy or strategy to support environmental stewardship.
- Community groups are using programs like Containers for Change to fund tools and hand-watering native vegetation in public areas.

Public Infrastructure and Transport

- Community is concerned about projects like the jetty and new library being developed without environmental foresight (e.g. library planned in a flood-prone area).
- Public transport is minimal and geared toward tourists.
- Residents are concerned about increasing helicopter and truck noise, with the airport seen as a FIFO and tourism facility, not a community asset.

View on Environmental Change Over the Last 10 Years

Through discussions, it was concluded that that from a personal perspective, the environment in Broome has **declined over the past decade**. While some community-led restoration projects are helping slow degradation in small pockets, they are seen as compensating for a broader failure in local governance, planning, and funding. Since the last SoE, long term residents have seen an increase in weeds, degradation of stormwater infrastructure, poor waste management, growing coastal pressures, and declining biodiversity. They also feel that environmental concerns are often overridden by economic

interests, and that the Shire lacks leadership and accountability in managing the natural environment.

Recommended Actions for an Environmental Management Plan

To address the concerns raised, the following actions could be included in a high-level Environmental Management Plan for the Shire of Broome:

Strategic Vision and Governance

- Develop a strong, community-informed **Environmental Vision** for the Shire.
- Ensure transparent, evidence-based decision-making with measurable environmental targets.
- Establish a **multi-agency environmental coordination group** to avoid passing responsibilities between tiers of government.

Weeds and Drainage

- Finalise and implement a **Weed Action Plan** with seasonal timing and monitoring protocols.
- Improve weed/green waste separation at the tip and assess mulch contamination risks.
- Invest in **drain rehabilitation**, including native revegetation and erosion control.

Stormwater and Water Management

- Ensure the **Stormwater Management Plan** includes ecosystem health, water quality, and amenity outcomes—not just flood mitigation.
- Map and prioritise areas of poor drainage for upgrades, particularly where water stagnates in public parks.

Coastal and Marine Protection

- Regulate and rehabilitate **uncontrolled coastal tracks**.
- Collaborate with marine agencies to manage **moorings**, enforce **waste disposal standards**, and monitor **marine debris**.
- Support ongoing beach closures and monitoring for **turtle hatchling protection**.

Biodiversity and Fire

- Develop a **controlled burning strategy** to maintain ecological diversity.
- Train staff and volunteers in biodiversity-sensitive fire management.
- Monitor fire impacts on flora and fauna, using updated mapping tools.

Waste Management

- Introduce **green waste collection** and annual **pre-cyclone cleanups**.

- Provide clear **recycling education** to reduce contamination and increase participation.
- Investigate options to **improve tip accessibility** and reduce illegal dumping.

Animal Management

- Expand the **Local Animal Management Plan** to address feral cats, horses, and other invasive species.
- Subsidise humane euthanasia for trapped cats and increase public awareness of available programs.

Community Engagement

- Develop a **Shire Volunteer Policy** that includes insurance, training, recognition, and support.
- Partner with TAFE and community groups for restoration projects and citizen science.
- Invest in youth engagement to build the next generation of environmental stewards.

Infrastructure and Planning

- Apply **climate resilience and environmental assessment** to all new infrastructure projects.
- Reconsider major developments in flood-prone areas.
- Work with state agencies to explore **relocation or redesign of noisy or polluting infrastructure** (e.g. airport, truck routes).

Local resident – Carmel Leahy

The interviewee expressed a strong interest in **coastal planning** and highlighted several concerns and suggestions related to the Shire of Broome's environmental management. They referenced the **Shire of Broome Urban Renewal Strategy 2017**, emphasizing the need to align new developments with this strategy and the **Coastal Hazard Risk Management and Adaptation Plan (CHRMAP)**. They believe CHRMAP is **not being adhered to**, particularly in relation to how new developments are assessed near vulnerable coastal areas.

Drainage is another concern. According to the interviewee, it is being poorly managed by the Shire, with **private citizens taking it upon themselves** to plant vegetation, install reticulation, and control weeds in the absence of formal Shire action. This underscores both a lack of local government capacity or involvement and the strength of individual environmental stewardship within the community.

The interviewee raised **climate-related concerns**, particularly **ocean and atmospheric warming**. They noted rising **minimum temperatures, increased humidity, and coral bleaching**, with some local waters reaching **36°C**. This warming poses a serious ecological threat, especially to marine biodiversity. In response, the interviewee recommended

a **Shire-wide strategy to cease fossil fuel development** as part of broader climate action.

Another key recommendation was the creation of a **Significant Tree Register**. The respondent noted that Broome has **few older native trees**, many of which have been cleared historically for housing development. The **Cable Beach Ghost Gum**, an endemic species, was cited as an example of local botanical heritage that should be preserved.

The interviewee identified **three priority areas** for action:

1. **Ocean warming**, which they linked to the continued focus on **fossil fuel development** in the region, including a potential gas and oil hub.
2. **Sea level rise**, which they believe requires careful application of **CHRMAP** principles, including limiting future development in high-risk zones and **focusing renewal and growth within already urbanized areas**.
3. The **value of native planting**, both for **climate resilience** (e.g., temperature moderation, erosion control, nutrient cycling) and **stormwater/drainage management**. They advocated limiting hard surfaces in new developments and maintaining **remnant vegetation**.

Environmental Change Over the Past Ten Years: Summary Perspective

In the view of this interviewee, the **environment in Broome has declined over the past decade**, primarily due to **poor adherence to existing planning frameworks**, ongoing **urban development pressure**, and **inadequate drainage and climate resilience strategies**. Despite having tools such as the **Urban Renewal Strategy** and **CHRMAP**, they believe these are not being effectively implemented. Meanwhile, environmental stressors such as **ocean warming, rising sea levels, and biodiversity loss** are intensifying, while the Shire continues to **support development tied to fossil fuels**. Community efforts, like private drainage management and support for native planting, highlight a lack of coordinated Shire action and demonstrate that the environment is not being prioritised to the level needed.

Recommended Actions for Local Government Environmental Management Plan

- **Strictly adhere to and enforce CHRMAP** recommendations for all coastal developments and affected sites.
- **Align all planning decisions** with the Urban Renewal Strategy 2017 to prioritise existing consolidation of urban areas rather than greenfield expansion.
- **Phase out support for fossil fuel resource developments** within the Shire boundaries.
- Develop and implement a resurrected **Significant Tree Register**, protecting mature and culturally important native species such as the Cable Beach Ghost Gum.

- **Improve drainage management**, including formal Shire maintenance and revegetation programs rather than reliance on private citizens.
- Launch a **climate adaptation strategy** focusing on:
    - Ocean temperature monitoring
    - Coral reef conservation
    - Urban design for heat dissipation and flood resilience
- **Mandate vegetation protection and native planting** in new developments to support cooling, biodiversity, and erosion control.
- **Restrict hard surface coverage** of urban development sites to enhance natural drainage and reduce heat radiation (heat island) effects.
- Protect and expand **remnant vegetation zones**, particularly where they provide critical ecosystem services.
- Facilitate **community involvement** through formal programs in vegetation management and coastal stewardship.

2.2 Yawuru Parks Council Working Group (YPCWG)

Wil Bennett (DBCA) and Dean Matthews (Yawuru), both members of the Yawuru Parks Council and YPCWG highlighted several **environmental priorities and strategic recommendations**, with a strong emphasis on **partnership, cultural integration, and effective planning implementation**.

The **highest priority identified** was **stormwater and drainage management**, viewed both as an environmental challenge and an opportunity for the Shire to act. Despite being acknowledged in previous documents, stormwater management has not received **sufficient follow-through or attention**, and the group calls for urgent strategic action—potentially in the form of a **Strategic Water Management Plan**.

Yawuru and DBCA stressed that the **Yawuru Parks Management Plans are not currently reflected** in Shire documents or planning. Since 2016, **four park plans have been developed** under Yawuru joint management frameworks. These existing plans already articulate cultural and ecological values and **should be referenced at Shire-level in planning and action documents**.

DBCA and Yawuru advocated for **clearer structure and accountability** within environmental planning documents, especially the **State of the Environment (SoE) report**:

- Actions should be **clearly assigned** to responsible parties.
- Plans should highlight **which organisations the Shire can partner with** to deliver outcomes.
- Existing planning efforts should **drive a real response**, not just list intentions.

A recurring theme was the **need for better connection and alignment** between the Shire's values and **Aboriginal standards and frameworks**, suggesting that current actions do not sufficiently integrate **Yawuru values and existing conservation strategies**.

The group also highlighted the need for **greater community awareness** of the Yawuru Conservation Estate and its significance, suggesting better **promotion and education** about these jointly managed conservation areas.

Additionally, **coastal erosion** is cited as a concern due to its compacting **downstream impacts**, further supporting the argument for **integrated catchment and coastal management approach to planning**.

DBCA and Yawuru expressed some uncertainty about how the **Environmental Management Plan (EMP)** and **State of the Environment (SoE)** relate to each other but welcomed the opportunity for their concerns to be **highlighted and addressed** in both.

Environmental Change Over the Past Ten Years: Summary Perspective

From DBCA and Yawuru's perspective, **progress on environmental issues has been limited**, despite previous planning efforts. While the Shire has undertaken some environmental initiatives around Broome—something they believe should be celebrated—the **lack of follow-through on past commitments**, such as stormwater actions, and the **failure to formally recognise existing Yawuru park plans**, reflect **a gap**

between policy and practice. This disconnect, combines with poor visibility of Aboriginal contributions to environmental management, suggests an **improvement is required in effective governance** to avert a direct environmental degradation. The group sees strong potential for future improvement. with proper integration of existing frameworks and better funding support.

Recommended Actions for Local Government Environmental Management Plan

- **Develop and implement a Strategic Water Management Plan**, addressing stormwater drainage and nutrient loading across the Shire.
- **Ensure the Environmental Management Plan (EMP)** and SoE documents **reference and align with the four existing Yawuru Park Plans**.
- **Formally recognise the Yawuru Parks network** in Shire communications, documents, and signage—supporting increased community awareness and pride.
- **Strengthen the partnership between the Shire and Yawuru**, embedding Aboriginal standards, values, and co-management principles into Shire planning and action.
- Assign **clear responsibilities and collaborators** to each EMP action item to ensure accountability.
- **Highlight and celebrate Shire-led conservation areas** and use these as case studies or environmental "snapshots" to inspire broader action.
- Address **coastal erosion** through integrated catchment and coastal planning with downstream impacts considered.
- **Improve community education and outreach**, especially on the value of parks, Yawuru involvement, and broader environmental responsibilities.
- Clarify the **relationship between SoE and EMP**, ensuring both documents are aligned and serve as functional planning and reporting tools.
- **Secure funding streams** to support the implementation of stormwater actions and Yawuru park objectives.

Drawing on the feedback from the Yawuru Parks Council Working Group (YPCWG), the following **priority actions** can be considered for inclusion in the EMP to address environmental concerns and strengthen collaboration and accountability:

Stormwater and Drainage Management

- **Develop and implement a Strategic Water Management Plan**, with clear timelines, objectives, and performance indicators focused on stormwater and nutrient loading.
- Recognise and incorporate the **Yawuru-led "Drainage Yawuru Parks Map"** and apply a **catchment management approach** that accounts for shared ownership and land stewardship.

- Establish a dedicated **stormwater planning and investment strategy**, recognising it as a critical environmental and cultural issue.
- Address legacy inaction by **reviewing past EMP commitments** and ensuring stormwater management actions are **prioritised and resourced**.

Yawuru Partnership and Joint Management

- Embed **Yawuru partnerships** formally in the EMP, reflecting their land and water management values and plans.
- **Acknowledge and align** with the **four Yawuru Park Management Plans (since 2016)** and integrate them explicitly into EMP priorities.
- Highlight the opportunity for **Joint Management Agreements** to deliver shared outcomes across biodiversity, water, and community health.

Recognition and Visibility

- Promote and educate the public on **Yawuru Parks** and the Shire's conservation areas through signage, community engagement, and EMP communications.
- Celebrate the **Shire's role in conserving land** in Broome and reflect this effort and collaboration in all strategic documents.

Planning Integration and Accountability

- Include a **comprehensive table of plans developed since 2015**, particularly those by Aboriginal stakeholders and DBCA, to show continuity and accountability.
- For each EMP action, clearly define:
    - **Who is responsible**
    - **Timeline**
    - **Partner agencies or stakeholders**
- Establish **joint review processes** with Yawuru and other key stakeholders to track progress and adapt actions over time.

State of Environment (SoE) Reporting Improvements

- Improve SoE reporting by:
    - Including **snapshots** of environmental conditions and successful initiatives (e.g. Yawuru Parks, catchment projects).
    - Making actions **measurable, clear, and assigned**.
    - Highlighting where Shire-led actions require **collaboration to succeed**.
    - Ensuring it **drives a response**, not just records data.

Coastal and Erosion Management

- Acknowledge **coastal erosion** as having knock-on or downstream impacts, especially on Aboriginal land and conservation values.
- Integrate coastal erosion planning into broader water and drainage management, particularly in vulnerable or culturally significant areas.

Funding and Resourcing

- Secure and allocate **dedicated funding** for drainage and stormwater projects, prioritising co-investment models that include Aboriginal joint management structures.
- Support capacity building for **Yawuru-led initiatives** through Shire resourcing and grant facilitation.

Shared Goals and Communication

- Use the EMP to **build alignment across different land managers**, including the Shire, Aboriginal corporations, DBCA, and private landowners.
- Emphasise **a common environmental vision** and practical cooperation, supported by data, maps (e.g. Google My Maps), and on-ground work.

2.3 Broome Chamber of Commerce

A meeting was convened to discuss the Broome Chamber of Commerce's perspectives on environmental matters within the Shire. The session provided an invaluable opportunity for the project team to listen to the views of commercial operators in the Shire.

With strong local business engagement—some 80–90 members—and partnerships spanning government, Indigenous organisations, and industry, the meeting outlined both strategic opportunities (e.g., freight optimisation, circular-economy pilots) and pressing concerns (e.g., waste dumping, carbon footprint, land-use constraints). The following points captured the key discussion topics:

- *ESG Momentum and Membership*
  The Chamber has just launched an ESG project, underscoring heightened awareness among Broome businesses. With nearly 90 members, they're eager to embed sustainability across operations—from waste reduction to carbon management. Key partners include the Aboriginal Carbon Foundation, Kimberley Parks & Wildlife (Yawuru), and the Visitor Centre.
- *Land Development and Waste Management*
  Limited parcels of developable land in Broome drive pressure on existing sites. High tip fees have led to illegal dumping—particularly car bodies—and waste hotspots like Coconut Wells (20 km north) where no council services exist despite full rating. Health and wellness concerns are mounting without robust waste-control measures.
- *Carbon Emissions & Freight Strategy*
  Majority of Broome's power comes from fossil-fuels, with the freight industry being powered by diesel and the town by gas. The Chamber is designing a freight strategy to reduce CO_2 and costs: currently, fuel is shipped to Geraldton then trucked north. A direct tanker-to-Broome route could cut emissions, improve supply chains, and support a transition to lower-carbon fuels in the future.
- *Remote and Indigenous Community Services*
  On the Dampier Peninsula (~3,500 residents), waste management is community-controlled. The Dept. of Communities oversees 350 people in 44 homes, 17 of which rely on drop-toilets. Infrastructure gaps exacerbate sanitation issues, highlighting the need for targeted service delivery and culturally appropriate solutions.
- *Coastal Land Tenure and Conservation*
  Both Yawuru and the Shire jointly manage conservation from Gantheaume Point to Cable Beach, effectively restricting private development along the coast. This presents both a conservation win and a planning constraint: any SoE Report must recognise Indigenous land rights, manage visitor impacts, and safeguard coastal ecosystems.
- *Economic Drivers: Oil, Gas & Tourism*
  The oil and gas sector contributes A$88 billion annually to the WA economy; the Chamber supports Woodside's major developments but notes long lead times and resource bottlenecks that stall environmental compliance. Cruise tourism (37 calls

last year vs. 15 previously) injects about A$1 billion locally, yet also strains waste and water infrastructure.

- *Circular Economy & Commercial Waste*
  Peak periods at restaurants and cafes generate massive organics and food waste. Past initiatives like "Waste Not Food Recycling" (using black soldier flies/maggots) stalled; there's renewed interest in pilot schemes for on-site composting or larvae bioconversion to divert commercial waste from landfill.

Recommendations for the SoE Report & EMP

To reflect these priorities, the SoE Report's EMP should include:

1. **Waste-Management Framework**
   - Detailed mapping of waste-generation hotspots (e.g. Coconut Wells, cruise-ship arrivals)
   - Strategies for illegal-dumping mitigation (incentives, enforcement, community clean-ups)
   - Circular-economy pilots (e.g. black soldier fly facilities, commercial composting hubs)
2. **Carbon & Energy Transition Roadmap**
   - Baseline diesel-power emissions inventory (accounting of greenhouse gas [GHG] emissions from diesel-powered energy systems).
   - Short-term freight optimisations (direct tanker supply)
   - Medium-term shift to renewables or biofuels (feasibility studies, grant opportunities)
3. **Land-Use and Coastal Conservation Plan**
   - Identification of developable vs. conservation-priority parcels
   - Integration of Yawuru land-rights and cultural-heritage protocols
   - Visitor-impact management at key coastal sites (signage, access controls)
4. **Community-Service Upgrades for Remote Areas**
   - Assessment of sanitation and waste-collection needs on the Dampier Peninsula
   - Partnerships with Indigenous councils for culturally appropriate facilities
   - Funding pathways for drop-toilet replacement and greywater systems
5. **Industry Partnerships and Monitoring**
   - Collaboration with oil/gas and tourism operators on environmental performance
   - Regular ESG reporting metrics (waste diversion rates, emissions intensity)
   - Stakeholder-driven governance structures to track EMP implementation

2.4 Kimberley Port Authority

The discussion commenced with an overview of the SoE report and accompanying Environmental Management Plan, advising that this serves as a strategic umbrella to align various environmental projects with the broader goals of the Shire. It supports stakeholder engagement, helps assess environmental outcomes, and will be used for ongoing community reporting and inter-agency collaboration.

The KPA highlighted the value of the 2015 State of the Environment Report and welcomed the current 10-year review as a positive update. The report is considered useful for cross-referencing stakeholder activities, sharing resources, and securing funding.

Environmental themes and identified gaps

While the previous SoE report included themes such as land management, biodiversity, water resources, coastal and marine systems, energy, and waste, for the review a new theme—climate change—has been added to reflect its growing importance. Despite water management receiving significant attention, other areas such as coastal and land management have seen limited high-level engagement.

Water and coastal management

There was some recognition of the Shire's efforts in coastal hazard reduction and adaptation planning. The need to leverage existing programs for broader coastal monitoring was emphasied, but it was noted there are significant challenges in obtaining funding, particularly as the KPA is government trading enterprise (GTE).

Marine monitoring and collaboration

The Port Authority has an environmental management system that includes marine monitoring, conducted in partnership with Yawuru and the Department of Biodiversity, Conservation and Attractions (DBCA). The KPA underlined the importance of sharing water quality data and using it to identify environmental trends and trigger responses.

Climate change and decarbonisation

The port is conducting a climate change risk assessment and sees an opportunity to partner with the Shire on addressing shared risks, particularly relating to infrastructure and access. The port has also developed a decarbonisation plan, currently tracking Scope 1 and 2 emissions, with intentions to incorporate Scope 3 in future.

Community environmental concerns

Th Authority addressed community concerns about discharged sewage waste from vessels into the port environment. The KPA confirmed that a recent incident had been investigated, and the incident was not linked to a cruise vessel. Their practices are overall found to be compliant, and that port operations are subject to regulatory controls under international and national maritime guidelines (IMO and AMSA).

Cruise vessel impacts

With the potential approval of the First Point of Entry project, the KPA noted that larger cruise vessels may begin or end their journeys in Broome, resulting in more passengers staying locally. While this may bring economic benefits, it raises environmental and infrastructure concerns coping with large numbers en-masse.

Environmental standards for port users

The Port Authority incorporates environmental standards and obligations into its contracts and licences. These include requirements for incident reporting and environmental monitoring by port users.

Summary of environmental change over the last ten years

From the perspective of the Kimberley Port Authority and associated stakeholders, the environment has experienced both improvement and growing pressure over the last decade. There has been a clear advancement in environmental planning, marine monitoring, and collaboration—particularly in water quality and climate risk. However, several challenges remain. Funding limitations, gaps in land and coastal management, and emerging threats such as cruise vessel traffic and climate impacts indicate that while strategic capability has improved, environmental pressures are also increasing. On balance, the environment is seen as *better understood* and *more strategically managed*, but not necessarily improved in condition.

Suggested actions for a local government Environmental Management Plan

- *Enhance coastal monitoring coverage*
  Partner with government agencies to extend coastal hazard monitoring and secure funding for long-term adaptation planning.
- *Address underdeveloped environmental themes*
  Increase engagement and data collection in areas such as land management and coastal/marine systems.
- *Develop a stakeholder initiatives map*
  Compile and maintain a live map of stakeholder environmental activities to identify synergies and avoid duplication.
- *Collaborate on climate adaptation*
  Jointly assess climate risks with key stakeholders like the port, focusing on shared infrastructure and access vulnerabilities.
- *Incorporate full emissions accounting*
  Plan for measurement and reduction of Scope 3 emissions in Shire-led and partner activities.
- *Facilitate marine data sharing*
  Establish protocols for sharing water quality and marine data between the Port Authority, DBCA, and the Shire.

- *Manage cruise tourism impacts*
  Monitor and report the environmental impacts of increased cruise traffic; consider setting capacity thresholds or mitigation measures.
- *Ensure compliance by port users*
  Embed environmental standards and incident reporting in all contracts and licences with port users.
- *Engage and inform the community*
  Use the State of the Environment Report for regular community updates and to promote transparency and accountability.

2.5 Dinosaur Coast Management Group

The discussion focused on the relevance and implementation of the Shire's State of the Environment Report, the support (or lack thereof) provided to community environmental initiatives, and the perceived decline in environmental management over the past decade.

Detailed summary of key points discussed

State of the Environment Report awareness and implementation

Committee members were generally familiar with the Shire's State of the Environment (SoE) Report, from prior involvement with the Shire. However, all agreed the report has not been actively referenced or applied in Shire practices for several years. They noted that operational activities, particularly those related to reserve management, often conflict with the environmental values and objectives outlined in the SoE. Examples included damage to trees and natural drainage systems due to poorly executed maintenance works. There was a clear perception that the SoE had little influence on the daily operations of staff and contractors.

Operational shortcomings and staff practices

The Secretary noted that a lack of formal induction processes and high Shire staff turnover have contributed to environmental management shortcomings. Without adequate onboarding or knowledge transfer, staff and contractors were often unaware of environmental priorities or the existence of the SoE. These systemic issues were seen as contributing to poor outcomes in the field.

Relationship with the Shire and support for heritage work

The committee described the development of the Dinosaur Coast National Heritage Management Plan, including efforts to protect fossil and track sites. However, they reported limited and inconsistent support from the Shire. In some instances, it appeared like the Shire has actively opposed or undermined others' initiatives. Disagreements have occurred on issues such as access, signage, and broader land use priorities that threaten the preservation of the dinosaur coast sites.

Support for volunteer organisations

The group expressed disappointment with the Shire's approach to supporting environmental volunteer organisations. Although support has varied over time, they currently feel there is little meaningful assistance. Notably, proposals to collaborate on joint grant applications have been rebuffed, limiting the group's capacity to secure external funding.

Budget priorities and environmental trade-offs

Concerns were raised about the Shire's budget priorities, which were viewed as overly focused on development and infrastructure projects. Environmental and reserve management activities were described as among the first to face funding cuts. This prioritisation was seen as undermining the long-term health of the natural environment.

Significant Tree Register

The committee highlighted the shelving of the Significant Tree Register by the Shire in 2017 as a missed opportunity to protect important native and culturally significant trees. They advocated for its reinstatement and the inclusion of tree protection as a formal objective within any revived SoE framework. An audit of remaining trees for cultural, environmental, and historical significance was also recommended.

Environmental change over the past ten years – Committee perspective

In the view of the Dinosaur Coast Management Committee, the environment has declined over the past ten years. Despite the existence of strategic planning tools like the State of the Environment Report, implementation has been poor, with little regard for environmental benefit shown in operational practices. Volunteer organisations feel unsupported, heritage areas remain under threat, and environmental management has suffered from budget cuts and a lack of strategic integration. The loss of initiatives such as the Significant Tree Register is symbolic of a broader retreat and erosion of environmental priorities within the Shire.

Recommended actions for a high-level Environmental Management Plan

- Reinstate and update the Significant Tree Register, including a cultural and ecological audit of remaining trees.
- Ensure environmental induction and training programs are mandatory for all new Shire staff and contractors.
- Align operational works (e.g. drainage, landscaping, tree works) with SoE objectives through revised procedures and compliance monitoring.
- Establish formal communication and partnership agreements with local environmental volunteer groups.
- Include protection of National Heritage and fossil sites (e.g. Dinosaur Coast) as a key objective, with specific actions and mapped responsibilities.
- Develop a transparent budget mechanism to provide continuity and safeguard minimum annual funding for environmental management and reserve maintenance.
- Include a stakeholder collaboration framework to pursue joint grant applications and improve access to external funding.
- Monitor and report annually on environmental performance, including alignment with SoE goals and community concerns.
- Introduce a public reporting mechanism for environmental harm or non-compliance incidents.
- Revise the SoE to be a working, enforceable document used in planning approvals, asset management, and contractor scopes.

Staff Meeting, December 2024

A meeting was held with relevant Shire staff in December 2024 as an introduction to the project, and to obtain access to relevant background information.

Carbon footprint and energy use

The Shire is seeking to better understand and reduce its carbon footprint. Renewable energy targets have been a focus, with a recent energy report recommending a transition to solar energy. However, a key limitation is Horizon Power's lack of battery storage capacity, which then constrains the Shire's ability to fully utilise renewable sources. Despite these challenges, the report provides a strong foundation for future investment in solar energy infrastructure.

Stormwater management

Stormwater is being addressed through a consultancy-led project by GHD, which aims to better understand water flows and support coordinated monitoring efforts. This includes the installation of flow meters and sampling points. Currently, monitoring across the Shire is fragmented, and the management of stormwater infrastructure has followed a largely civil engineering approach rather than one that integrates landscape values. While many drains lack pollution traps, sedimentation does occur naturally in some areas, though this is inconsistent and not a reliable system-wide solution.

Land remediation

There are plans to remediate certain land parcels to a residential standard by 2025. However, it was noted that the intended land use may not ultimately be residential, raising questions about the suitability and cost-effectiveness of remediation to that standard.

Building and energy efficiency standards

Building regulations have been steadily improving in the Shire, with a national 7-star energy efficiency standard to be implemented next year. Broome's local requirements are also increasing, with minimum performance lifting to between 6 and 6.5 stars. Encouragingly, most new developments in Broome are already achieving an average of 7 stars. The Shire has also contributed to DevelopmentWA's consultation on energy efficiency policy improvements.

Tourism and development on the Dampier Peninsula

Tourism development on the Dampier Peninsula faces significant regulatory hurdles, particularly due to bushfire risk and associated requirements from DFES. These constraints are preventing some proposals from progressing. Reference was made to an older Tourism WA project, as well as the Department of Planning, Lands and Heritage's bushfire management planning guidance for the area.

Water security

To ensure long-term water security for Broome, Water Corporation is currently investigating options for new borefields. In the meantime, the Shire continues to make use of untreated groundwater bores to irrigate public reserves and open spaces with non-potable water.

2.6 Broome Bird Observatory (BBO) – Jamie Van Jones

The Broome Bird Observatory (BBO) plays a vital role in conservation, research, and education on Roebuck Bay, particularly in relation to the protection of migratory shorebirds and sensitive ecological habitats. The stakeholder meeting focused on environmental pressures in the Bay, the need for stronger protective mechanisms, concerns about access and unmanaged visitation, and opportunities for improved collaboration between the Shire and conservation organisations.

Key points discussed

Roebuck Bay pressures and protection needs
Jamie emphasised the growing environmental pressures on Roebuck Bay, particularly those impacting intertidal mudflats, saltmarsh, and shorebird roosting habitats. While the Bay is a Ramsar-listed wetland and recognised for its international ecological significance, the group noted that development and recreational activity are increasing without appropriate controls.

They expressed concern about the absence of a strong coordinated approach to protecting Roebuck Bay's values. Current planning and enforcement mechanisms were viewed as inadequate for managing cumulative impacts from tourism, infrastructure, and recreational use.

Access management and visitor pressure
It was reported that visitor numbers have increased, particularly in peak migratory periods. There is a lack of infrastructure and signage guiding visitor behaviour, which leads to habitat disturbance and erosion. The group strongly advocated for better managed access points and the need for designated birdwatching areas that protect key ecological zones.

Concerns were also raised about increased 4WD access to sensitive areas such as Crab Creek, with minimal regulation or physical barriers in place to prevent habitat degradation. The BBO suggested that seasonal closures or permit systems could be introduced to help control visitor access.

Education and collaboration
Expressed a desire for stronger collaboration with the Shire to raise awareness about Roebuck Bay's ecological importance. While they have independently delivered education programs and bird tours, they believe greater partnership with the Shire could improve reach and integrate environmental messaging into broader tourism and community strategies.

They noted a lack of visible recognition or promotion of Roebuck Bay's Ramsar and shorebird values in Shire materials or signage. Better interpretive infrastructure and co-developed communication strategies were suggested.

Environmental planning and enforcement gaps
It was also highlighted that local planning frameworks do not currently include sufficient environmental protections or reference to the Ramsar designation. They felt that local planning schemes should formally recognise and integrate Roebuck Bay's environmental significance and enforceable guidelines to manage activities near critical habitats.

The BBO also observed a disconnect between environmental policy and operational decision-making, where project approvals or works are progressed without full consideration of ecological impacts.

Environmental change and management over time – BBO perspective

The observatory reported a noticeable decline in habitat quality and an increase in disturbance over the past decade. In their view, environmental protections have not kept pace with the pressures of population growth, recreational access, and tourism expansion. Despite the ecological significance of Roebuck Bay, they believe the area is under-managed and under-valued in Shire planning and operational activities.

Recommended actions for a high-level Environmental Management Plan

- Formal recognition of Roebuck Bay's Ramsar status and ecological values in the Local Planning Scheme
- Development of an Access Management Plan for high-use areas such as Crab Creek
- Installation of interpretive signage and infrastructure to guide visitor behaviour and protect habitats
- Improved enforcement of access restrictions (e.g. 4WD control, seasonal area closures)
- Creation of a formal partnership or MOU between the Shire and the Broome Bird Observatory
- Inclusion of bird habitat protection objectives in environmental and foreshore management strategies
- Co-design of education and tourism initiatives highlighting Roebuck Bay's importance

2.7 Karajarri Traditional Lands Association (KTLA)

The engagement meeting with KTLA focused on the importance of Karajarri Country, the gaps in formal recognition and resourcing for on-ground management, and opportunities for deeper collaboration between the Shire and Traditional Owners. The meeting with Jordan Ala'i focused on the vital role of Karajarri in environmental stewardship, and the need for a more holistic and inclusive approach to land and sea management in the Shire.

Key points discussed

Partnerships and land management capacity
KTLA is actively involved in cultural and environmental land management through its ranger programs. They emphasised the need for early and genuine engagement with Traditional Owners at the concept and design stage of projects with regular meetings. Jordan Ala'i emphasised that KTLA is willing and able to contribute knowledge and on-ground support but requires long-term partnerships and resourcing to do so effectively.

Cultural heritage protection and compliance
KTLA raised concerns that cultural heritage obligations under State and Commonwealth laws are often treated as a "box-ticking exercise."

They stressed the importance of culturally appropriate assessments, stronger enforcement, and the use of KTLA's cultural mapping and knowledge systems to inform decision-making.
The Karajarri people maintain a strong and continuous cultural connection to Country, with Traditional Owners holding deep place-based knowledge passed down across generations. KTLA also noted the enduring strength of their community (including over 300 people currently employed) and their position as some of the first Aboriginal people to have contact with Europeans in the region.

Environmental decline and fragmentation of Country
KTLA described how environmental degradation, driven by unchecked development, feral animals, weeds, and unmanaged visitation, is fragmenting Country and disrupting cultural connections. Areas such as coastal dunes, waterholes, and traditional travel routes are being impacted without meaningful planning for long-term ecological and cultural sustainability.

KTLA highlighted the deep interconnection between healthy Country and cultural wellbeing, reinforcing that environmental management cannot be separated from cultural authority and knowledge.

Recommended actions for a high-level Environmental Management Plan

- Embed early engagement protocols to ensure KTLA is consulted during the concept phase of relevant Shire initiatives
- Support resourcing and long-term funding pathways for KTLA ranger and cultural land management programs
- Invest in on-Country care programs led by Karajarri Rangers and informed by Traditional knowledge
- Integrate cultural mapping and Karajarri ecological knowledge into land use planning and development assessments
- Deliver cultural awareness and Country-specific training for Shire staff, planners, and contractors
- Engage KTLA at the earliest stages of project planning and decision-making for any developments on or near Karajarri Country

3 Community Engagement & Workshop

3.1 Workshop overview

To complement targeted stakeholder engagement, broader community input was sought through two public workshops held in Broome in March 2025. These workshops provided an open and inclusive forum for community members to discuss environmental issues, share local knowledge, and express their aspirations for Broome's environmental future. Facilitated sessions explored the state of environments key themes.

Format of Workshop

The workshop aimed to brief participants about the State of the Environment report and gather their advice on progress, priorities, timing, and actions. The format included:

- Current Status and brief presentations (30 mins)
- Group Discussions & Feedback (1.5 hours)
- Next Steps and General Questions (30 mins)

Shire of Broome Role

An overview of the role the Shire plays in Environmental management was outlined to each of the workshops. This addressed five key roles as articulated through the Corporate Business Plan and Strategic Community Plan:

- Advocate: Voice of the community promoting local interests
- Facilitate: Helping to make things possible or easier
- Fund: Funding organisations to deliver community benefits/services

- Partner: Form strategic alliances in the interests of the community
- Provide: Direct provision of services
- Regulate: Ensuring compliance with legislation and local laws

Actions from Existing EMP

Consideration was given to the implementation of actions since the adoption of the existing Environmental Management Plan in 2016. These are summarised as follows:

- **Land Management**: Endorsement of Minyirr Buru and Guniyan Binba Management Plans, fencing and monitoring hazardous areas, support to Dampier Peninsula Fire Working Group .
- **Biodiversity**: Extension of Cable Beach ramp closure to protect flatback turtle hatchlings, utilisation of native plants in operations, improved environmental considerations in planning framework .
- **Water**: Lobbying for relocation of Broome WWTP, improvement of water usage over Shire assets, adoption of Drainage Strategy .
- **Coasts**: Adoption of Coastal Hazard Risk Management and Adaptation Plan, shoreline monitoring, implementation of coastal protection structures, adoption of Foreshore management plans .
- **Energy**: Incorporation of lot orientation and design standards, support for energy-efficient development in Aboriginal communities, installation of energy-efficient lighting and renewable energy at Shire facilities .
- **Waste**: Relocation of Regional Resource Recovery Park, employment of waste education officer, rollout of education and awareness programs .

Workshop overview

Participants broke into smaller groups to discuss and envision the ideal environment through thoughtful and timely management actions. Insights were prepared and reported, and participants could register their interest to be kept informed on progress and future events .

Exercise 1 - Reflection

Participants identified issues for each State of the Environment category as seen in 2025 and imagined how these issues might have been perceived in 2016. They brainstormed and discussed important environmental issues that could be influenced by the Shire.

Exercise 2 - Pathways to Action

Participants imagined Broome in 2035 and identified progress stepping stones for each category in a timeline focus. Each group presented their proposed strategies with timeframes, including measurable objectives, progress indicators, and responsible parties for implementation. They discussed how resources might be best used to achieve multiple deliveries.

3.2 Exercise 1: Past & Present – Environmental Issues

Biodiversity and Land Management

Community members expressed deep concern about native vegetation clearing, particularly in relation to ongoing development pressures and the loss of significant trees, including those with cultural value. There was criticism of current planting practices, with calls for greater use and protection of endemic species, and for the Shire to cease using exotic plants in its landscaping.

Monitoring and information gaps were widely discussed. Community members called for more data on biodiversity, including vegetation loss and species decline, alongside the development of a Biodiversity Management Plan. Concerns were raised about the removal of culturally significant vegetation, and about inadequate protection for species such as wallabies, turtles, and marine animals impacted by increased tourism and shipping.

Fire and invasive species management were recognised as ongoing issues, with some improvements noted in fire practices. However, concerns persist regarding inadequate weed treatment prior to fire seasons and the need for timely adoption of a weed action plan. Feral animals (cats, dogs, horses) and invasive species (such as neem trees, cane toads, and invasive marine fauna) were also highlighted as persistent threats.

Water Resource Management

Water issues included concern over nutrient runoff from Shire drainage systems, contributing to algal blooms in Roebuck Bay. Participants stressed the need for better drainage and urban design, improved reticulation using recycled water, and protection of aquifers. Transparency around water usage, particularly by mining companies, was seen as inadequate. Fracking drew repeated concern, particularly regarding potential impacts on water tables and future availability.

Community members called for a holistic and respectful approach to water governance, including stronger advocacy from the Shire and better support for Traditional Owners to monitor and manage water resources. Monitoring of swamp drying and aquifer health was also noted as important.

Energy and Climate Change

Community members strongly supported a transition to renewable energy (solar, wind, tidal, biofuel), calling for more visible leadership and advocacy from the Shire. Concerns were raised about energy efficiency in building design and the need for stronger building standards. Participants wanted the Shire to lead by example with initiatives like electric vehicle (EV) charging points, electrification of the town bus fleet, and solar-powered public infrastructure.

Climate change risks, such as increased storm intensity, coastal erosion, and urban heat island effects, were discussed. The need for more trees, shaded pathways, and cooling infrastructure was emphasised. Participants called for the Shire to advocate against non-renewable developments, including oil and gas.

Waste Management

Illegal dumping was consistently identified as a problem, particularly in bushland and coastal areas. Participants were concerned about who bears the cost of clean-up and called for stricter penalties and improved monitoring. There was strong support for better recycling systems, such as proper use of FOGO bins, e-waste collection, and battery recycling.

Other issues raised included contamination in Shire mulch, poor verge collection practices, and the environmental impact of cruise ship waste. Communities on the Dampier Peninsula highlighted the need for more funding to manage tourism-related waste, including car bodies and public litter.

Coastal and Marine Management

Protection of marine biodiversity—especially whales, turtles, and the Dinosaur Coast—was a major concern. Coastal erosion and pollution from tourism, cruise ships, and stormwater runoff were identified as key threats. Participants highlighted the need for better visitor management and restrictions on vehicle use on beaches, including calls for a full beach vehicle ban by 2035 north of the rocks.

Protection of intertidal zones and palaeontological sites was discussed, alongside the need for policies regulating cruise ship size and waste practices. Participants also expressed a desire to see the entire Dampier Peninsula declared a national park.

3.3 Exercise 2: Vision for the Future (2025–2035)

Land Management and Biodiversity (2035 Vision)

The community's future vision includes the eradication of invasive weeds, a complete ban on non-native species in landscaping, and improved populations of endemic fauna and flora. The preservation of in-town native vegetation and the elimination of feral animals are also high on the agenda. A strong call was made for employing an environmental officer within the Shire to drive these outcomes and improve coordination between agencies and Traditional Owners.

Other suggested strategies included engaging community groups in wet-season land care, using AI and LiDAR for environmental monitoring, and supporting increased tree planting to reduce urban heat.

Water Resources (2025–2035 Vision)

Water resource goals for the future included full stormwater capture, improved drainage design, and total transparency in water usage—especially by industry. Participants envisioned a greater role for Traditional Owners in monitoring aquifers and called for a ban on fracking by 2035. Improved monitoring of bore water, tanks, and public water features was also noted as essential, along with community education and incentive programs.

Energy and Climate Change (2025–2035 Vision)

A 100% transition to renewable energy, with the highest building efficiency standards, was a clear community goal. Shire fleet electrification, solar on public buildings, and community batteries were all supported. Additional proposals included tram services and shaded pedestrian infrastructure to reduce car dependency.

Residents linked climate action to United Nations Sustainable Development Goals and called for stronger engagement with Elders in environmental planning. The Shire was encouraged to support loan schemes for renewable upgrades and set internal sustainability targets.

Waste (2025–2035 Vision)

By 2035, the community hopes to see 100% recycling in town and surrounding communities, including full implementation and proper use of FOGO bins. There was interest in turning methane from waste facilities into biofuel and establishing stricter penalties for illegal dumping.

Other suggestions included expanded battery and e-waste disposal, more dump points across the region, and collaboration with local groups for improved waste outcomes.

Coastal Protection and Development (2025–2035 Vision)

The community prioritised protection of coastal zones from development, including a ban on multi-storey developments and beach vehicle use north of the rocks. They also advocated for no new oil and gas projects, reduced cruise ship sizes, and protection of dinosaur footprints and intertidal biodiversity.

Improved environmental and urban planning and coastal risk reporting were seen as vital, alongside development controls that reflect changing environmental conditions. Improved camping regulations and support for tenure agreements with Traditional Owners were also suggested to better manage tourism impacts.

4 Community survey outcomes

4.1 Overview

A 24-question electronic survey was made available for the community to respond to between February and March 2025. A total of 122 individual survey responses were received. The survey asked a series of similar questions across all of the State of the Environment themes, along with open-ended questions to elicit any further comments. Questions were structured to provide an indication as to whether the environment within the Shire had improved or declined since 2016. Respondents could also add relevant information in a free-form 'other' field.

A summary of survey outcomes is provided below, grouped by theme.

4.2 Land management

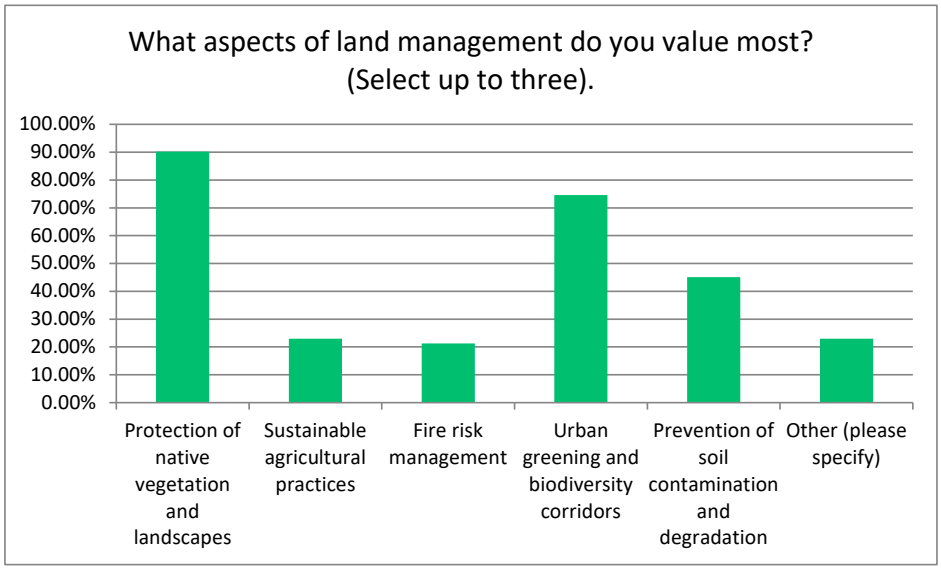
Broome residents identified the protection of native vegetation and landscapes as their most valued aspect of land management, with over 90% selecting this option. Urban greening and the establishment of biodiversity corridors also received significant support (75%), followed by concerns around soil contamination and degradation (45%). Respondents expressed deep concern about issues not directly listed in the options, including coastal erosion, stormwater management, the risk of fracking and mining, and the need for comprehensive weed control. Several responses emphasised the importance of preserving Broome's unique character and natural coastline, indicating strong community opposition to overdevelopment.

Despite these values, perceptions of progress in land management since 2016 were largely negative. Just 4% of participants felt that there had been significant improvement, while over half reported either no change or a decline in practices. The commentary revealed frustration about a lack of implementation of past plans, inadequate weed control, and environmental degradation linked to new developments and inconsistent operational procedures.

Question 1: What aspects of land management do you value most? (Select up to three)

Answer Choice	Proportion	Count
Protection of native vegetation and landscapes	90.16%	110
Sustainable agricultural practices	22.95%	28
Fire risk management	21.31%	26
Urban greening and biodiversity corridors	74.59%	91

Answer Choice	Proportion	Count
Prevention of soil contamination and degradation	45.08%	55
Other (please specify)	22.95%	28



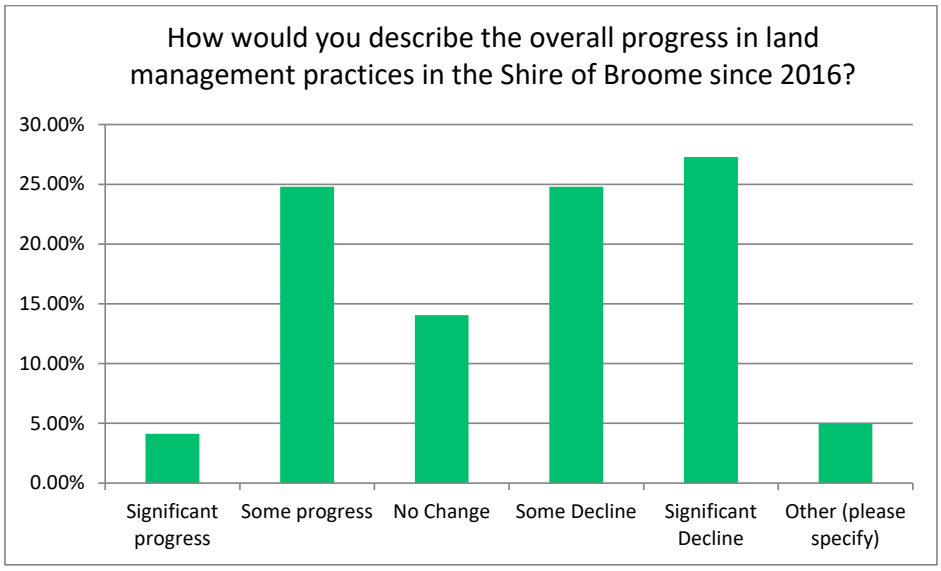
A summary of 'other' comments include:

- Environmental Protection and Conservation: Focus on protecting landscapes, native animals, and marine environments. Includes efforts to mitigate climate change impacts and reduce herbicide usage.
- Weed Management and Control: Emphasis on controlling and preventing weeds, especially in bushland, parks, and urban areas. Includes strategies for minimizing future damage from invasive species like Cane Toads.
- Urban Development and Recreation: Suggestions for enhancing urban spaces, such as shaded areas, off-road paths, and verge maintenance. Includes maintaining Broome's character and preventing overdevelopment.
- Coastal and Water Protection: Efforts to prevent coastal erosion, protect beaches, dinosaur footprints, and surrounding waters. Includes urban stormwater management and safeguarding Entrance Point.
- Sustainability and Livability: Promotes Broome's growth as a Kimberley Hub for living, tourism, and economic development while ensuring environmental sustainability and future livability.

Insights: The community places high priority on protecting native vegetation and landscapes, with urban greening also prominent as an ideal. Free-text responses note additional concerns, including coastal and heritage values, and the prevention of mining or fracking impacts.

Question 2: How would you describe the overall progress in land management practices in the Shire of Broome since 2016?

Answer Choice	Proportion	Count
Significant progress	4.13%	5
Some progress	24.79%	30
No Change	14.05%	17
Some Decline	24.79%	30
Significant Decline	27.27%	33
Other (please specify)	4.96%	6



A summary of 'other' comments include:

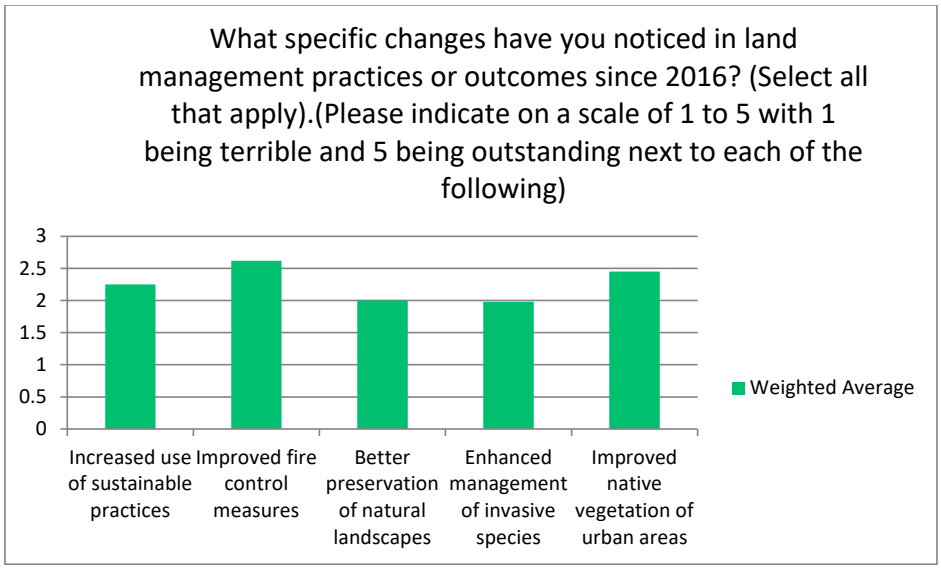
- Concerns about Environmental Management: Feedback highlights issues such as lack of weed control, destruction of verges and swales, and disregard for operational procedures. Residents express frustration over the degradation of environmental care standards.

- Mixed Progress on Development Plans: Some progress has been noted, but many ideas from the 2016 plan remain unimplemented. Calls for independent assessments to evaluate actions and outcomes are emphasized.
- Focus on Sustainability: Future priorities are suggested to emphasize sustainability, reflecting community interest in long-term environmental and developmental balance.

Insights: Opinions on land management progress are divided. While one-quarter noted "some progress," nearly as many expressed that conditions have declined—either "some" or "significantly." Many comments point to issues such as insufficient weed management and inadequate implementation of previous plans.

Question 3: What specific changes have you noticed in land management practices or outcomes since 2016? (Scale: 1 = terrible, 5 = outstanding)

Parameter	Weighted Average	Total Responses
Increased use of sustainable practices	2.25	117
Improved fire control measures	2.62	115
Better preservation of natural landscapes	2.00	120
Enhanced management of invasive species	1.98	119
Improved native vegetation of urban areas	2.45	121



A summary of 'other' comments include:

- Environmental Impact and Climate Change: Concerns raised about the Shire's promotion of the oil and gas industry despite climate change effects, coastal erosion, and pollution from curbing leading to damage in the bay and reef areas.
- Development Concerns and Vegetation Management: Issues include destruction of native vegetation at Cable Beach, interference with dunes, vehicle driving on

beaches, and removal of native plants from roundabouts, leading to insufficient mulching and weed control.

- Pesticide Use and Ecological Imbalance: Criticism of glyphosate use, including Roundup, for its harmful effects on workers and the environment. Unregulated fogger sales contribute to ecological imbalance, affecting bugs and frogs.
- Cane Toad Management Priorities: Immediate and future priorities focus on addressing the cane toad challenge over the next 1-3 years, with emphasis on sustainability and stronger advocacy with the state government.

Insights: Overall, ratings hover between 2 and 2.6 out of 5—indicating that the improvements are modest at best. Notably, the preservation of natural landscapes and invasive species management are among the lowest-rated areas, suggesting critical gaps.

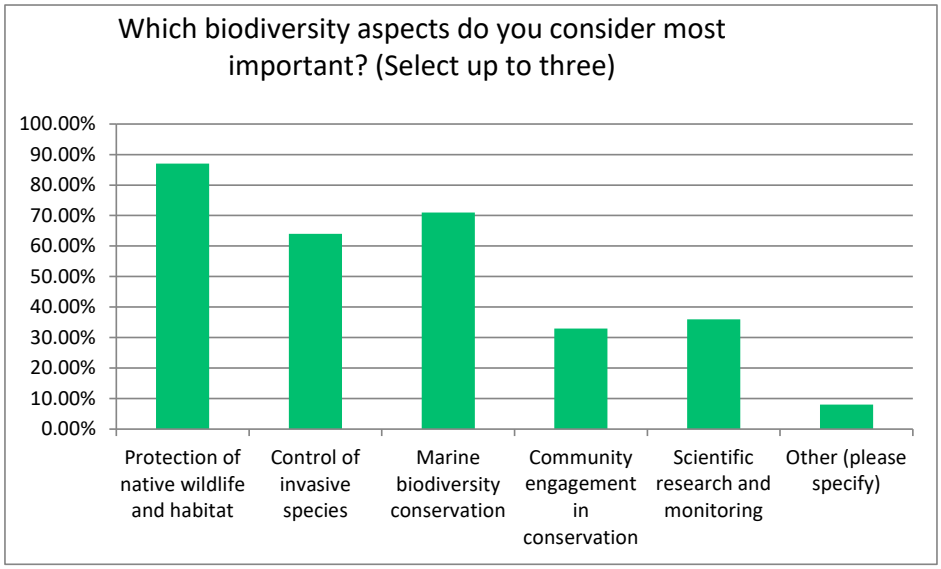
4.3 Biodiversity

The community rated the protection and enhancement of native flora and fauna as the overall highest biodiversity priority (87%), with significant support for marine biodiversity conservation (71%) and invasive species control (64%). Additional public comments emphasised the importance of adopting a holistic approach, with some stating that all elements listed were interdependent and necessary for long-term biodiversity protection.

However, community sentiment around progress to advance biodiversity conservation since 2016 was again extremely low. Only 1% of respondents noted significant progress, while 50% indicated either no change or a decline has occurred. Concerns were raised about the removal of key environmental roles within the Shire, such as the loss of the Environment Officer and the Significant Tree Register. Additionally, concerns are raised related to the impacts of clearing, bushfire, and poor weed management in remnant habitat areas.

Question 4: Which biodiversity aspects do you consider most important? (Select up to three)

Answer Choice	Proportion	Count
Protection of native wildlife and habitat	87%	87
Control of invasive species	64%	64
Marine biodiversity conservation	71%	71
Community engagement in conservation	33%	33
Scientific research and monitoring	36%	36
Other (please specify)	8%	8



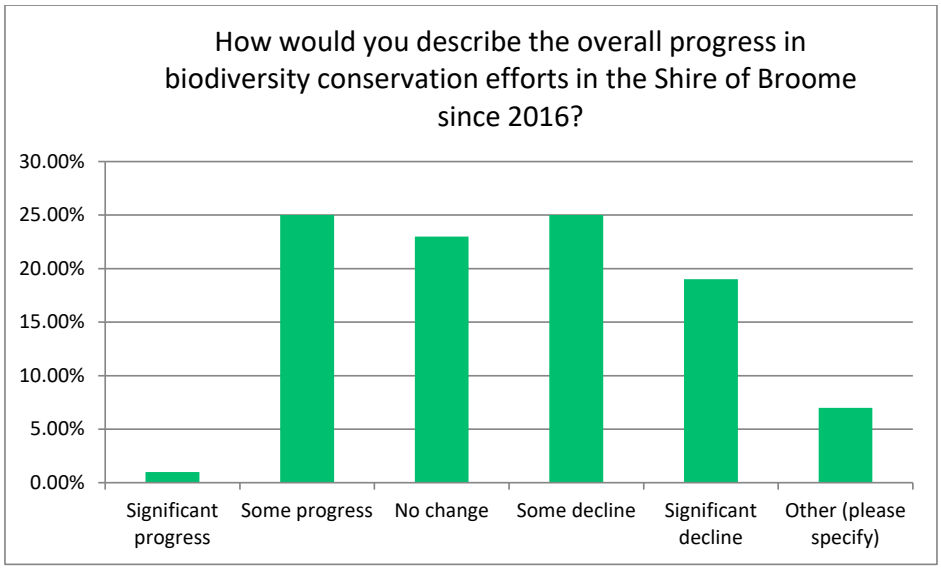
A summary of 'other' comments include:

- Environmental Conservation Priorities: Feedback emphasizes the need for focused efforts on protecting turtles, bird species, and controlling invasive species like cane toads. These actions are seen as critical for environmental sustainability.
- Integrated Planning and Development: Suggestions highlight the importance of creating pedestrian and cycle paths to reduce vehicle reliance and balancing growth with environmental sustainability. Comprehensive approaches are preferred over isolated actions.
- Consultation and Collaboration: Concerns are raised about insufficient consultation in planning processes. Respondents advocate for collaborative efforts to ensure all options support each other effectively.

Insights: The highest priorities are protecting native wildlife and habitats and marine biodiversity, underscoring the community's concern for both terrestrial and marine environments.

Question 5: How would you describe the overall progress in biodiversity conservation efforts in the Shire of Broome since 2016?

Answer Choice	Proportion	Count
Significant progress	1%	1
Some progress	25%	25
No change	23%	23
Some decline	25%	25
Significant decline	19%	19
Other (please specify)	7%	7



A summary of 'other' comments include:

- Lack of Evaluation and Accountability: Concerns raised about the Shire's failure to evaluate past goals, such as the 2016 objectives, and the absence of independent audits to assess actions against plans. Criticism includes dismantling key roles like

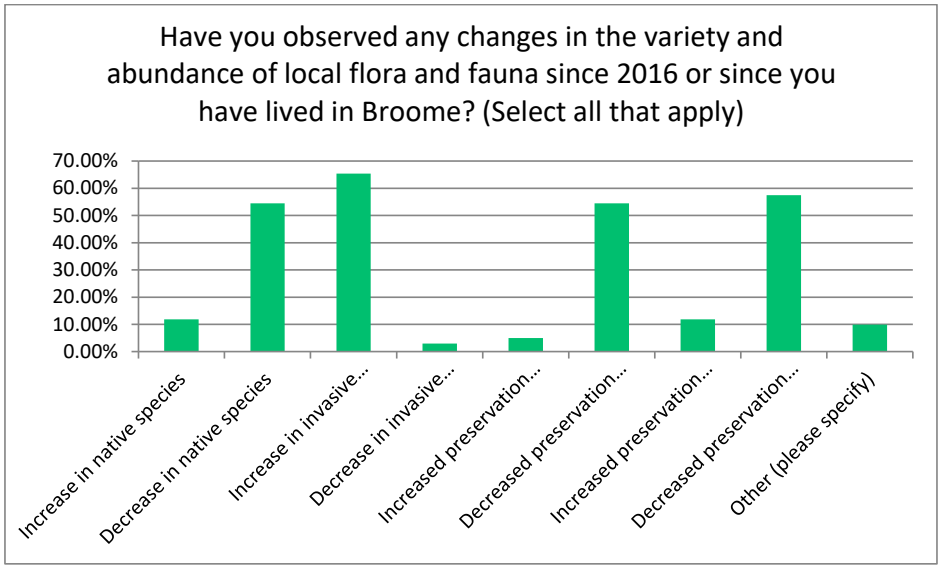
the Environment Officer and eliminating initiatives like the Significant Tree Register.

- Biodiversity Conservation Challenges: Critiques highlight the Shire's lack of understanding and action in biodiversity conservation for both land and marine environments. Issues include bush clearing, fires, invasive weeds, and water runoff affecting ecosystems like Roebuck Bay.
- General Administrative Issues: General dissatisfaction expressed regarding the Shire's performance, with comments suggesting negligence and failure to act on environmental and administrative responsibilities.

Insights: Responses are mixed—with roughly equal numbers citing “some progress,” “some decline” and “no change.” Qualitative comments highlight inconsistent implementation and the absence of independent verification.

Question 6: Have you observed any changes in the variety and abundance of local flora and fauna since 2016 or since you have lived in Broome? (Select all that apply)

Answer Choice	Proportion	Count
Increase in native species	11.88%	12
Decrease in native species	54.46%	55
Increase in invasive species	65.35%	66
Decrease in invasive species	2.97%	3
Increased preservation of terrestrial habitats	4.95%	5
Decreased preservation of terrestrial habitats	54.46%	55
Increased preservation of marine habitats	11.88%	12
Decreased preservation of marine habitats	57.43%	58
Other (please specify)	9.90%	10



A summary of 'other' comments include:

- Biodiversity and Habitat Preservation: Concerns about maintaining healthy biodiversity and pristine habitats are emphasized as critical for environmental health. Localized changes in flora and fauna highlight the need for ongoing significant work.
- Management of Native and Non-Native Species: Issues include the planting of non-native species, the spread of neems and coffee bushes, and decreased intervention in managing introduced animal species. Comprehensive planning for Cane Toad arrival is suggested.
- Environmental Impacts and Challenges: Negative impacts such as reef destruction, beach driving affecting turtles, and the expansion of mangroves causing health issues like sand flies are highlighted. Fire is noted as a major factor in native flora devastation.
- General Observations and Suggestions: Some feedback is difficult to assess or lacks detail. Suggestions include better management practices and addressing glaring environmental issues to improve overall conditions.

Insights: The majority of respondents noted declines in both native species and the overall preservation of terrestrial and marine habitats—with a sharp increase in invasive species. This strongly suggests that the local ecosystem is under substantial pressure.

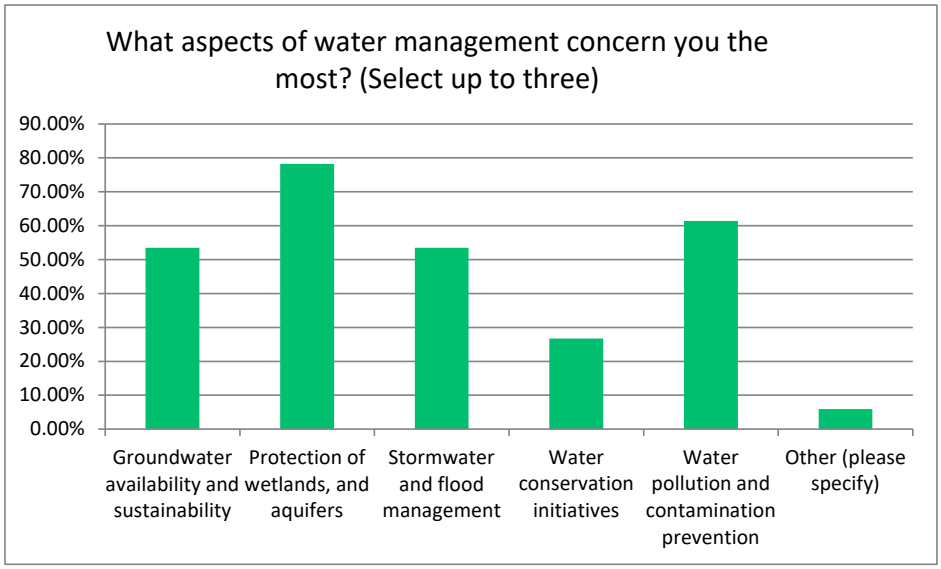
4.4 Water management

The most pressing concerns included the protection of wetlands and aquifers (78%), groundwater sustainability (53%), and stormwater and flood management (also 53%). Public feedback frequently highlighted the risks posed, for instance by fracking and detriment to groundwater quality, also the degradation of aquatic habitats from runoff, and the lack of visibility of Shire actions to target these concerns.

The perception of progress in this area was mixed. While 29% of respondents acknowledged some improvements, the majority (over 45%) believed there had been no progress or a decline. Some noted isolated examples of positive action, such as planted swales for filtration, but others expressed the lack of a coordinated, long-term strategy, especially given the environmental sensitivity of Broome's coastal wetlands and Roebuck Bay. The limited remit of the Shire in this arena is not well appreciated.

Question 7: What aspects of water management concern you the most? (Select up to three)

Answer Choice	Proportion	Count
Groundwater availability and sustainability	53.47%	54
Protection of wetlands, and aquifers	78.22%	79
Stormwater and flood management	53.47%	54
Water conservation initiatives	26.73%	27
Water pollution and contamination prevention	61.39%	62
Other (please specify)	5.94%	6



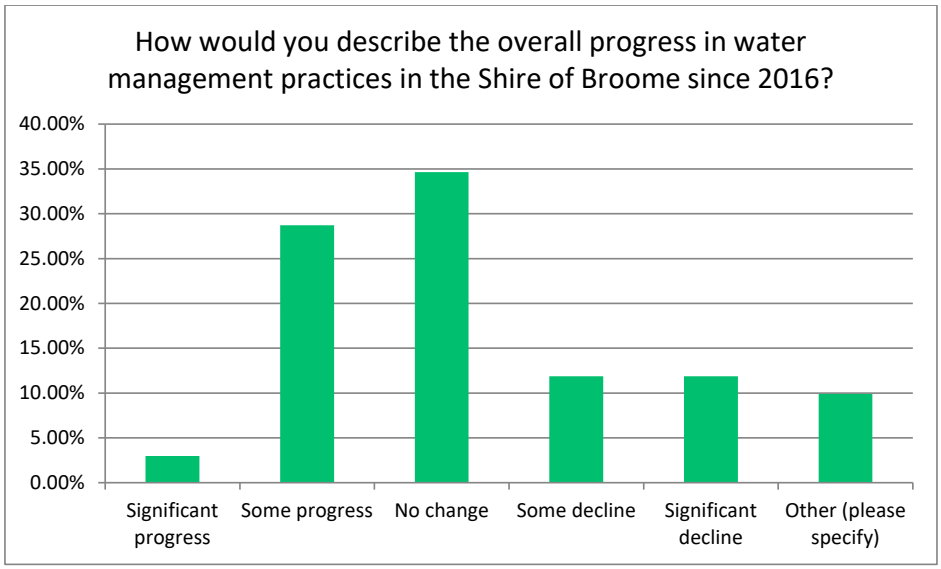
A summary of 'other' comments include:

- Environmental Protection Initiatives: Suggestions include reinstating the Environment Officer roles and the 'Significant Tree Register' to enhance local environmental governance.
- Water Supply and Pollution Concerns: Concerns raised about fracking in the Kimberley affecting water supply and pollutants running off into Roebuck Bay.
- Management and Control Measures: Recommendations for prioritizing water management planning and future cane toad control efforts.

Insights: Protection of wetlands and aquifers emerges as the dominant water management concern, followed closely by pollution prevention and stormwater management. Groundwater issues are also important for local sustainability.

Question 8: How would you describe the overall progress in water management practices in the Shire of Broome since 2016?

Answer Choice	Proportion	Count
Significant progress	2.97%	3
Some progress	28.71%	29
No change	34.65%	35
Some decline	11.88%	12
Significant decline	11.88%	12
Other (please specify)	9.90%	10



A summary of 'other' comments include:

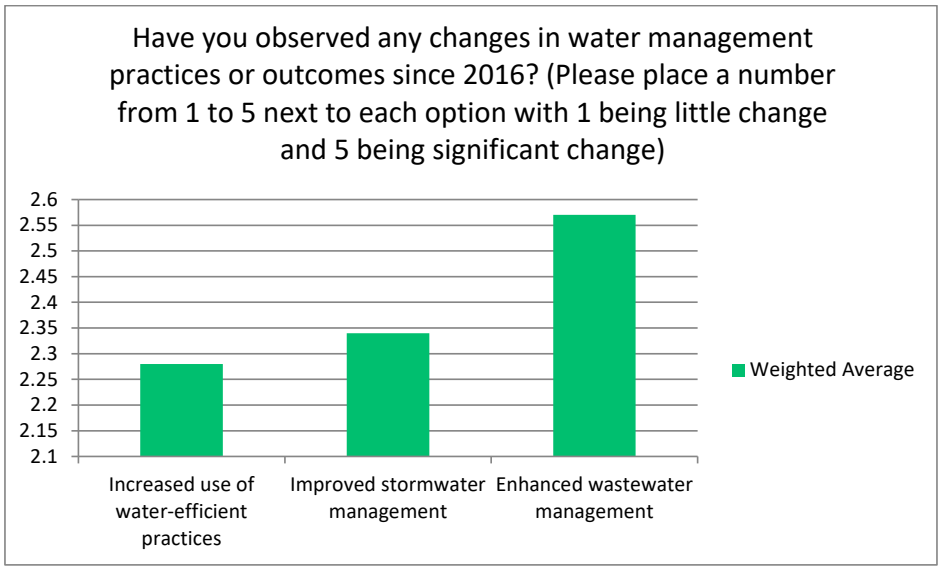
- Concerns about Water Quality: Feedback highlights significant issues with water quality, including runoff into Roebuck Bay and the need for improved filtration systems. There is a strong sentiment that water quality should be pristine but is currently disgraceful.

- Lack of Local Engagement: Comments express frustration with authorities not listening to or engaging with locals who have expertise. This lack of collaboration is seen as a barrier to progress.
- Uncertainty and Accessibility of Information: Several responses indicate uncertainty or lack of knowledge about the topic, with some mentioning that information about Shire activities is not readily accessible for informed commentary.

Insights: While nearly 29% see some progress, the plurality (35%) perceive no change—with another 24% noting a decline. This mixed picture suggests that water management modifications have been neither comprehensive nor consistently impactful.

Question 9: Have you observed any changes in water management practices or outcomes since 2016? (Rate each on a scale of 1 to 5)

Aspect	Weighted Average (Score)	Total Responses
Increased use of water-efficient practices	2.28	97
Improved stormwater management	2.34	98
Enhanced wastewater management	2.57	96



A summary of 'other' comments include:

- Water Usage and Efficiency: Concerns raised about water efficiency, particularly in relation to its allocation to industries like fracking.
- Environmental Erosion Issues: Discussion on erosion at Demco Beach, highlighting its impact on mudflats, benthic fauna, and seagrass.
- Sustainability Efforts: Brief mentions of sustainability initiatives, though lacking detailed context or actionable insights.

Insights: Water management practices are rated poorly overall with scores well below the midpoint. This underscores a perception that real change in efficiency and infrastructure has been limited.

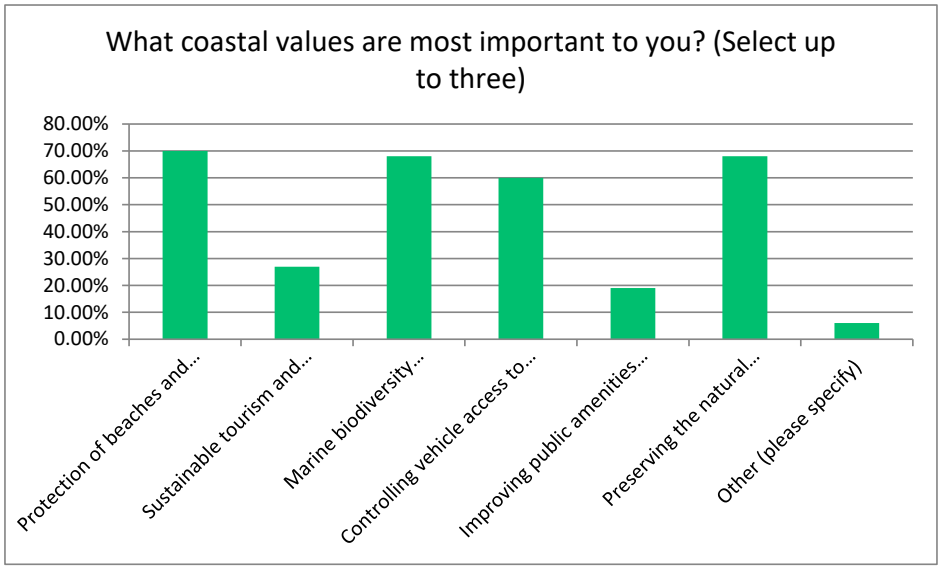
4.5 Coastal management

The community responses strongly supported the protection of beaches and dune systems (70%), marine biodiversity (68%), and the preservation of natural and cultural values along the coast (68%). Vehicle access to sensitive coastal areas also emerged as a contentious issue, with 60% supporting greater control measures to be implemented by the Shire. The feedback highlighted growing concern over coastal erosion, the impact of development on natural aesthetics and habitat, and insufficient enforcement of beach use restrictions.

When asked about progress in coastal management since 2016, 52% of participants reported some or significant decline, noting observations of destruction to iconic areas such as Town Beach and Cable Beach in recent times, also inadequate protection of turtle nesting sites, and growing incursion of vehicle pressure onto dunes and intertidal zones. While some acknowledged seasonal closures to vehicles as a step in the right direction, most felt that stronger protections and community engagement would improve understanding and build social commitment to change.

Question 10: What coastal values are most important to you? (Select up to three)

Answer Choice	Proportion	Count
Protection of beaches and dune systems	70%	70
Sustainable tourism and recreation	27%	27
Marine biodiversity conservation	68%	68
Controlling vehicle access to sensitive areas	60%	60
Improving public amenities and infrastructure along coastal areas	19%	19
Preserving the natural beauty and cultural significance of coastal areas	68%	68
Other (please specify)	6%	6



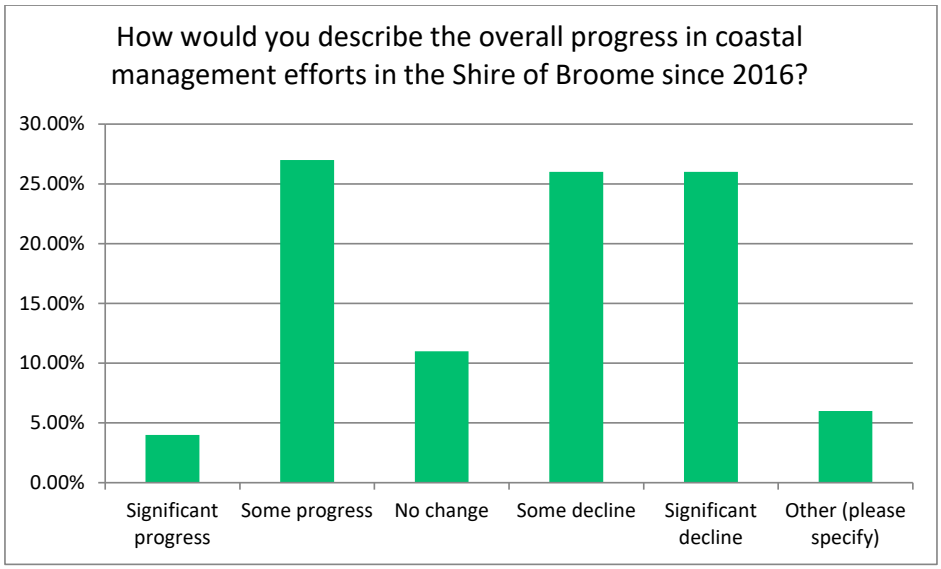
A summary of 'other' comments include:

- Coastal Protection and Heritage Conservation: Emphasis on protecting significant coastal areas, including dinosaur trackways along Broome's beaches. Reference to the Dinosaur Coast National Heritage Management Plan highlights the importance of preserving natural beauty.
- Vehicle Access to Beaches: Conflicting opinions on vehicle access to beaches. Some advocate maintaining access to enjoy Broome's lifestyle, while others discourage it to prevent environmental damage.
- Balancing Conservation with Quality of Life: Acknowledgment of the need to balance environmental conservation efforts with maintaining Broome's quality of life for residents.

Insights: There is a strong focus on preserving natural features—beaches, dune systems—and marine biodiversity. The regulation of vehicle access is also seen as crucial to protecting fragile coastal environments.

Question 11: How would you describe the overall progress in coastal management efforts in the Shire of Broome since 2016?

Answer Choice	Proportion	Count
Significant progress	4%	4
Some progress	27%	27
No change	11%	11
Some decline	26%	26
Significant decline	26%	26
Other (please specify)	6%	6



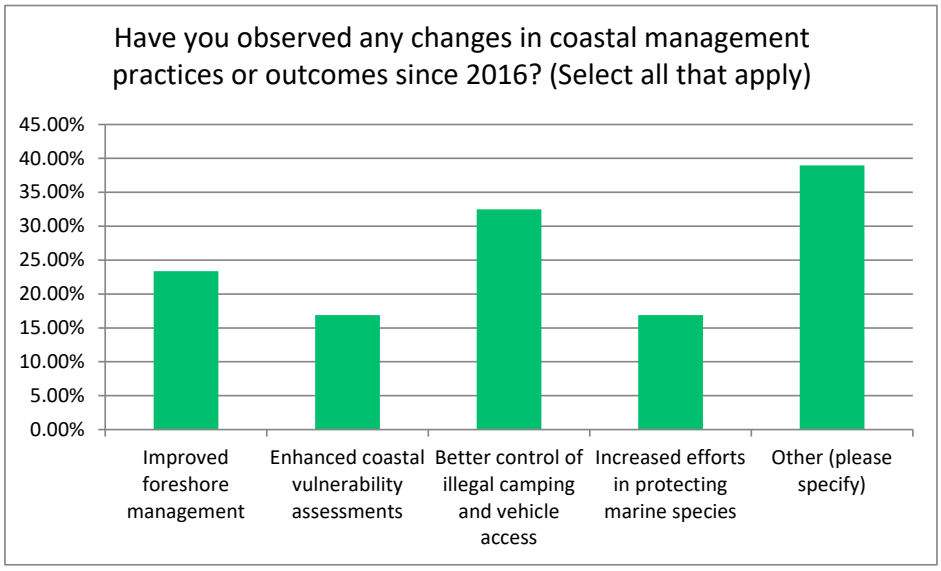
A summary of 'other' comments include:

- Concerns about the lack of a safe public boat launching facility.
- Mixed progress in different areas, with some showing improvement and others decline.

Insights: The responses are divided with almost equal support for progress and decline. This fragmentation indicates that coastal management outcomes are highly variable across different areas of the Shire.

Question 12: Have you observed any changes in coastal management practices or outcomes since 2016? (Select all that apply)

Answer Choice	Proportion	Count
Improved foreshore management	23.38%	18
Enhanced coastal vulnerability assessments	16.88%	13
Better control of illegal camping and vehicle access	32.47%	25
Increased efforts in protecting marine species	16.88%	13
Other (please specify)	38.96%	30



A summary of 'other' comments include:

- Increased Development and Ecological Impact: Concerns about the increased development of areas identified as subject to inundation, which is likely to impact the ecology of the coast.
- Marine Damage: Issues related to marine damage at the entrance point, highlighting the negative effects on the coastal environment.

Insights: Many in the community note that while some measures—like restricting vehicle access—have been tried, the overall approach remains inconsistent, with persistent issues related to illegal camping and the pressures of coastal development.

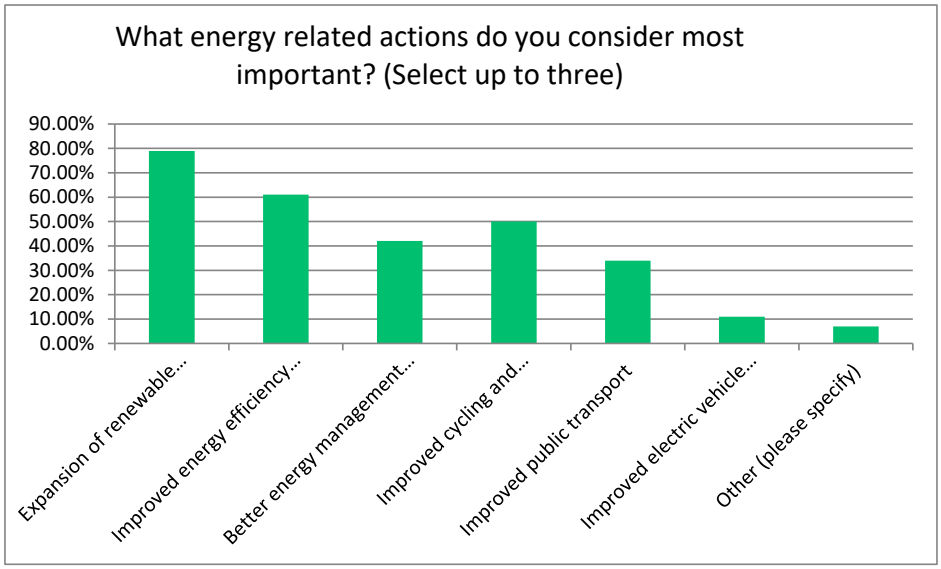
4.6 Energy

Survey participants expressed a need for stronger action on climate mitigation using better energy options with lower environmental harm profiles. There is a majority supporting expansion of renewable energy sources across the whole of Broome (79%), improvements in energy efficiency for buildings (61%), and enhanced urban environment to encourage more cycling and pedestrian use and better infrastructure (50%). Despite some progress noted in the installation of solar panels on public buildings, many respondents criticised the Shire's continued support for the oil and gas industry, which they saw as undermining credibility for all other sustainability efforts.

Only 3% of participants felt there had been significant progress in energy management, while nearly 50% felt there had been no change or progress. Common issues mentioned included inadequate infrastructure for electric vehicles, poor public transport, and a lack of meaningful incentives or education around energy conservation.

Question 13: What energy-related actions do you consider most important? (Select up to three)

Answer Choice	Proportion	Count
Expansion of renewable energy (e.g., solar, wind, etc)	79%	79
Improved energy efficiency in buildings	61%	61
Better energy management in public infrastructure	42%	42
Improved cycling and pedestrian paths	50%	50
Improved public transport	34%	34
Improved electric vehicle infrastructure	11%	11
Other (please specify)	7%	7



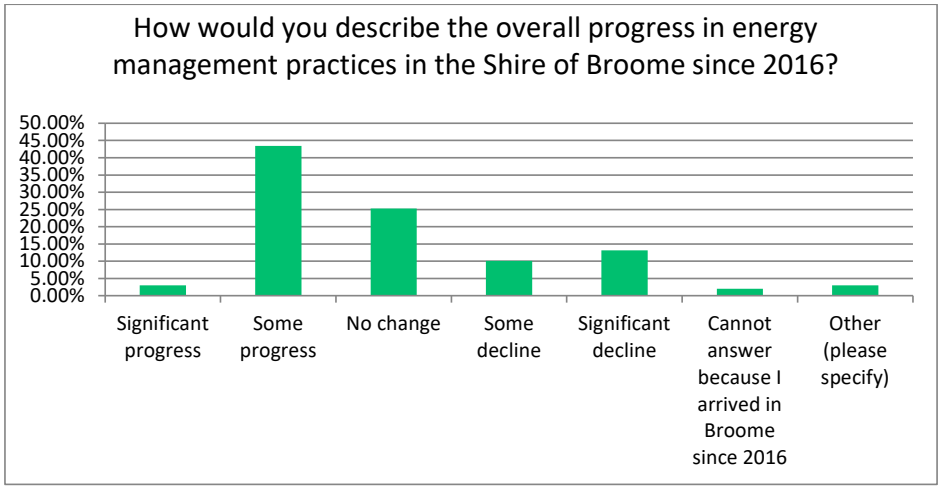
A summary of 'other' comments include:

- Energy Efficiency Initiatives: Suggestions include improving energy efficiency in public housing and offering rebates for energy-efficient buildings. These measures aim to reduce energy consumption and promote sustainable practices.
- Opposition to Oil and Gas Industry: Criticism of the Shire's support for the oil and gas industry, which is seen as counterproductive to efforts to combat climate change and improve energy efficiency.
- Environmental Conservation Efforts: Recommendations to allocate tax money for cleaning beaches and restricting vehicle access to protect Broome's ecosystem from negative impacts.

Insights: There is overwhelming support for expanding renewable energy and enhancing building efficiency. Measures focussed on active transport and vehicle infrastructure are also valued, signalling a desire to move away from fossil fuel dependency.

Question 14: How would you describe the overall progress in energy management practices in the Shire of Broome since 2016?

Answer Choice	Proportion	Count
Significant progress	3.03%	3
Some progress	43.43%	43
No change	25.25%	25
Some decline	10.10%	10
Significant decline	13.13%	13
Cannot answer because I arrived in Broome since 2016	2.02%	2
Other (please specify)	3.03%	3



A summary of 'other' comments include:

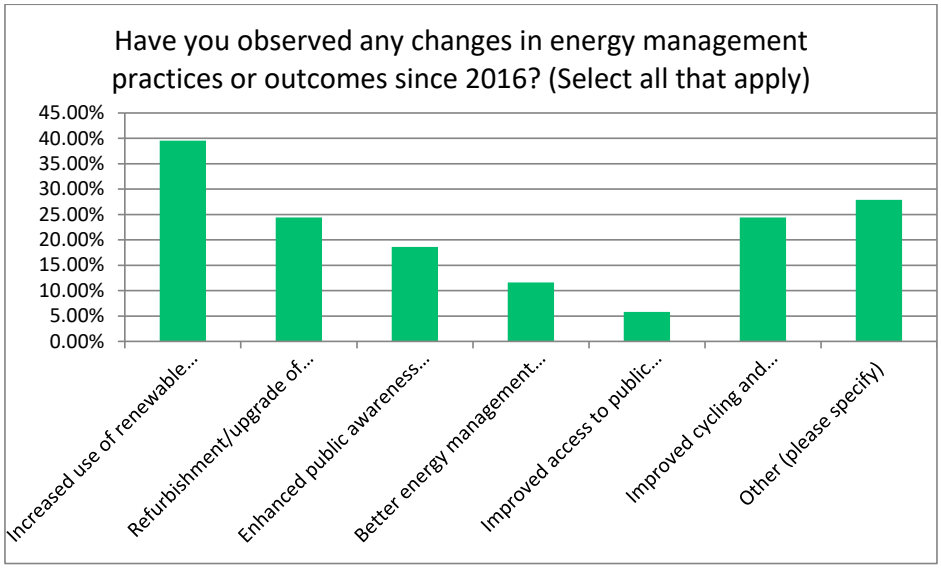
- Lack of Action: Feedback indicates minimal or no action has been taken towards energy management progress.
- Limited Progress: Only one notable element of progress was identified: the installation of solar panels on shire buildings.

- Uncertainty in Efforts: There is difficulty in assessing what has been done to advance energy management, suggesting a lack of clarity or communication.

Insights: Although nearly half of the respondents see "some progress," a quarter see no change and around one-quarter perceive a decline, suggesting the energy management efforts to date have not been transformational.

Question 15: Have you observed any changes in energy management practices or outcomes since 2016? (Select all that apply)

Answer Choice	Proportion	Count
Increased use of renewable energy sources	39.53%	34
Refurbishment/upgrade of buildings (PV panels, batteries, shade)	24.42%	21
Enhanced public awareness of energy conservation	18.60%	16
Better energy management in public facilities	11.63%	10
Improved access to public transport options	5.81%	5
Improved cycling and pedestrian access paths	24.42%	21
Other (please specify)	27.91%	24



A summary of 'other' comments include:

- Energy Management Concerns: Feedback highlights dissatisfaction with energy management, including lack of visible improvements, improper practices, and issues like dark roofing on new housing and expensive solar battery upgrades.
- Environmental Impact and Sustainability: Concerns raised about the Shire's support for oil and gas extraction, lack of mandated PV rooftops on public buildings, and insufficient focus on sustainable practices like solar energy adoption.
- Shire's Role and Actions: Criticism of the Shire's actions, including perceived inaction, improper energy management, and encouragement of fossil fuel extraction, which undermines sustainability efforts.
- General Issues and Suggestions: General feedback includes observations on footpath conditions, increased power bills, and suggestions for priority focus on energy and environmental management improvements.

Insights: The responses reflect only modest gains in energy management, with many saying that the improvements are barely noticeable relative to the challenges posed by existing infrastructure and policy inaction.

4.7 Waste management

The overall community priorities within waste management included increased recycling efforts (64%), controlling illegal dumping (57%), and reducing single-use plastics (52%). Comments also pointed to the need for better organic waste composting systems, sorting and segregation at the tip (including the introduction of FOGO bins), kerbside collection services, and public education programs.

Perceptions of progress in this area were mixed, with 35% noting some improvement but 48% reporting no change or a decline. While there was interest in the proposed Materials Recovery and Recycling Centre (MRRC), many felt the Shire's efforts lacked visibility and impact. Several comments highlighted resident frustration over high tip fees, poor waste separation, and inconsistent services in remote areas.

Question 16: What waste management concerns do you consider most pressing? (Select up to 3)

Answer Choice	Proportion	Count
Increased recycling efforts	63.92%	62
Management of illegal dumping	56.70%	55
Reduction of single-use plastics	51.55%	50
Air and water pollution control	34.02%	33
Community education on waste reduction and proper disposal	37.11%	36
Enhanced waste management for coastal and public areas	48.45%	47
Other (please specify)	11.34%	11

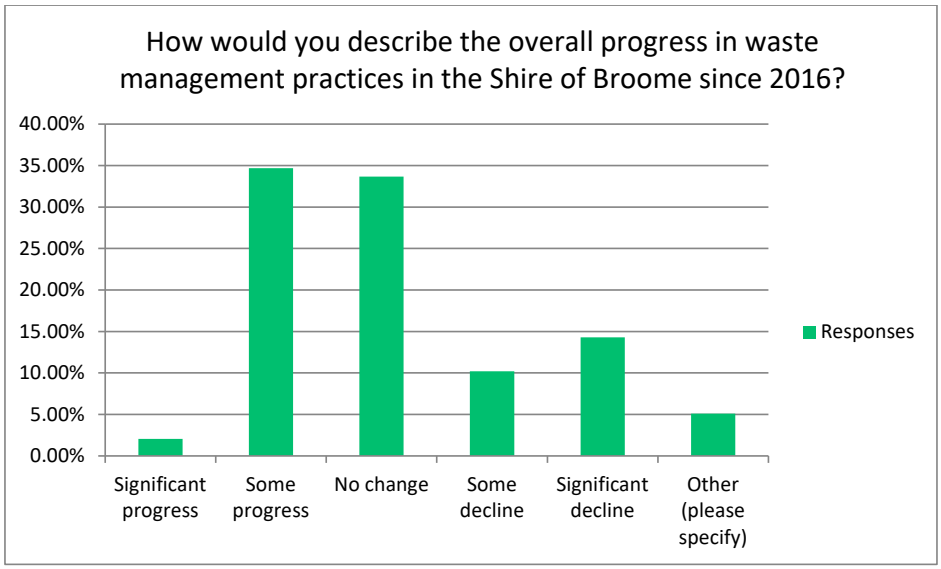
A summary of 'other' comments include:

- Recycling and Waste Reduction: Suggestions include introducing FOGO bins, educating people on composting, expanding recyclable items, and providing recycling report cards to the public.
- Waste Management Initiatives: Proposals for annual kerbside collections, green waste collection, and collective composting to reduce landfill and illegal dumping.
- Pollution Concerns: Issues raised include air pollution from airports and the environmental impact of oil and gas fracking, such as wastewater ponds polluted with carcinogens.
- Reuse and Circular Economy: Encouragement of hard rubbish collection, recycling areas at tips, and promoting the circular economy of waste to reuse disregarded goods.

Insights: Recycling and illegal dumping are the top concerns, with an evident call for better strategies to reduce single-use plastics and improve overall waste management awareness among the community.

Question 17: How would you describe the overall progress in waste management practices in the Shire of Broome since 2016?

Answer Choice	Proportion	Count
Significant progress	2.04%	2
Some progress	34.69%	34
No change	33.67%	33
Some decline	10.20%	10
Significant decline	14.29%	14
Other (please specify)	5.10%	5



A summary of 'other' comments include:

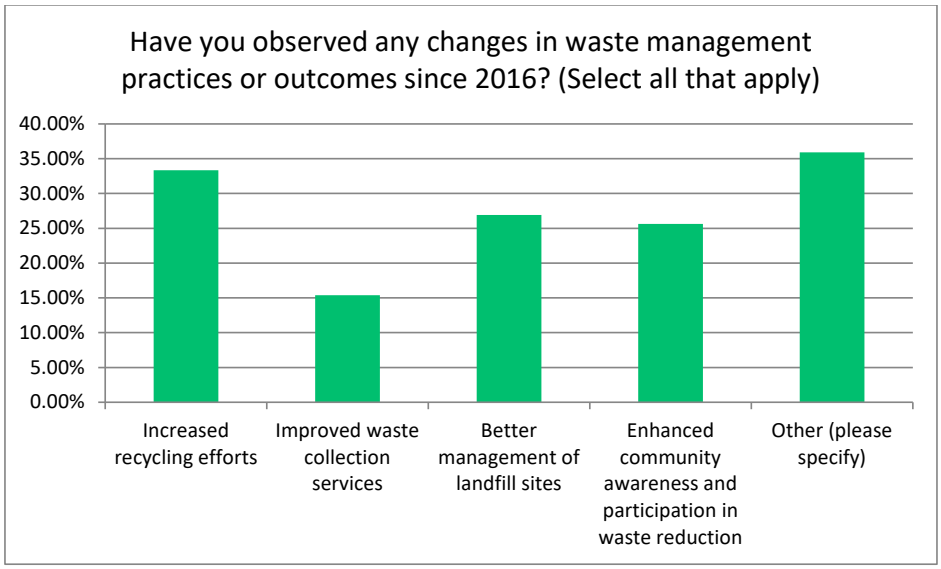
- Waste Management Initiatives: Discussions highlight anticipation for new waste management facilities, such as the 'tip site' and MRRC, aimed at reducing waste-to-landfill and improving regional waste handling.

- Infrastructure Focus: Concerns raised about the focus of infrastructure projects, with emphasis on capital infrastructure for tourists rather than addressing waste management needs.
- Cost Concerns: Criticism regarding the high costs associated with e-waste disposal, with fees increasing significantly and concerns about ineffective waste segregation.

Insights: Feedback on waste management progress is divided, with roughly equal support for "some progress" and "no change." However, nearly one-quarter of respondents observe a decline—pointing to areas in need of urgent attention.

Question 18: Have you observed any changes in waste management practices or outcomes since 2016? (Select all that apply)

Answer Choice	Proportion	Count
Increased recycling efforts	33.33%	26
Improved waste collection services	15.38%	12
Better management of landfill sites	26.92%	21
Enhanced community awareness and participation in waste reduction	25.64%	20
Other (please specify)	35.90%	28



A summary of 'other' comments include:

Here is a summary of "Other (please specify)" column:

- Lack of Improvement: Many responses indicate no noticeable improvements in waste management since 2016, with some suggesting conditions have worsened. Observations include stagnant efforts and backward progress.

- Community Concerns and Trust Issues: Ongoing major issues with community trust around recycling and waste management efforts. Feedback highlights dissatisfaction with transparency and reporting by the Shire.
- Recycling and Waste Services Challenges: Reduction in recycling options and verge clearance, along with the cessation of pre-cyclone pick-up services, are noted. Accessibility issues for older residents and lack of support are also mentioned.
- Environmental Impact: Concerns raised about the bushland area near the rubbish tip being polluted with plastic, rubbish, and noxious weeds. A significant clean-up effort is deemed necessary.
- Suggestions for Improvement: Recommendations include community education, tip incentives to tackle illegal dumping, and the establishment of a new waste management facility to address landfill capacity issues.

Insights: Many respondents have yet to witness any major improvements in waste management outcomes. While some progress in recycling and landfill management is noted, overall community engagement appears to be lacking.

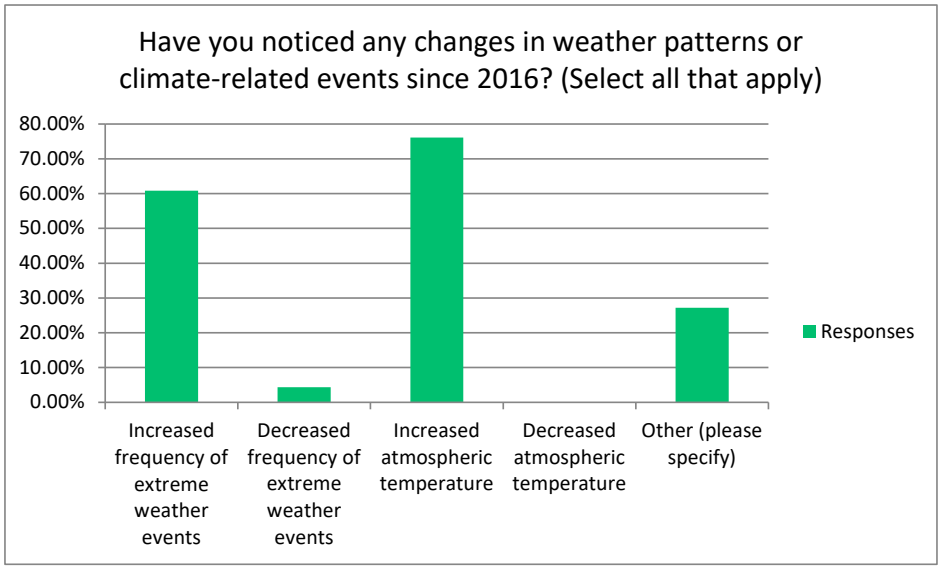
4.8 Climate change

A large portion of the respondent community reported observable changes in weather patterns and climate-related events since 2016, instanced by increased atmospheric and ocean temperatures, more frequent extreme weather and coral bleaching events. Rising sea temperatures and impacts on marine biodiversity were identified as the highest priority climate issue (73%), followed by heatwaves (65%) and coastal erosion (44%).

Despite these concerns, only 2% of respondents stated there had been significant progress in addressing climate change. The majority reported no change or a decline, and many criticised the Shire for failing to publicly acknowledge the urgency of climate risks or to implement adaptation strategies. Participants called for stronger leadership, stronger climate resilient infrastructure/urban greenery planning, and a clear public stance on fossil fuel exploration and exploitation developments.

Question 19: Have you noticed any changes in weather patterns or climate-related events since 2016? (Select all that apply)

Answer Choice	Proportion	Count
Increased frequency of extreme weather events	60.87%	56
Decreased frequency of extreme weather events	4.35%	4
Increased atmospheric temperature	76.09%	70
Decreased atmospheric temperature	0%	0
Other (please specify)	27.17%	25



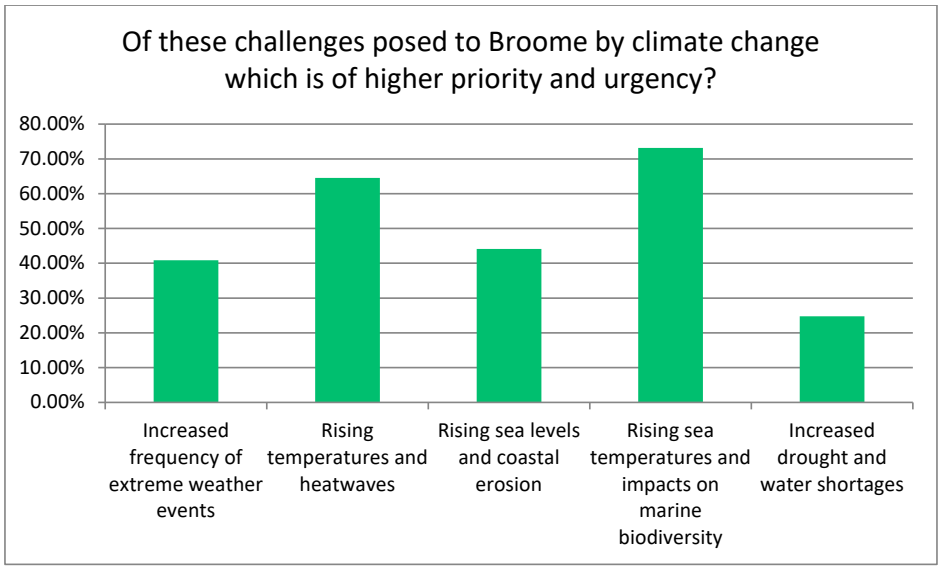
A summary of 'other' comments include:

- Coral Bleaching Events: Numerous reports highlight mass coral bleaching events along coastal areas, including Broome and the Dampier Peninsula. These incidents are linked to rising ocean temperatures and extreme tidal events like the King tide in Broome.
- Rising Ocean Temperatures: Increased ocean temperatures are frequently mentioned, with concerns about sustained periods of heat and their impact on marine ecosystems. Questions about the ongoing rise in water temperatures are also raised.
- Seasonal and Weather Changes: Observations include shorter dry seasons, longer wet seasons, reduced rainfall, and changes in fish migration patterns. Extreme weather variations, such as drier wet seasons and hotter humid ones, are noted as well.
- Climate Scepticism and Variability: Some responses express scepticism about climate change impacts, citing variability in yearly weather patterns and insufficient data to justify conclusions. Other comments suggest prioritizing different issues over climate change.

Insights: A strong majority note more extreme weather events and rising temperatures. Free-text responses frequently mention coral bleaching and shifting seasonal patterns, underscoring growing climate concerns.

Question 20: Of these challenges posed to Broome by climate change which is of higher priority and urgency?

Answer Choice	Proportion	Count
Increased frequency of extreme weather events	40.86%	38
Rising temperatures and heatwaves	64.52%	60
Rising sea levels and coastal erosion	44.09%	41
Rising sea temperatures and impacts on marine biodiversity	73.12%	68
Increased drought and water shortages	24.73%	23
Other (please specify)	10%	10



A summary of 'other' comments include:

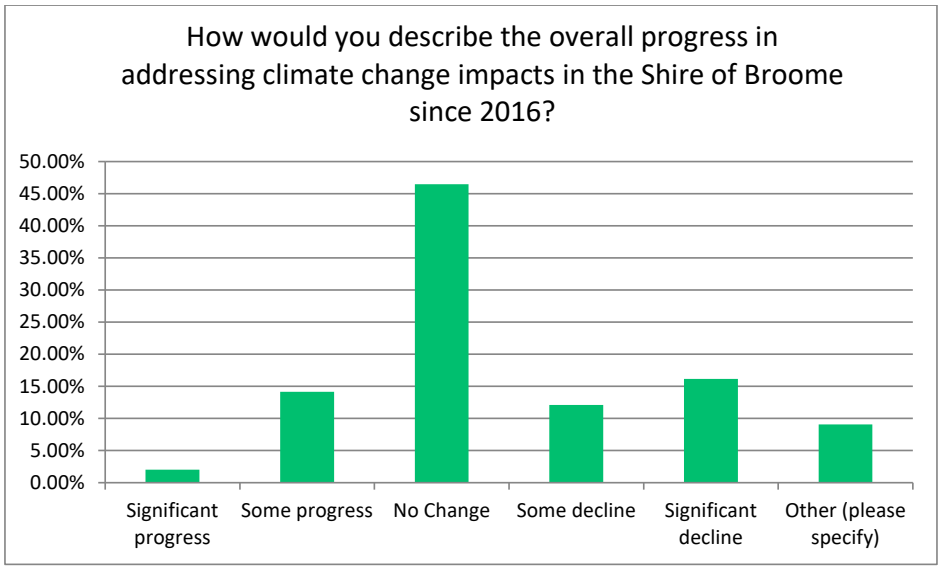
- Water Resource Challenges: Concerns about water scarcity due to fracking, mining, and cotton farming in Kimberley. Issues include lack of recharge to drinking water aquifers and potential environmental degradation of Roebuck Bay.

- Climate Change and Environmental Impact: Highlights include coral bleaching, unliveable conditions in Broome, and the impact of chemical spraying and mining activities on the natural environment. Criticism of narratives blaming individuals for climate change.
- Need for Action and Accountability: Failure of local authorities to reduce emissions and address climate challenges. Emphasis on the need for proactive measures to mitigate environmental issues and adapt infrastructure to hotter temperatures.

Insights: Respondents view rising sea temperatures and their impact on marine biodiversity as the most urgent challenge, closely followed by heatwaves. This emphasises a critical need for marine and coastal adaptation measures.

Question 21: How would you describe the overall progress in addressing climate change impacts in the Shire of Broome since 2016?

Answer Choice	Proportion	Count
Significant progress	2.02%	2
Some progress	14.14%	14
No Change	46.46%	46
Some decline	12.12%	12
Significant decline	16.16%	16
Other (please specify)	9.09%	9



A summary of 'other' comments include:

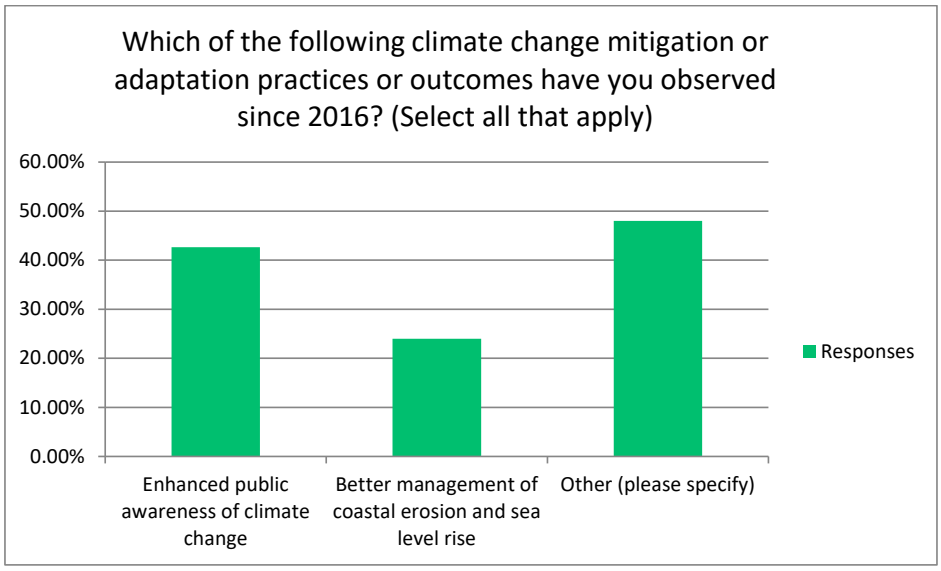
- Lack of Action and Measures: Feedback highlights the Shire's failure to implement real measures to address climate change, with criticism of inaction and reliance on other levels of government. Concerns about the absence of proportionate responses to risks and impacts are emphasized.

- Denial and Misplaced Priorities: Comments reflect frustration over the Shire's denial of climate change and prioritization of projects like seawalls for specific areas instead of broader solutions. Lack of formal acknowledgment of climate change is noted as a recurring issue.
- Need for Awareness and Clarity: Some feedback suggests that increasing awareness of climate change could be a positive first step. However, the lack of clear answers and understanding of how to address the issue remains a significant concern.
- Responsibility and Fossil Fuel Concerns: Criticism is directed at the Shire for encouraging fossil fuel companies and failing to take responsibility for climate change impacts. Suggestions to stop supporting such industries are mentioned as potential solutions.

Insights: Nearly half the respondents perceive no change in addressing climate change impacts. Combined with those observing declines, this points to a substantial shortfall in effective climate adaptation and mitigation strategies.

Question 22: Which of the following climate change mitigation or adaptation practices or outcomes have you observed since 2016? (Select all that apply)

Answer Choice	Proportion	Count
Enhanced public awareness of climate change	42.67%	32
Better management of coastal erosion and sea level rise	24%	18
Other (please specify)	48%	36



A summary of 'other' comments include:

- Concerns about Climate Change Policies: Many responses highlight the Shire's lack of proactive climate crisis policies, including ignoring scientific advice and community concerns. Criticism includes support for oil and gas industries and insufficient planning for climate impacts on vulnerable areas.
- Criticism of Shire Actions: Feedback indicates dissatisfaction with the Shire's actions, such as spending on visitor infrastructure while neglecting broader environmental risks. Specific projects like the Town Beach rock wall and Chinatown development are questioned for their priority and effectiveness.
- Advocacy for Renewable Energy: Suggestions include advocating for renewable energy initiatives, such as solar panels on Shire buildings and transitioning to

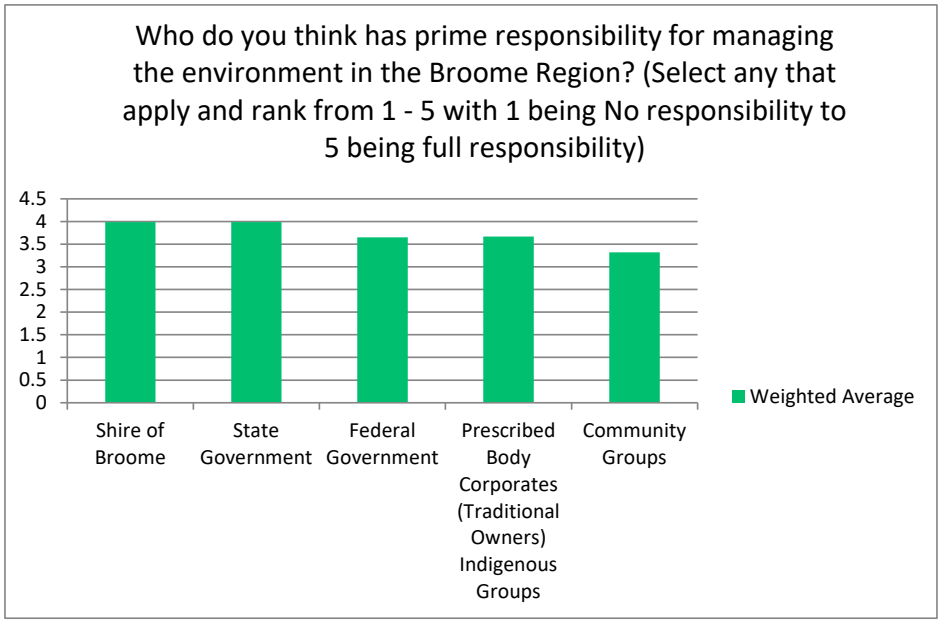
100% renewable energy by 2035. Criticism is directed at the lack of widespread efforts to promote alternative energy sources.

- Coastal Management and Erosion Protection: Concerns are raised about inadequate coastal management, including the need for retreat strategies and better erosion protection. Some actions, like building boulders at Town Beach, are criticized for their environmental impact and limited scope.

Insights: Even though some awareness initiatives have taken place, many respondents are not convinced that tangible improvements have been made in coastal defence or long-term adaptation measures.

Question 23: Who do you think has prime responsibility for managing the environment in the Broome Region? (Rank from 1 – 5: 1 = no responsibility, 5 = full responsibility)

Entity	Weighted Average (Score)
Shire of Broome	3.99
State Government	3.99
Federal Government	3.65
Prescribed Body Corporates (Traditional Owners)/Indigenous Groups	3.67
Community Groups	3.32
Other (please specify)	—



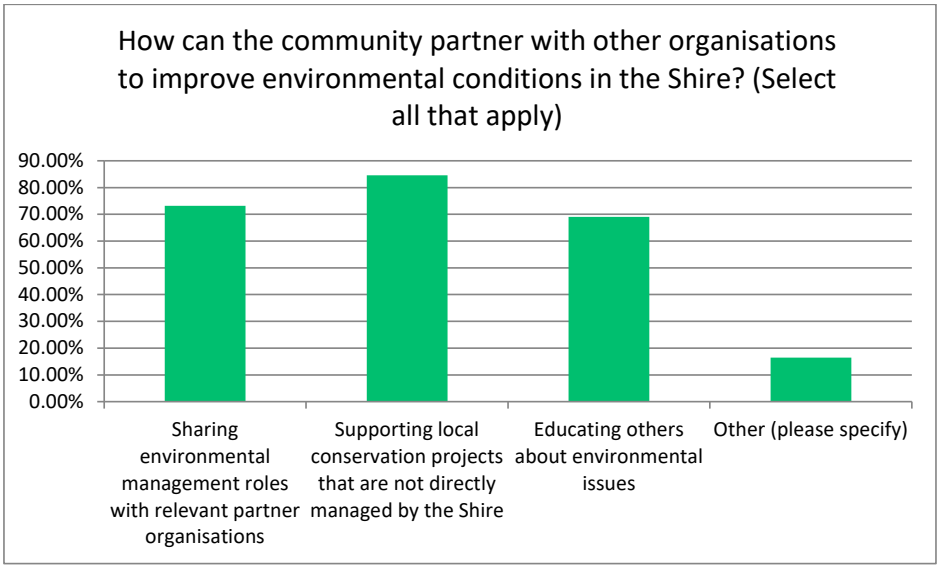
A summary of 'other' comments include:

- Shared Responsibility: The responses emphasise that responsibility is shared among everyone, including individuals, community groups, and various entities. No single group holds prime responsibility.
- Community and Leadership Roles: Community groups are acknowledged for their contributions, but their role is not seen as primary. Strong leadership and contributions at all levels are encouraged.
- Entities and Power Dynamics: Different entities, such as the Shire, traditional owners, and state government, have distinct roles. Concerns about power dynamics, such as Yawuru's influence, are noted.

Insights: The community sees responsibility as shared, with both the Shire and State Government receiving high scores. Indigenous groups and community organisations are also deemed important but slightly less so, suggesting a call for a collaborative governance framework.

Question 24: How can the community partner with other organisations to improve environmental conditions in the Shire? (Select all that apply)

Answer Choice	Proportion	Count
Sharing environmental management roles with relevant partner organisations	73.20%	71
Supporting local conservation projects not directly managed by the Shire	84.54%	82
Educating others about environmental issues	69.07%	67
Other (please specify)	16.49%	16



A summary of 'other' comments include:

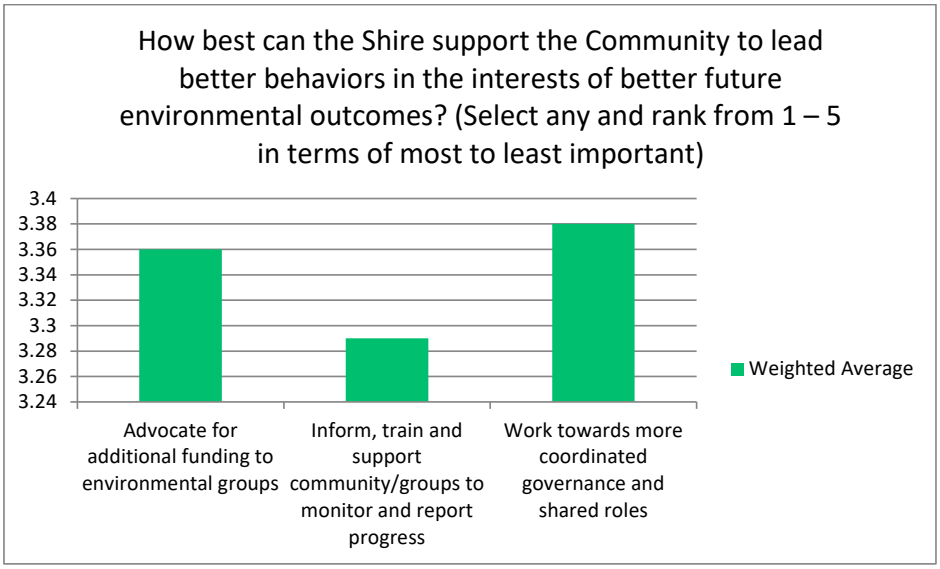
- Environmental Leadership and Advocacy: The Shire is urged to take a leadership role in environmental protection by reinstating roles like the Environment Officer, supporting initiatives such as the 'Significant Tree Register', and advocating against fracking and mining. Collaboration with organisations and improved resources are emphasised.

- Community Engagement and Support: Calls for meaningful engagement with the community, facilitating inputs, and ensuring public awareness. Volunteers express frustration over hurdles and lack of support, highlighting the need for better communication and collaboration with partnered organisations.
- Sustainable Development and Waste Management: Suggestions include rethinking tourism and development strategies, offering organic waste bins with adjusted collection schedules, and ensuring all partnered organisations fulfil their roles effectively. Sustainable practices are prioritised.

Insights: There is strong support for partnerships. Respondents feel that sharing roles, supporting conservation projects, and boosting educational initiatives are crucial to improving environmental outcomes.

Question 25: How best can the Shire support the Community to lead better behaviours in the interests of better future environmental outcomes? (Rank from 1 – 5: 1 = most important, 5 = least important)

Answer Choice	Weighted Average (Score)
Advocate for additional funding to environmental groups	3.36
Inform, train and support community/groups to monitor and report progress	3.29
Work towards more coordinated governance and shared roles	3.38
Other (please specify)	—



A summary of 'other' comments include:

- Environmental Protection and Advocacy: Feedback emphasises the need for better environmental outcomes, including reinstating roles like Environment Officer and the 'Significant Tree Register,' and halting harmful developments. Strategic advocacy for environmental protection is also highlighted.

- Collaboration and Engagement: Suggestions include fostering meaningful engagement with the community, collaborating with state and commonwealth governments, and supporting multi-partner cross-sector advocacy organisations to address local concerns effectively.

- Resource Allocation and Staffing: Concerns raised about insufficient resourcing for government departments and the need for dedicated staff to handle environmental responsibilities instead of relying on community groups. Better resourcing is deemed essential for effective action.
- Improved Communication and Management: Calls for improved rumour management and better communication strategies to address community concerns. Training and collaboration with community expertise are suggested to enhance management practices.

Insights: The responses indicate that residents want the Shire to take a lead role in advocating for funding, capacity building, and better-coordinated governance. There is a clear call for resource-backed initiatives and transparent decision-making processes.

Question 26: Do you have any additional comments or suggestions regarding environmental management in Broome or the State of the Environment report?

Qualitative Insights: A range of views was expressed. Common themes include:

1. **Environmental Conservation and Protection**: Feedback emphasises the need for prioritising environmental conservation, including reinstating the Environment Officer role, protecting significant trees, and addressing issues like land clearing and weed management. Suggestions include banning herbicides, promoting sustainable practices, and learning from First Nations families to preserve Broome's natural assets.

2. **Community Engagement and Accountability**: Concerns are raised about the Shire's lack of integrity and transparency in engaging with the community. Calls for honest and collaborative planning, listening to residents, and fulfilling promises are highlighted. Many respondents feel disillusioned with token gestures and urge meaningful action to address community needs.

3. **Management of Resources and Infrastructure**: Suggestions include improving public transport, bike paths, and shade across pathways. Feedback also highlights the need for better waste management, including kerbside pickups and organic bin systems, and addressing urban heat islands in future developments. Calls for prioritising sustainable industries over fossil fuel extraction are noted.

4. **Climate Change and Sustainability**: Respondents stress the urgency of addressing climate change impacts, advocating for Broome to become climate neutral and rejecting fossil fuel exploration. Suggestions include implementing climate initiatives, planning for coastal retreat, and building resilience to global warming effects. Leadership in eco-environmental sustainability is strongly encouraged.

5. **Improvement Suggestions and Concerns:** Recurring issues include the management of domestic animals, rubbish, and weeds, as well as the need for educational programs for tradespeople. Feedback also highlights the importance of public awareness and responsibility in maintaining the town's environment and calls for increased funding and staffing for parks and gardens teams..

4.9 Overall sentiment and recommendations

The overall sentiment from the survey points toward a community that is deeply concerned about the state of Broome's environment. Although some areas such as coastal management and renewable energy initiatives receive moderate praise, many respondents believe that core elements—especially in land, water, and waste management—have stagnated or even declined since 2016. There is a pervasive view that

inadequate action, poor coordination, and an industry-driven development agenda are compromising the region's environmental integrity.

Many comments are laced with frustration over a lack of clear leadership, with calls for greater accountability from the Shire and the state. The community wants more transparent, data-driven approaches that prioritise environmental protection over short-term development gains. Importantly, there is an emphasis on both the need for technical improvements (e.g. better waste and water management systems) and the reinforcement of governance structures that can deliver sustained change. However, the respondent group over-estimates the role and authority of the Shire in some matters however makes telling assessment of the role of the Shire to lead and influence others to adopt better management practices.

For the forthcoming Environmental Management Plan, the following matters should be addressed:

- **Enhanced Land Management:** Reinstate key roles (e.g. Environment Officer) and programmes (e.g. Significant Tree Register); improve native vegetation protection, urban greening, and enforcement against unsustainable practices.
- **Water and Waste Management:** Develop robust strategies to safeguard groundwater, protect wetlands, upgrade stormwater systems, and enhance recycling and waste reduction initiatives.
- **Coastal and Climate Action:** Implement improved coastal protection (including controlled vehicle access during sensitive periods), address rising sea temperatures, and expand adaptive measures to mitigate the impacts of climate change.
- **Energy and Sustainable Development:** Prioritise renewable energy expansion and energy efficiency in public infrastructure, reduce reliance on fossil fuel development, and enhance programmes for community education on sustainable practices.
- **Collaborative Governance:** Foster partnerships between the Shire, state and federal governments, Indigenous organisations, and community groups to ensure coordinated action and accountability.

By addressing these areas, the EMP can provide a forward-thinking framework to ensure that Broome's unique environment is not only preserved but also enhanced for future generations.

9.2.2 WEED MANAGEMENT STRATEGY AND ACTION PLAN 2026-2029

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

SUMMARY:

The Weed Management Strategy and Action Plan 2026-2029 has been developed through a review of the previous Weed Management Strategy 2022 and with the support of experienced environmental consultants, Powderbark Environmental Consulting.

The strategy provides a comprehensive framework with tangible actions to effectively address weed management across the Shire of Broome.

This report seeks Council's endorsement to adopt the Weed Management Strategy and Action Plan 2026-2029 (**Attachment 1**).

BACKGROUND

Previous Considerations

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

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

COUNCIL RESOLUTION
(Report Recommendation) ***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.

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

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

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

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

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

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

Council Resolution:
(Report Recommendation) ***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

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

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

COMMENT

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

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

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

The goals of the Strategy are:

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

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

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

The modifications of significance included:

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

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

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

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

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

CONSULTATION

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

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

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

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

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

STATUTORY ENVIRONMENT

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

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

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

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

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

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

RISK

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

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

STRATEGIC ASPIRATIONS

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

Outcome 5 - Responsible management of natural resources

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

Objective 5.2 Adopt and encourage sustainable practices.

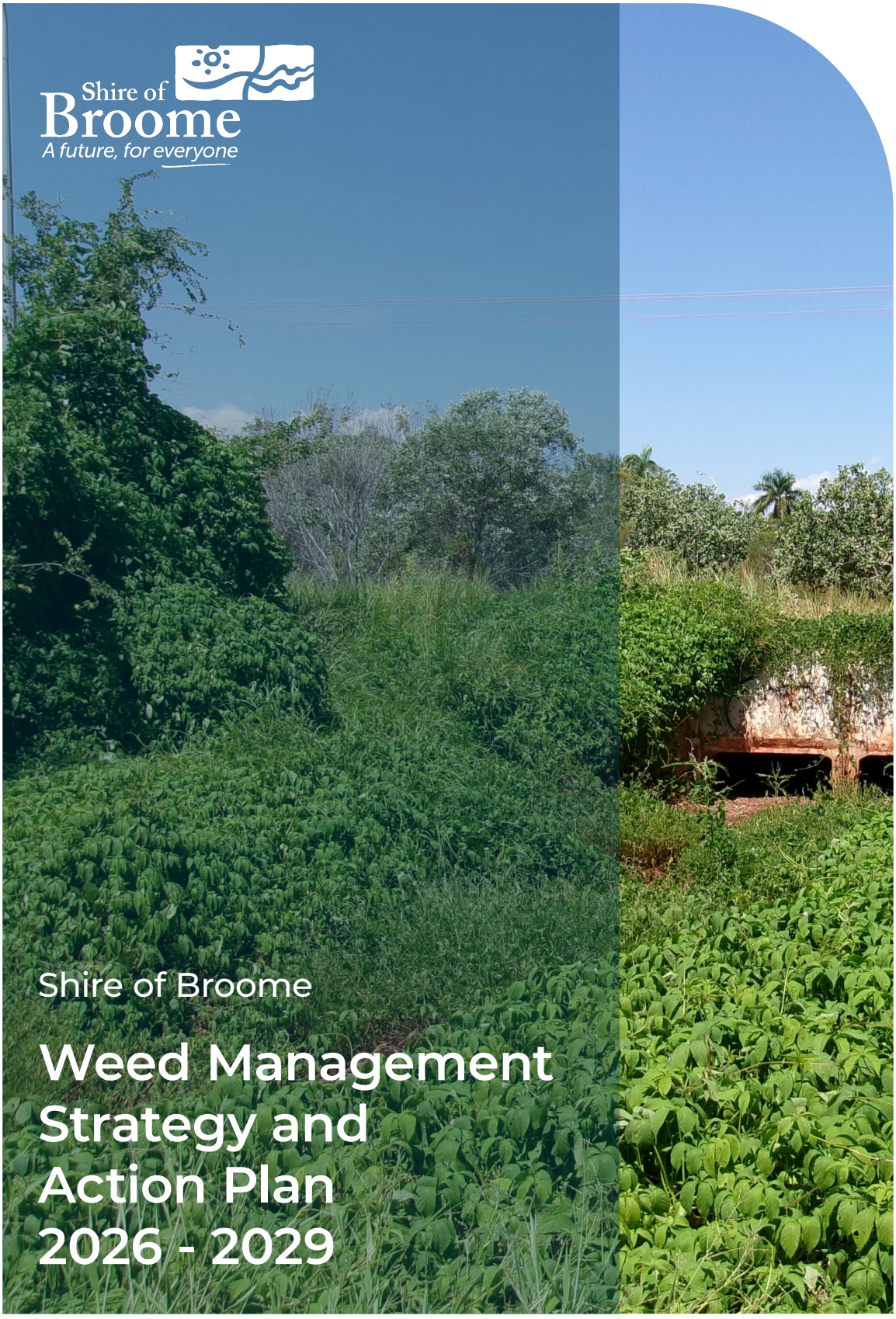
VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

That Council:

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

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


Shire of
Broome
A future, for everyone
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, it is 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 Yawuru Register Native Title Body Corporate (Yawuru), the Department of Biodiversity, Conservation and Attractions, Environs Kimberley, 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 D.

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 Roebuck and Morrell Park (4 mile & 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 below 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

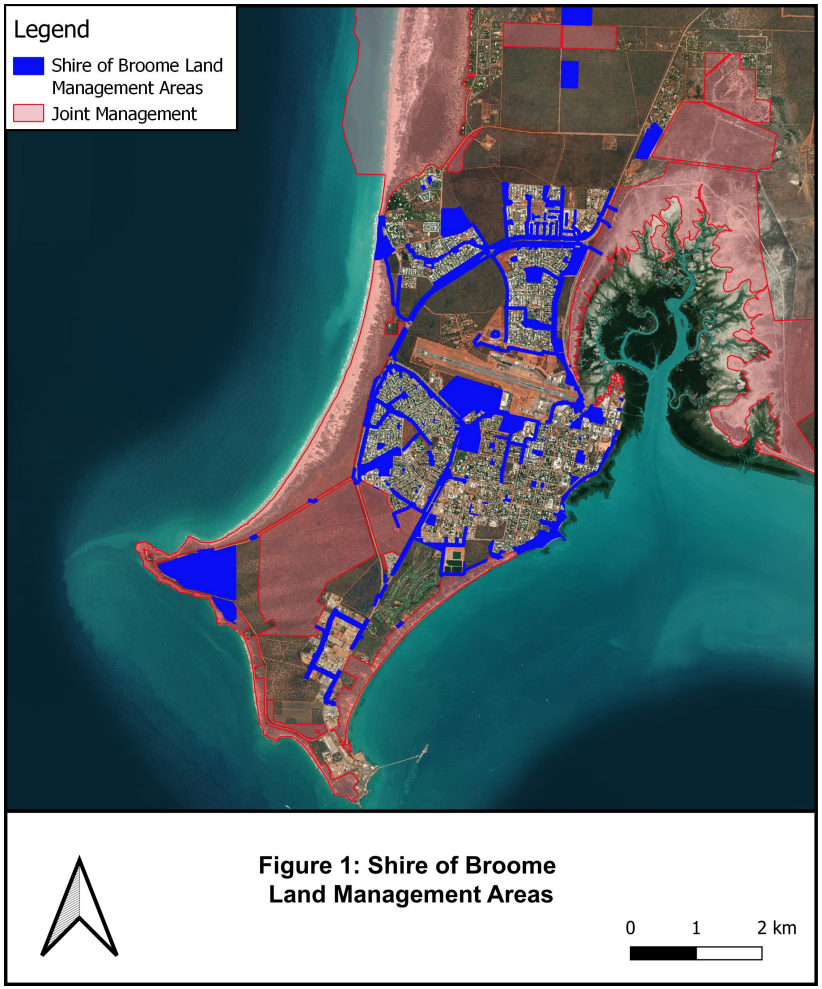


Figure 1: Shire of Broome Land Management Areas

4. Vectors and sources

Weed seed (or other propagules) spreads in a variety of ways. Wind, water, animals and vehicles are primary mechanisms for spreading weeds.

4.1 Drains

There is an extensive drainage system throughout the Broome townsite to attenuate flooding from seasonal rainfall events. Drains are disturbed sites and weeds take advantage of disturbance as we know. These drains are acting as both sources and vectors. They provide perfect conditions for weeds to grow and seed, which then easily spread downstream by the movement of water as drains overflow. Some weed species highlighted as priorities for control in the Broome townsite have seeds that float and are therefore more likely to take advantage of the drainage system as vectors for spread.

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 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 really good at hitchhiking. Some weed species have thorny or spikey fruit which lodge in vehicle tyres, shoes or animal fur and are carried far and wide. Other fruit is attractive to fruit eating animals such as bats and birds and so their seeds hitchhike in the gut of animals to be dropped out (with fertiliser) in a new location. A local example of this is fruit bats eating fruit of the Neem Tree and spreading its seed across Broome.

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.

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 germinate. 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

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.

◂ Coffee bush seeding into a recently sprayed drain

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, plant, and equipment working in or moving through weed infestations can pick up soil, or vegetation which may contain weed seeds or other reproductive materials (tubers, corms, rhizomes, stems etc) and other pests and diseases. This material can then easily be transferred from one location to another as plant and equipment move from site to site. This is a potential mechanism for increasing the rate of weed spread around the Broome townsite.

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 'clean on entry and exit' policy should be adopted by the Shire and standard operating procedures for hygiene protocols must be developed and adhered to. Vehicles, plant, and equipment must be clean prior to arriving at a site and before leaving a site. This may be as simple as brushing, washing, or blowing debris from equipment.

It may be useful to create a designated wash down bay within the operations centre for regular, detailed clean down procedures in addition to onsite hygiene practices. If the design of the washdown bay includes a sump or drainage pit area that needs to be maintained regularly, all material being removed from it must be properly disposed of in landfill. Weeds must also be regularly identified and controlled in the surrounding area.

- 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 weed propagules and 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

Conditions can be recommended by the Shire to the Western Australian Planning Commission (WAPC) at the subdivision stage. These recommendations must be strongly justified and supported by relevant planning policies and strategies. In this way, there is scope for the Shire of Broome to make recommended conditions for weed control and landscaping requirements (DPLH pers comm, 2025). Consideration of development of a local planning policy on landscaping within the Broome townsite would be worthwhile and a cost-effective way of reducing the ongoing costs of managing weeds in Broome.

Additionally, such conditions may be applied (and bonded) by local governments at the planning approval stage of development. Conditions requiring protection or retention of native vegetation, landscaping plans and/or detailed weed management programs are all effective strategies for control of weeds. If applied, such conditions should require clear completion criteria to ensure conditions are met before clearance occurs and bonds are returned.

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.

Standardising these conditions and providing information and context through the development of clear landscaping guidelines can help to manage expectations and make complying with conditions easier for developers. It can also save time and effort for Shire Officers in reviewing and providing advice on individual applications. Including an appropriate species list focused on local native flora species, for both landscaping and revegetation purposes, will help to prevent new weed issues from emerging.

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.

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6.5 Collaborate

The Shire of Broome is encouraged to actively seek opportunities to work with other land managers and the community. By focusing efforts where others are also working, the Shire will maximise its impact, through collaboration.

Exploring opportunities to attract additional funding may maximise the impact of the Shire's resources for weed control and the efforts of volunteers and other organisations. Wherever possible, the Shire of Broome is encouraged to 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.

A commitment to actively engage with the community on weed issues and promotion of weed education programs within the Shire of Broome is needed. This can be achieved in a number of ways;

- 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.
- Educate Shire staff through implementing an environmental induction module to the standard Shire of Broome induction for new employees, or through a stand-alone training program. This will assist in ensuring everyone has a basic understanding of weed management issues and priorities (species for control, the importance of timing for effective control and priority areas for protection).
- Offer weed education opportunities to the community.
- Have the resources available to identify priority weed species and gain an understanding of the potential impacts of the way in which they work. In particular, standard hygiene protocols should be developed and be well understood.

▲ Native vegetation in the Broome townsite

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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 the 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 (grow and establish). 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 reestablish 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.

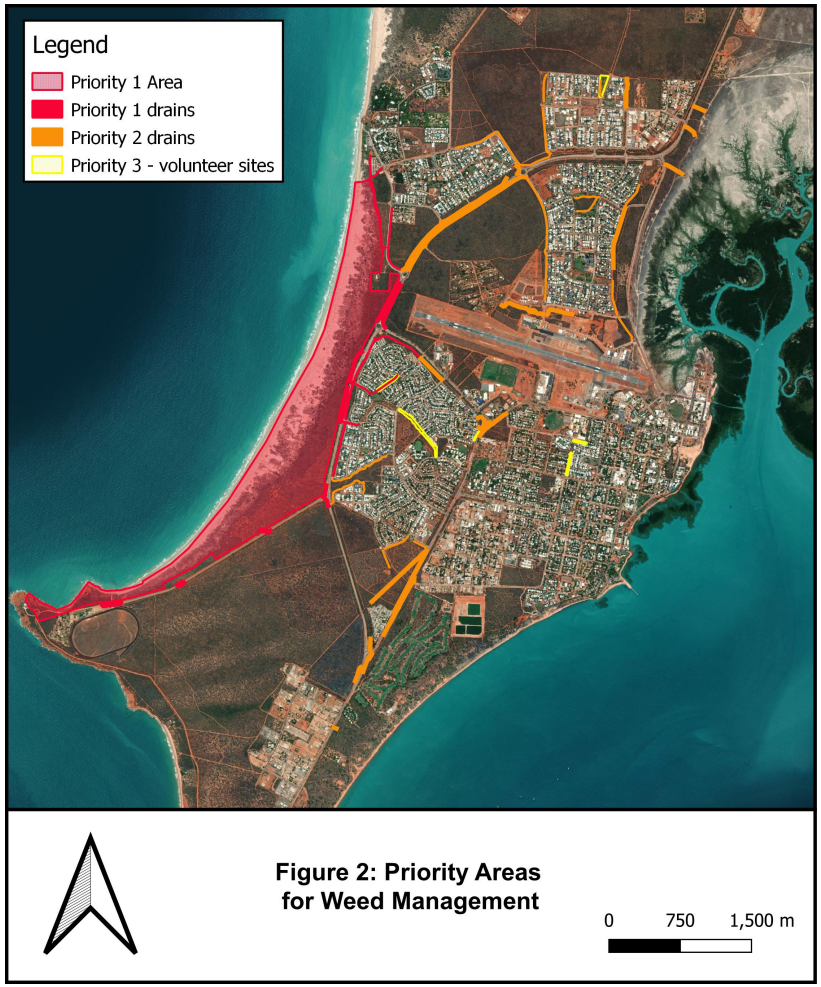

Figure 2: Priority Areas for Weed Management

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 comprehensive "Alert" list of weed species is also included in Appendix B. Definitions for the status of weeds listed in the tables below is also included in Appendix D.

Common name	Scientific name	Status	Concern
Gallon's Curse	*Cenchrus biflorus*	Permitted - s11	Alters fire regimes, increases erosion risk, and competes with native vegetation. Not yet well established or widespread.
Sicklepod	*Senna obtusifolia*	DP (s22)	Declared weed. Major environmental weed in QLD and NT. Potential for large infestations to create thickets, outcompeting natives. Community members have noted this weed within the Broome townsite in small numbers only.
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

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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.
Noon Flower/ 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

Status definitions

- WoNS= Weed of National Significance
- DP=Declared Pest (BAM Act, 2007)
- Permitted= not scheduled under the BAM Act (2007)

See Appendix D for full details

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 problematic 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

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.

  Care must be taken in selecting the appropriate chemical for control of each weed species. Always read the label and comply with directions for use, permit conditions, rates of use and always wear appropriate PPE. Special considerations for use of herbicide include its selectivity (will it kill all plants or just the weed you are trying to control?), weather conditions (too windy or about to rain?) and ways to reduce the amount of chemical being applied (eg. can you use a mechanical control method first to reduce the volume of chemical required to be used?).

  Timing of chemical control is critical to the success of this control method. If weeds are sprayed when the plants have already started to set seed, the seeds can still mature and ripen as the plant dies, resulting in resources for control being wasted. The optimal timing for the control of each priority weed species within the Broome townsite is listed below in Table 5. This is informed by local information on the growth cycle of each weed species (included as Appendix C), the timing that has been successful for other groups in the region, and the best available technical information for the optimal control of each species. Please note that this optimal timing is to be used as a tool for planning and scheduling the control of priority weed species in priority areas. There may also be other opportunities to control weeds outside of these times.

▲ *Distimake* sp. seeding from the canopy of native trees.

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Y=Yes
O=Occasionally

		Month												
Scientific name	Common name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Follow up
Alternanthera pungens	Khaki Weed	O	Y	Y					Y	Y	O			1 mth
Antigonon leptopus	Coral Creeper /Queens Jewels	Y	Y	Y	O							O	Y	1 mth
Azadirachta indica	Neem Tree	O	O	Y	Y	Y			O	O	O	O	O	annually
Calotropis procera	Rubber Bush	Y	Y	Y	O	O	O				Y	Y	Y	annually
Cenchrus biflorus	Gallon's Curse	Y	Y	Y	O							O	Y	1 mth
*Cenchrus ciliaris^*	Buffel Grass	Y	Y	Y	O							O	Y	1 mth
Distimake aegyptius	Hairy Merremia	Y	Y	O						Y	Y	Y	Y	2 mths
Distimake dissectus	Noon Flower/ White Creeper	Y	Y	O						O	Y	Y	Y	3 mths
Jatropha gossypiifolia	Bellyache Bush	Y	Y	Y	Y	O						O	Y	annually
Leucaena leucocephala	Coffee Bush	Y	Y	Y	Y						O	Y	Y	annually
Macroptilium atropurpureum	Siratro	Y	Y	Y	Y	Y	Y							1 mth
Mesosphaerum suaveolens	Mint Bush	Y	O							O	Y	Y	Y	1 mth
Passiflora foetida	Stinking Passionflower	Y	Y	O							O	Y	Y	1 mth
*Senna obtusifolia**	Sicklepod						Y	Y	Y	Y				annually
Tribulus terrestris	Caltrop	Y	Y	Y	Y	O				O	Y	Y	Y	1 mth

▲ 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.

▲ Bellyache Bush infestation within the Broome townsite.

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 flowering finishes (before seed set).
Cenchrus ciliaris	Buffel Grass	Buffel Grass can germinate, grow, and seed in only 2-6 weeks in the right conditions, therefore appropriate timing is critical for effective control. A combination of mechanical and chemical methods is most effective for Buffel Grass. Slash or mow before flowering finishes (before seed set) only. **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	Noon Flower/ White Creeper	
Jatropha gossypiifolia	Bellyache Bush	Foliar spray when actively growing and before flowering finishes (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 or. ◆ 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 flowering finishes (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	◆ Control seedlings early. Individual plants can be pulled by hand, ensuring all of the root is removed. Follow up treatment is vital as each plant can produce 8,000 – 10,000 seeds. Hand pull or spray seedlings as they emerge. ◆ Chemical control quickly becomes less effective as the plant develops. Success of chemical control is also variable. ◆ Apply picloram (eg. Tordon 75-D) or picloram and triclopyr (eg. Grazon DS) to the point of runoff, with a non-ionic wetting agent, prior to flowering.
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 snapshot of the distribution and density of priority weed species so it can be used as a management and monitoring tool. Mapping the locations and extent of infestations of priority weed species is important for several reasons. It can be used for monitoring long term effectiveness of management efforts. It provides a visual reference for directing efforts to outlying infestations for containment purposes and for directing staff and contractors to priority control areas. Mapping clearly identifies previous weed infestation extents, so that they can easily be revisited for follow up control, without relying on someone to remember where they have been. All of which leads to more effective weed control in the long term, potentially saving supervisors time and energy and avoiding communication issues. Weed mapping is an excellent monitoring tool. If undertaken regularly (eg. every 3 – 5 years) it can visually show where efforts have been successful or where new populations are establishing, helping to measure success and direct future efforts 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 hygiene 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 Services
Develop clear guidelines for staff on separation of weedy greenwaste where possible	1 guideline developed	●				Waste Services
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

Strategy & action	Target	Year				Responsible department
		2026	2027	2028	2029	
Influence						
Develop an accepted species list for landscaping and revegetation utilising local native species	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 communicating about weed issues	1 brochure developed per year	●	●	●	●	Operations
Develop resources to be made available (print and online) to the community to assist in weed identification and control, weed mapping and regeneration techniques.	◆ Resources developed for Priority 1 weeds ◆ Resources developed for Priority 2 weeds ◆ Resources developed for Priority 3 weeds ◆ Weed mapping resources developed ◆ Regeneration techniques resource developed.	●	●	●	●	Operations
Extend the environmental induction/training opportunities to the community	1 publicly available training session held	●	●	●	●	Operations

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 volunteer working areas (internal Shire mapping system) and create a Community Volunteer Register	1 map and 1 community volunteer 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

Strategy & action	Target	Year				Responsible department
		2026	2027	2028	2029	
Practice improvement						
Investigate appropriate 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		●	●	●	

▲ Table 7: Shire of Broome Weed Action Plan

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 research and implement practice improvement where applicable	●	●	●	●	Engineering & Infrastructure
Review chemical use and seek opportunities to explore non-chemical weed control methods	1 review to determine if current practices align with widely accepted best practice methodology. Undertake trials of non chemical methods.	●	●	●	●	Operations

▲ Table 7: Shire of Broome Weed Action Plan

Strategy & action	Target	Year				Responsible department
		2026	2027	2028	2029	
Influence						
Contact key organisations with land not actively or adequately being managed for weeds (starting from those with large sites or multiple sites of concern) and discuss opportunities for better management moving forward. Consider improved communication channels, collaborative approaches and 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
Investigate the potential to start a plant replacement program to encourage private landholders to replace weed parent trees	Project scoped & costed		●			Operations
Collaborate						
Actively seek opportunities to collaborate 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 collaboration 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	
Review the weed load along Broome Hwy and explore opportunities to partner with land managers to address	Weed mapping undertaken Identify and meet with land managers to discuss			●		Operations
Engage and educate						
Develop a comprehensive support framework for community volunteers – Community Volunteer manual, standard forms for registration of volunteers and groups, methods for requesting assistance (annual in line with budgetary process timing or ongoing for small requests), require planting plans to identify specific areas for planting each year to reduce potential conflicts with mowing etc, standard registration forms, sign in/out sheets for insurance purposes etc.	1 Community Volunteer Manual developed	●				Operations and Community Engagement
Develop and deliver workshops on weed identification to Shire staff and the community	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
Actively advertise for community 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

▲ Table 7: Shire of Broome Weed Action Plan

Strategy & action	Target	Year				Responsible department
		2026	2027	2028	2029	
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
	12 x 'weed watch' or 'weed of the month' articles in newsletters or local paper (with clear photo and management options)		●	●	●	Operations and Community facilitator
Scope, cost 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, and planting tools.	Scope and cost		●			Operations
	Apply for funding (internally or externally)			●	●	

▲ Shire of Broome staff monitoring weed populations

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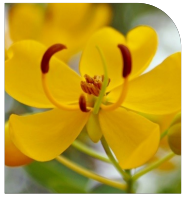
Appendix A - Priority weed species profiles

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

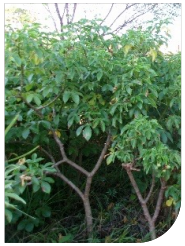
Name	**Rubber Bush** ***(Calotropis procera)***
Description	Introduced as an ornamental shrub, it has escaped gardens and become a weed of roadsides and watercourses and commonly invades old, cultivated land and heavily grazed areas.
Habitat	Commonly found on disturbed areas around Broome including in the vine thickets, drainage basins, and road verges.
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 plant, it has escaped gardens and become an invasive weed. A long-lived perennial vine which clambers up and over other vegetation effectively smothering it. It produces underground tubers and is deciduous, losing its' leaves in the dry season.
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 twining 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 to 1.0 metre 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.

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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	**Noon Flower/White Creeper** ***(Distimake dissectus)***
Description	A vigorous climbing perennial vine that can grow prostrate with slender twining 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.

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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 growth calendar

Scientific name	Common name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Alternanthera pungens	Khaki Weed	grow	germ	grow	flower	seed	seed	germ	germ	grow	grow	flower	seed
Azadirachta indica	Neem Tree	grow	grow	grow	fruiting	fruiting	seed	seed	germ	germ	germ	grow	grow
Calotropis procera	Rubber Bush	grow	grow	grow	grow	flower	flower	seed	seed	seed	germ	germ	germ
Cenchrus biflorus	Gallon's Curse	grow	grow	grow	grow	grow	grow	grow	grow	grow	grow	grow	grow
Cenchrus ciliaris	Buffel Grass	grow	grow	grow	grow	grow	grow	grow	grow	grow	grow	grow	grow
Distimake dissectus	Noon Flower/ White Creeper	grow	grow	grow	grow	grow	grow	growing slower			grow	grow	grow
Distimake aegyptius	Hairy Merremia	grow	grow	grow	grow	seed	seed	dormant	dormant	grow	grow	grow	grow
Jatropha gossypiifolia	Bellyache Bush	grow	flower	flower	flower	flower	dormant	germ	germ	grow	grow	grow	grow
Leucaena leucocephala	Coffee Bush	grow	grow	flower	flower	seed	seed	seed	seed	germ	germ	grow	grow
Macroptilium atropurpureum	Siratro	grow	grow	grow	grow	grow	grow	grow	grow	grow	grow	grow	grow
Mesosphaerum suaveolens	Mint Bush	grow	flower	flower	flower	flower	germ	germ	germ	grow	grow	grow	grow
Passiflora foetida	Stinking Passionfruit	grow	grow	grow	grow	fruiting	fruiting	fruiting	fruiting	fruiting	grow	grow	grow
Senna obtusifolia	Sicklepod	flower	flower	flower	seed	seed	germ	germ	germ	grow	grow	flower	flower
Tribulus terrestris	Caltrop	grow	grow	grow	grow	grow	seed / dormant in cold			grow	grow	germ	germ

This data is influenced by environmental factors (particularly rainfall) and may vary with seasonal conditions. Weed species may also exhibit overlapping growth stages, such as germinating, flowering, and seeding at the same time. The information provided represents average key events in the weed life cycle across Broome's six seasons.

Shire of Broome Weed Management Strategy and Action Plan

Appendix D - 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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Draft Weed Management Strategy and Action Plan Feedback Consultation Period: 18 August 2025 - 15 September 2025 Synergy File: Environmental Management - Policy / Strategy / Plan (ENV09)				
Synergy Record ID	**Date**	**Summary**	**External Correspondence (Name)**	**SOB Response**
I250828-268809	28/08/2025	EMAIL - PUBLIC COMMENT - WEED MANAGEMENT STRATEGY AND ACTION PLAN - I AM WRITING TO EXPRESS MY STRONG OPPOSITION TO USE OF CHEMICAL HERBICIDES, THE RELIANCE ON THESE CHEMICALS POSES SERIOUS AND WELL-DOCUMENTED RISKS TO HUMAN HEALTH, BIODIVERSITY, SOIL INTEGRITY, AND WATERWAYS. BROOME HAS THE OPPORTUNITY TO SET A PRECEDENT FOR ENVIRONMENTALLY RESPONSIBLE WEED MANAGEMENT.	Nicoletta Cerato	Additional action captured within "Practice Improvement" to review chemical use and seek opportunities to explore non-chemical weed control methods.
I250828-268820	28/08/2025	EMAIL - PUBLIC COMMENT - DRAFT WEED MANAGEMENT STRATEGY & ACTION PLAN - LONG-TERM RESIDENT WITH A GREAT INTEREST IN THE PROTECTION OF BROOME'S NATURAL AMENITY. I URGE YOU TO: 1. STOP USING GLYPHOSATE, DICAMBA, AND TRICLOPYR. 2. COMMIT TO CHEMICAL-FREE WEED MANAGEMENT IN PARKS, PLAYGROUNDS, AND NATURAL AREAS. 3. INVOLVE THE COMMUNITY IN SUSTAINABLE, SAFER ALTERNATIVES.	Alan Gray	Additional action captured within "Practice Improvement" to review chemical use and seek opportunities to explore non-chemical weed control methods. Furthermore, action within "Engage and Educate" to facilitate community workshops and to make information available on priority weeds and tips to address.

		PLEASE INCORPORATE THESE THREE SUGGESTIONS IN YOUR PLAN .		
I250829-268909	29/08/2025	EMAIL - PUBLIC COMMENT - WEED MANAGEMENT STRATEGY AND ACTION PLAN - WOULD APPRECIATE THINGS BEING DONE IN RELATION TO CLEARING THE INVASIVE PLANTS, EVEN NEEM TREES IN THE COASTAL PARK - IF THERE IS GOING TO BE ANY ASSISTANCE PROVIDED, I WOULD LIKE TO SEE IT ALSO SHARED WITH FREEHOLD OWNERS LIKE OURSELVES.	Max Crispe	There are a series of actions that support this feedback including the weed mapping ("Practice Improvement"), and the "Engage and Educate" initiatives.
I250901-268901	01/09/2025	EMAIL - PUBLIC COMMENT - DRAFT WEED MANAGEMENT STRATEGY AND ACTION PLAN - CONCERNED RESIDENT REGARDING THE ONGOING USE OF GLYPHOSATE-BASED HERBICIDES - NEIGHBOURS AND I BELIEVE THE CURRENT APPROACH POSES SERIOUS HEALTH RISKS TO THE COMMUNITY, OUR	Lucy Anderson	Additional action captured within "Practice Improvement" to review chemical use and seek opportunities to explore non-chemical weed control methods.

		PETS, WILDLIFE AND THE ENVIRONMENT.		
N251105-61698	09/09/2025	STAKEHOLDER ENGAGEMENT MEETING - DRAFT WEED MANAGEMENT STRATEGY AND ACTION PLAN - REVIEW OF CHEMICAL APPLICATION; INVESTIGATE TREE REPLACEMENT PROGRAM; TIMING TABLE (TABLE 5) TO BE UPDATED WITH LOCAL DATA; SIGNIFICANT WEED LOAD ON BROOME HWY (ENTERING TOWN); REVIEW OF SHIRE PROPERTIES AND EDUCATE ON WEED MANAGEMENT; REFERENCE UPDATE REQUIRED; REPLACE PHOTO ON PAGE 19 (CHEMICAL USE).	Attendees: Cameron Hardy (online) – Dept of Communities, Housing Services (A/Manager Housing Services); Kylie Weatherall – Environs Kimberley; Tom Andrews – Yawuru (Indigenous Protected Area Coordinator); Julie Melbourne – Yawuru (Manager – Environmental Services Unit)	Additional action captured within "Practice Improvement" to review chemical use and seek opportunities to explore non-chemical weed control methods. Tree replacement action captured under "Influence"; additional timing table specific to Broome's six seasons added to Appendix (C); action captured, under "Collaborate" to review weed load on Broome Hwy and explore opportunities to partner with land managers to address; "engage and educate" actions are targeted at all properties (private and SOB leased properties); reference corrected (Waging War on Coffee Bush); photo replaced.

I250915-269740	15/09/2025	EMAIL - PUBLIC COMMENT - DRAFT WEED MANAGEMENT STRATEGY AND ACTION PLAN - OPPOSITION TO CHEMICAL USE, SPECIFIC LOCATIONS INCLUDING: ROUNDABOUTS, PARKS, WALKING PATHWAYS, CLOSED NEIGHBOURHOOD STREETS, DURING TIMES WHEN CHILDREN GO TO AND FROM SCHOOL.	Hayter-Otaola Family	Additional action captured within "Practice Improvement" to review chemical use and seek opportunities to explore non-chemical weed control methods.
I250915-269755	15/09/2025	EMAIL - PUBLIC COMMENT - DRAFT WEED MANAGEMENT STRATEGY AND ACTION PLAN - REQUESTS EDUCATION FOR THE COMMUNITY, ENCOURAGE ENDEMIC PLANTS, ENCOURAGE AND MOTIVATE THE COMMUNITY AND REVIEW CHEMICAL USE.	Silvia Kadrabova	Additional action captured within "Practice Improvement" to review chemical use and seek opportunities to explore non-chemical weed control methods. Furthermore, action within "Influence" regarding plant replacement program (depot, locally grown flora).

9.2.3 ANNUAL ELECTORS MOTION - SIGNIFICANT TREE REGISTER

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

SUMMARY:

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

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

BACKGROUND

Previous Considerations

AEM 6 February 2025
OMC 27 March 2025 Item 9.4.1

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

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

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

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.

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

MOTION:

That Council:

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

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

LOST 3/6

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

Cr Mitchell moved the following motion.
Cr Male seconded the motion.
The motion was carried.

COUNCIL RESOLUTION:

(RECOMMENDATION) ***Minute No. C/0725/016***

Moved: Shire President C Mitchell ***Seconded: Cr M Virgo***

MOTION

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

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

CARRIED UNANIMOUSLY 9/0

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

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

COMMENT

Significant Tree Register Policy

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

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

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

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

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

Current statutory controls

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

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

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

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

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

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

Other Local Government Approaches

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

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

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

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

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

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

WALGA Advocacy

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

Regulated tree means a living tree that —

a) Is 8m or more high; and/or
b) has an average canopy diameter of at least 6m; and/or
c) has a 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.

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

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

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

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

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

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

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

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

CONSULTATION

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

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

<u>Baseline Mapping and Assessment of Significant Trees on Public Land</u>

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

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

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

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

RISK

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

STRATEGIC ASPIRATIONS

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

Outcome 5 - Responsible management of natural resources

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

Objective 5.2 Adopt and encourage sustainable practices.

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

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

Attachments
1. Rescinded Significant Tree Register Policy

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.

9.2.4 REGIONAL SPEED ZONING CHANGE - CHINATOWN PRECINCT

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

SUMMARY:

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

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

This report recommends that Council endorses the request from MRWA.

BACKGROUND

Previous Considerations

Nil

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

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

COMMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONSULTATION

Main Roads Western Australia.

STATUTORY ENVIRONMENT

Road Traffic Act 1974.
Road Traffic Code 2000.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

RISK

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

STRATEGIC ASPIRATIONS

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

Outcome 7 - Safe, well connected, affordable transport options

Objective 7.1 Provide safe and efficient roads and parking.

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

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

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

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

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

OFFICIAL

Memorandum

Ref: **D25#918738**

To: **Manager Traffic Management Services**

CC:

Date: **10 September 2025**

Subject: **Request for Formal Approval – Speed Zone Changes - Chinatown Broome. Various Roads within Town Centre of Broome.**

1. General Background

The 2024 and 2025 Kimberley Speed Zone Audit report recommended the following speed zone change for the Chinatown precinct in the Town Centre of Broome.

The existing 50 km/h speed limit does not align with the Main Roads WA speed zone policy's 'movement and place' framework for a high-pedestrian, low-movement urban area.

The Chinatown city centre is a vibrant urban area defined by high pedestrian activity and extensive on-street activity. The built-up environment supports a very high place function, while all roads in the area are classified as access roads with a very low movement value. Existing traffic calming infrastructure is already in place on all roads, which reinforces a low-speed environment.
This environment is further complicated by recent casualty crashes on key streets. The current speed limit does not effectively mitigate these risks or reflect the road's true function under the Movement and Place framework.

2. Road Information

Grey Street, Carnarvon Street, Short Street, Napier Terrace, Dampier Terrace and the proposed section of Frederick Street are local access roads under the Care and Control of the Shire of Broome.

3. Road Characteristics

Grey Street – SLK 0.00 to 0.15 is a dual carriageway, 7m wide, with no pavement markings.
Carnarvon Street – SLK 0.75 to 1.35 is a dual carriageway, divided by angled parking on both sides. It contains 3 roundabouts and 8 pedestrian accesses where pedestrians must give way to traffic.
Short Street – SLK 0.30 to 0.45 is a dual carriageway with angled parking on both sides.
Napier Terrace – SLK 0.00 to 0.20 is a dual carriageway with both parallel and angled parking on both sides of the street. There is 1 roundabout and 2 pedestrian accesses where pedestrians must give way to traffic.
Dampier Terrace – SLK 0.00 to 0.60 is a dual carriageway part of which is separated by a median. There is angled parking on both sides on the street. There are 4 pedestrian accesses where pedestrians must give way to traffic.

Main Roads Western Australia
Don Aitken Centre, Waterloo Crescent, East Perth WA 6004
PO Box 6202, East Perth WA 6892

mainroads.wa.gov.au
enquiries@mainroads.wa.gov.au
138 138

Frederick Street – SLK 2.10 to 2.25 is a dual carriageway with parallel and angled parking on the northern side of the street.

All the above Streets are contained within the tourist precinct called Chinatown.

The section of Short Street between Carnarvon Street and Dampier Terrace is paved with bricks and is often closed for festivals and parades held by the Shire.

4. Traffic Data

The 85th percentile operating speed has been measured at 28 km/h, which is below the current posted limit and indicates that road users already operate at speeds consistent with a 30 km/h area. This behaviour, being below the current posted limit, strongly supports a formal speed reduction.

5. Crash history

Road	Date	Crash Type	Outcome
Carnarvon St	23 August 2020	Sideswipe Same Dirn	Medical attention
Carnarvon St	30 April 2024	-	Medical attention
Short St	28 June 2024	Right Angle	Medical attention
Napier Tce	12 September 2020	Non-Collision	Hospitalisation
Napier Tce	9 July 2021	-	Medical attention
Frederick St	31 July 2022	Right Angle	Hospitalisation
Frederick St	26 July 2022	Right Angle	Medical attention

6. ROSMA Assessment

Road safety branch has undertaken a ROSMA assessment and they supported the recommended change of the subject section (Ref # D25#982501)

7. Council Concurrence

The Shire of Broome requested a speed limit reduction in 2018 and 2019 which was not supported by Main Roads due it not meeting all the requirements for a 40km/h linear speed zone. Also, considered was as the 85th percentile speed limit that was under 40 km/h. A posted 40km/h signage may encourage the upper limit.

8. Recommendation

Formal approval is sought from the Manager Traffic Management Services

In accordance with the Main Roads WA speed zone policy, the indicative target speed range for access roads with a low movement function and the highest place value is 30 to 50 km/h. Given the high pedestrian activity, existing traffic calming measures, and the history of casualty crashes, it is recommended that an **AREA 30** speed limit be introduced on Short

Street, Carnarvon Street, Dampier Terrace, Grey Street, Napier Terrace and Frederick Street to enhance safety and better align with the 'movement and place' framework.

Road Name & Number	Start SLK	End SLK	Existing Speed Limit	Proposed Speed Limit	Length (km)
Grey St - 0010068	0.00	0.15	BUA	30	0.15
Carnarvon St - 0010042	0.75	1.35	BUA	30	0.625
Short St - 0010040	0.30	0.45	BUA	30	0.15
Napier Tce - 0010039	0.00	0.20	BUA	30	0.2
Dampier Tce- 0010041	0.00	0.60	BUA	30	0.6
Frederick St - 0010037	2.1	2.25	BUA	30	0.15

Robert Barnsley
DIRECTOR KIMBERLEY REGION

RECOMMENDED
Date: 12 September 2025

Tony Lendrum
TRAFFIC SERVICES COORDINATOR – SPEED ZONING

RECOMMENDED
Date: 26 September 2025

Nogol Shams-Abadi
TRAFFIC SERVICES MANAGER – SPEED ZONING (ACTING)

Select outcome.
Date: Click here to enter a date.

Bassam Abu Shamleh
MANAGER TRAFFIC MANAGEMENT SERVICES

Select outcome.
Date: Click here to enter a date.

ATTACHMENT 1: MAP OF PROPOSED SPEED ZONING

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

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

SUMMARY:

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

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

BACKGROUND

Previous Considerations

Nil

COMMENT

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

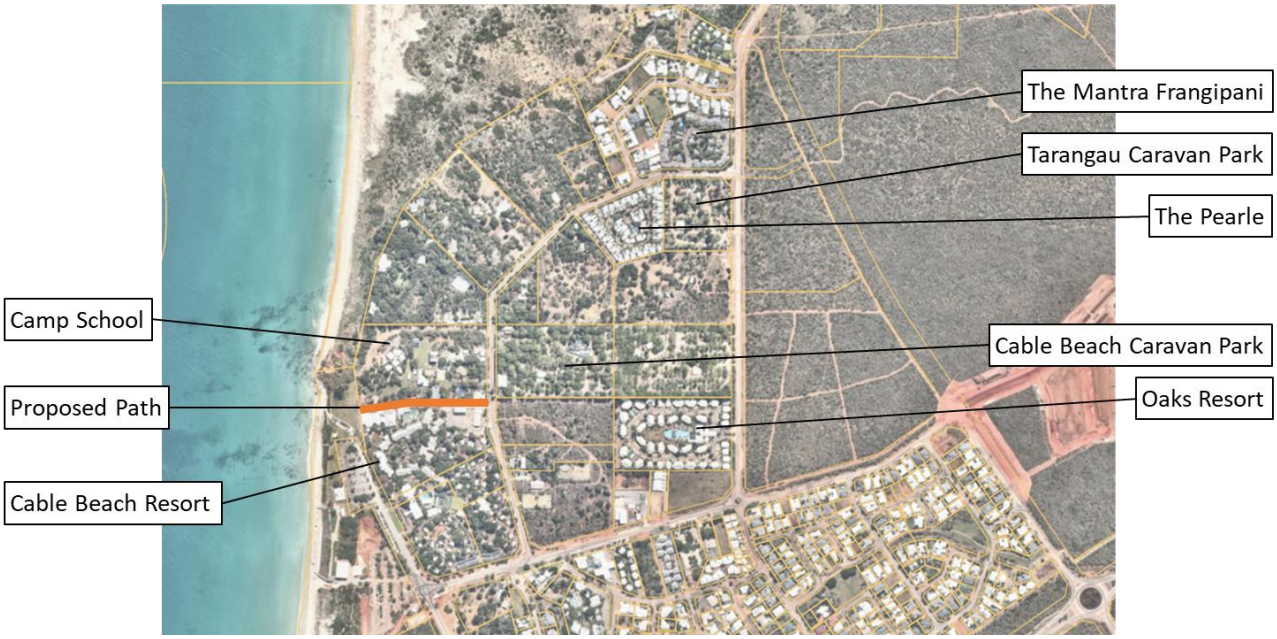

Image 1: Aerial view of the Cable Beach Precinct showing proposed PAW location in relation to nearby tourist accommodation.

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

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

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

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

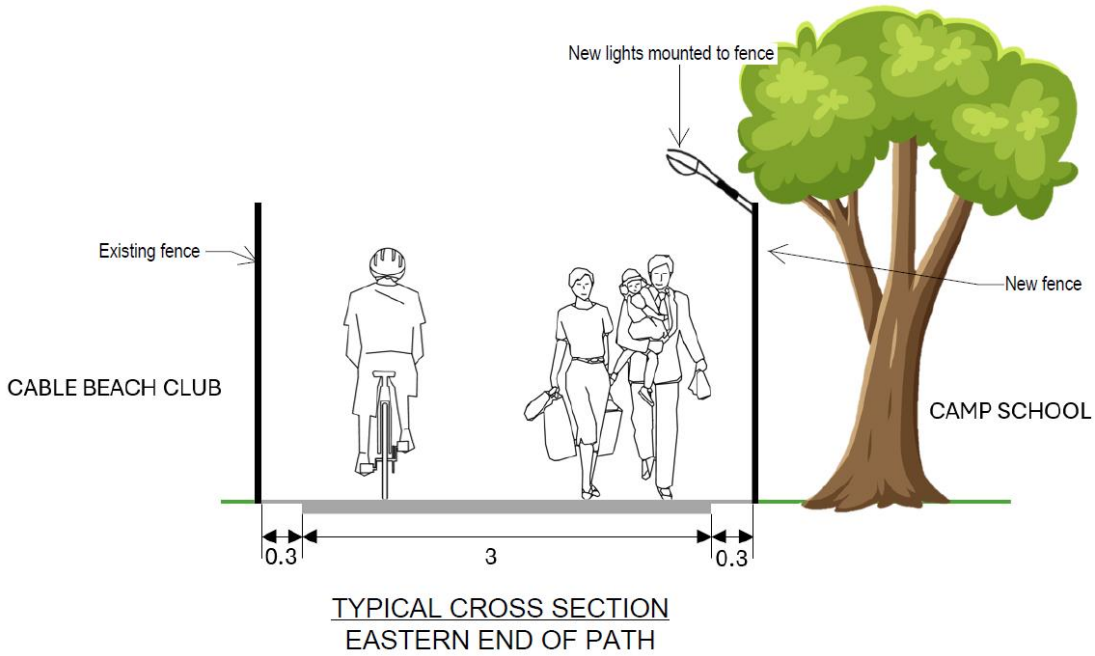

Image 2: Typical cross section of PAW (all dimensions in metres).

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

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

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

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

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

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

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

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

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

CONSULTATION

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

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

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

STATUTORY ENVIRONMENT

Nil.

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

RISK

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

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

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

STRATEGIC ASPIRATIONS

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

Outcome 7 - Safe, well connected, affordable transport options

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

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

That Council:

1. *Authorises the Chief Executive Officer to sign the Heads of Agreement document and negotiate minor variations during detailed design of the works.*
2. *Authorises the Chief Executive Officer, subject to consistency with the Heads of Agreement document, to execute a Lease with the Department of Education for the public access way.*

Attachments
1. Attachment 1: Heads of Agreement

OFFICIAL

Department of
Education

GOVERNMENT OF
WESTERN AUSTRALIA

Draft terms and conditions for Broome Camp School PAW – V3

Item Number	Item Title	Discussed/Agreed
1.	**Licensor**	Minister for Education (Minister)
2.	**Licensee**	Shire of Broome (Local Government)
3.	**Land**	Reserve 31354 being Lot 500 on Deposited Plan 414824 contained in Qualified Certificate of Crown Land Title Volume 3170 Folio 637 known as 7 Millington Road, Cable Beach
4.	**School**	Broome Camp School
5.	**Facilities**	The area delineated in red and green in the attached aerial at Annexure 1. Includes a landscaping buffer area of two metres from the fence line within the camp school to be installed and maintained by the Shire until established.
6.	**Use of Facilities**	For the primary purpose of facilitating pedestrian traffic between Cable Beach and Millington Road
7.	**Term**	Seven (7) years, initially, with an easement to be negotiated prior to the expiry of the licence
8.	**Licence Commencement Date**	From 1 January 2026 or by prior agreement
9.	**Option(s) to Renew**	The performance of the PAW is to be monitored for the duration of the licence against pre-set performance indicators. If the PAW is compliant to these pre-set performance indicators at the time the licence is set to expire, an easement will be established.
10.	**Licence Fee**	$1 plus GST per annum
11.	**Licence Fee Reviews**	NA
12.	**Cleaning and Waste Disposal**	The Shire of Broome is to bear responsibility for the cost of cleaning and maintenance to the licenced area consequent to its use as a PAW.
13.	**Insurances**	Licensor to maintain required insurances

14.	**Indemnity**	Except to the extent caused or contributed to by any negligent or wrongful act or omission by a Party, each Party must indemnify the other Party against any liability, loss, and damage or expense suffered or incurred by the other Party pertaining to the use of the Facilities.
15.	**Dispute Resolution**	In the event of a dispute between the parties the Licensee and Licensor (or their delegated representatives) in the first instance must meet to try and reach agreement, both acting reasonably. In the event agreement cannot be reached within fourteen (14) days then the dispute can be escalated. If the dispute cannot be resolved at an operational level, the dispute will be referred to senior management of the Licensor and the Licensee.
16.	**Default**	An event of default occurs when: (a) there is an insolvency of one or more of the parties comprising the Licensee; or (b) the Licensee assigns the Licence or creates an encumbrance other than with the prior consent of the Licensor; or (c) the Licensee abandons the Facilities; or (d) the Licensee fails to perform its repair or maintenance obligations under the Licence and which, in the Licensor's reasonable opinion, has the potential to create a material safety issue; or (e) the Licensee fails to obtain or maintain the insurances required under the Licence; or (f) the Licensee does not pay any moneys payable under the Licence within 28 days of a valid tax invoice being provided; or (g) the Facilities are not used for the Permitted Use; or (h) the Licensee commits any other breach of the Licence.
17.	**Termination**	The Licensor may terminate the Licence only in respect of events as described in clause 16 above, if and only if, the Licensor provides written notice of the default to the Licensee and the Licensee has failed to remedy the default specified within 28 Business Days of receiving that notice.
18.	**Documentation and Costs**	Each party shall be responsible for its own costs incurred in the negotiation (including all costs associated with the preparation and negotiation of the Licence) and finalisation of the Licence documentation.
19.	**Public Use During Nominated Horus**	The Parties agree to act in good faith to consider the ability of the Shire to use the space as a Public Access Way during the nominated hours.
20.	**Variations**	When agreed in writing by the Parties.
21.	**Department of Education Use**	For firefighting or other emergency use only.

22.	**Shires Hours of Use as PAW**	6am to 9pm Australian Western Standard Time. The Shire of Broome reserves the right to close the PAW in accordance with the Department of Planning's "Procedure for the Closure of Pedestrian Access Ways" dated October 2009 at any time.
23.	**Lighting/Fencing**	If lighting is installed all costs relating to the operation, repair or maintenance of the lights will be at the City's expense

_____
Jen Carroll
Deputy Director General
Department of Education
Date:

_____
Chief Executive Officer
Shire of Broome
Date:

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OFFICIAL

Annexure 1 – Fence line design – green visually permeable/red solid screening or additional heavy vegetation screening

Annexure 2 – Key Performance Indicators

Risks to Department of Education	Frequency	Potential mitigation actions
Path users generate significant noise or disruption impacting on Camp School guests trying to rest, sleep	One incident fortnightly over 3 consecutive fortnights	Modified opening hours Increased signage Temporary PAW closeure option
Path users inappropriate interaction with Camp School guests	One incident fortnightly over 3 consecutive fortnights	Modified opening hours Increased signage Temporary PAW closure option
Unauthorised access into Camp School verified to have occurred from the PAW	One incident per year	Changes to fencing Modified opening hours Changes to other infrastructure within the PAW that may be acting as a 'step up'

9.3 PROSPERITY

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

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

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

BACKGROUND

Previous Considerations

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

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

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

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

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

The key focus areas identified by the TAP are:

Visitor Information Services

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

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

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

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

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

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

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

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

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

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

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

The following timeline will determine the application and consideration process:

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

COMMENT

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

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

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

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

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

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK

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

STRATEGIC ASPIRATIONS

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

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

Objective 8.2 Activate Broome precincts, events and tourism.

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

That Council:

1. *Endorses to publicly advertise the Tourism Administration Policy – Cruise Services for the period from 24 November 2025 to 19 January 2026; and*
2. *Will consider the applications received at the Ordinary Meeting of Council in February 2026.*

Attachments
Nil

9.4 PERFORMANCE

9.4.1 COUNCIL POLICY REVIEW 2025

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

SUMMARY:

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

BACKGROUND

Previous Considerations

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

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

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

COMMENT

Council Policy	Recommended Changes

Elected Member Continuing Professional Development **(Attachment 1)**	• Compliance requirement to publish Elected Members training on the Shire of Broome website.
Elected Members Entitlements **(Attachment 2)**	• **Inclusion of Elected Members Superannuation Payments.** • **Deletion of Attendance at Shire Christmas Party clause 4.6 (b).** • **Inclusion of Attendance at Christmas meal for Elected Members and partners to be held after December Ordinary Meeting of Council.** • **Amendments to Shire branded Business Shirts, Polo Shirts and Hats being provided to Elected Member.** • **Deleting the word "local" in clause 3.4.** • Minor formatting and typographical amendments.
Execution of Documents **(Attachment 3)**	• Minor review to include the addition of Landgate document Deed of Agreement for works in adjacent road reserves on page 3 of document.
Formal Communications – Elected Members and Shire Employees **(Attachment 4)**	• Minor formatting and typographical amendments. • Impending Local Government reforms may require this policy to be amended in future.
Forums of Council – Workshop and Agenda Briefings **(Attachment 5)**	• Minor formatting and typographical amendments.
General Complaints **(Attachment 6)**	• Minor administration amendments.
Legal Representation – Cost Indemnification (Attachment 7)	• Minor formatting and typographical amendments.
Legislative Compliance **(Attachment 8)**	• **Legislative amendment to reflect correct Department name now known as Department of Local Government, Industry Regulation and Safety**. • Minor administrative, formatting and typographical amendments.
Rating **(Attachment 9)**	• **Added legislative requirements for the rate code of holiday houses.** • Minor administration, formatting and typographical amendments.
Records Management **(Attachment 10)**	• **Changed Title to 'Records and *Information* Management'** • **Addition of:**

	➢ **Policy Scope.** ➢ **Section on the PRIS Act 2024 - information about handling and accessing personal and sensitive Information to align with the *Act*.** ➢ **Performance Measures.** • **Minor amendment to Security and Access section.**
Transaction Cards (Attachment 11)	• **Legislative amendment to reflect correct Department name now known as Department of Local Government, Industry Regulation and Safety**. • Minor administrative, formatting and typographical amendments.
Work Health and Safety (Attachment 12)	• **Changes amended to be compliant with the audit findings, legislative definitions and requirements**. • Minor formatting and typographical amendments.

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

CONSULTATION

Policies have been reviewed by the Responsible Officer and the accountable Director.

STATUTORY ENVIRONMENT

Local Government Act 1995

2.7 Role of council

(1) The council –

(a) governs the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1, the council is to –

(a) oversee the allocation of the local government's finances and resources; and

(b) determine the local government's policies.

5.39C Policy for temporary employment or appointment of CEO

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

** Absolute majority required.*

POLICY IMPLICATIONS

As contained in the body of the report.

Shire of Broome Policy Framework.

FINANCIAL IMPLICATIONS

Not applicable.

RISK

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

STRATEGIC ASPIRATIONS

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

Outcome 9 - Effective leadership, advocacy and governance

Objective 9.1 Strengthen leadership, advocacy and governance capabilities.

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

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

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

Attachments

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

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

COUNCIL POLICY

Elected Member Continuing Professional Development

Policy Objective

(a) The Shire of Broome is committed to the ongoing professional development of its Elected Members through a process of ongoing professional development, education and improvement, with a view to enhancing Council performance and effectiveness for the benefit of the Shire of Broome and its constituents.

(b) The aspiration of this policy is to support ~~Elected~~ Elected Members to be equipped with the knowledge, skills and understanding they need to discharge their responsibilities effectively having regard to sound local authority governance standards and regulatory requirements.

(c) Specifically, this Policy, and its adoption is intended to respond to the requirements of s.5.128 of the *Local Government Act 1995* as amended ("**Act**").

Policy Scope

This policy applies to all Elected Members, providing guidance in relation to;

(a) The training in accordance with regulations prescribed under s.5.126 of the Act;

(b) Continuing professional development; and

(c) Disclosure of professional development undertaken.

Policy Statement

Induction and Regulatory Prescribed Training

(a) The Shire of Broome will implement induction procedures designed to allow new Elected Members to gain knowledge about the Shire and the principles of local government so they may participate fully and actively in Council meetings and decision making at the earliest opportunity following their election.

(b) Such induction procedures may relate to and assist Elected Members to gain a better understanding of:

- The Shire of Broome's financial, strategic, operational and risk management position;
- Their rights, duties and responsibilities as an Elected Member;
- The role of Council, Elected Members and committees;
- The Shire of Broome's culture and values;

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Printed copies are considered uncontrolled and should be verified as current version.

- Council and Council Committee meeting arrangements;
- Good practice protocols and constraints concerning interactions with Elected Members, the CEO, officers, staff, constituents and stakeholders; and
- Awareness of the Act, subsidiary legislation, regulations, local laws and policies.

(c) Without limiting the generality of 1(a) and (b) of this Policy, each Elected Member must also complete training in accordance with regulations prescribed under s.5.126 of the Act.

Evaluation / Review

The overall skills, knowledge and attributes of the Council as a whole (in the context of each member's responsibilities) should be periodically evaluated and reviewed to determine the curriculum, nature and form of ongoing professional development opportunities for Elected Members which are most likely to enhance Council performance and effectiveness and deliver value for money for the Shire of Broome.

Continuing Professional Development

(a) Elected Members should commit to undertaking continuing professional development to update and enhance knowledge, skills and understandings to assist them in effectively discharging their responsibilities as an Elected Member.

(b) The professional development to be undertaken by Elected Members should be such that it is most relevant to each Elected Member individually having regard to their own existing level of knowledge, skills, experience, understanding and qualifications.

(c) The nature of the professional development to be undertaken might relate to the matters referred to at Point 1(b) of this Policy including key developments and issues impacting the Shire of Broome, local government generally and the environment within which local government operates, as well as developments in the regulatory environment and in governance practices.

(d) The Shire of Broome commits to developing a method by which funded opportunities for the professional development of Elected Members can be identified and made available. The Shire of Broome should provide reasonable allowance in its annual budget for this purpose.

(e) This policy should be read in conjunction with the Elected Members Entitlements Policy – Part 3: Attendance at Conferences, Study Tours, Community Consultation and Training.

Elected Member Disclosure of Professional Development Undertaken

(a) Elected Members should promptly report in writing to the CEO any relevant professional development, education and training undertaken by them including:

- The substance, nature and learning outcomes; and
- When, or the period over which, the same was undertaken.

(b) The Shire of Broome will keep a progressive record of all professional development, education and training undertaken by Elected Members as may be reported to the CEO by Elected Members.

~~(b)~~(c) The Shire will publish the register of member training on the official Shire website.

Performance Measures

(a) In accordance with s.5.126(1) of the Act, Elected Members must complete and pass the course titled *Council Member Essentials* within 12 months of being elected.

(b) In accordance with s.5.127 of the Act:

(i) The Shire of Broome must prepare a report for each financial year on the training completed by Elected Members in compliance with s.5.126 of the Act; and

(ii) The CEO must publish that report on the Shire of Broome's official website within 1 month after the end of the financial year to which the report relates.

(c) In accordance with s.5.128(4) of the Act, the CEO must publish an up-to-date version of this policy on the Shire of Broome's official website.

(d) In accordance with s.5.128 (5)(a) of the Act, Council must as a minimum review this policy after each ordinary election.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			**Owner Business Unit:**	Corporate Services		
Reviewer:	Manager Governance, Strategy & Risk			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995: Part 5 Division 10 - Training and development Local Government (Administration) Regulations 1996: Part 10 - Training						
Industry:							
Organisational:	Elected Member Entitlements Policy - Part 3: Attendance at Conferences, Study Tours, Community Consultation and Training						
Document Management:							
Risk Rating:	**Medium**	**Review Frequency**:	**Biennial**	**Next Due:**	**11/2023~~7~~**	**Records Ref:**	
Version #	**Decision Reference:**		**Synopsis:**				
1.	25 June 2020		OMC Minute C/0620/021 – Initial adoption				
2.	18 November 2021		OMC Minute ~~----------~~ C/1121/018 Post election review				
3.	16 November 2023		OMC minute C/1123/041 Post Election Review				
4.	November 2025		OMC minute Post Election Review				

COUNCIL POLICY

Shire of Broome
A future, for everyone

Elected Members Entitlements

Policy Objective

The Shire of Broome's (Shire) Elected Members are required to carry out certain functions and responsibilities under the *Local Government Act 1995* (the Act). In order to assist in the facilitation of their roles, there are entitlements that they must or may be provided in order to be effective in their role.

The objective of this policy is to provide clear guidance on elected member entitlements. .

Policy Statement

In recognition of the complexity and demands on Elected Members in undertaking their role, the Shire ~~of Broome~~ is committed to ensuring adequate funding is included in the Annual Budget so that elected members are provided with the appropriate resources to support them in performing their duties of office and to enable attendance at Conferences or Professional Development training that has relevance to that role.

1. Payment of Fees and Allowances

1.1 Objective

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid.

1.2 Annual Meeting Attendance Fees in lieu of Council Meeting and Committee Meeting Attendance Fees:

(a) In lieu of paying the President and Councillors a meeting attendance fee for each prescribed meeting, the Shire will pay an amount within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually for Meeting Attendance Fees for the President and Councillors. The amount and timing of payments will be set by Council as part of the adoption of the Annual Budget.

(b) Payments will be made monthly in advance on a pro-rata basis throughout the annual period.

1.3 Annual Local Government Allowances — President and Deputy President:

(a) The Shire will pay an annual allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the President and Deputy President. The amount and timing of payments will be set by Council as part of the adoption of the Annual Budget.

1.4 Annual Allowance for ICT Expenses

(a) The Shire will pay all Elected Members the maximum annual allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members. The amount and timing of payments will be set by Council as part of the adoption of the Annual Budget.

> ***ICT expenses*** means –
> (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996* (Regulations); or
> (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

1.5 Annual Allowance for Travel and Accommodation Expense

(a) The Shire will pay all Elected Members the maximum annual allowance for Travel and Accommodation expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members. The amount and timing of payments will be set by Council as part of the adoption of the Annual Budget.

> ***Travel and Accommodation expenses*** means –
> (a) travel costs, as prescribed by regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996* (Regulations); or
> (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

1.6 Conditions of Payment

(a) All allowances and fees shall be paid automatically into a nominated bank account unless an Elected Member has advised the Chief Executive Officer (CEO), in writing, that he/she does not want to claim any or part of those fees and allowances.

(b) If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back-paid but accrue from the date of the CEO receiving such a request.

1.7 Claims in Excess of Annual Allowances

Any claims by Elected Members for expenses incurred over the maximum annual allowance for ICT or Travel and Accommodation Expenses are to be submitted on a form provided for the purpose. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to Council for approval.

1.8 Superannuation Payments

(a) If Council decides to pay superannuation payments to Elected Members it will be paid pursuant in accordance with Section 5.99B of the *Local Government Act 1995.*

(b) Payments will be made monthly at the time on a pro-rata basis simultaneous with the payment of the Annual Meeting Attendance Fees and Allowances throughout the annual period.

~~1.8~~1.9 Taxation Implications

The taxation liability arising from these payments is the individual responsibility of each Elected Member.

2. Access to Shire Administration Centre, Administration Support and Equipment

2.1 Shire President's Office

The Shire President will have access to a suitable office within the Civic Function area allocated by the CEO.

The Shire President will have access to secretarial support including management of diary and emails, photocopying, drafting official Shire business related responses and for following up on outstanding matters with the CEO.

2.2 Administration Support

Elected Members will have access to:-
(a) Shire Presidents office during business hours when available.

(b) Internet facilities within the Civic Function area and a phone line can be provided upon request.

2.3 Information, Communication and Technology (ICT) Equipment & Use

The following equipment will be issued to Elected Members over and above the annual ICT Allowance detailed in Item 1.4:

- A laptop or mobile device with keyboard or equivalent technology.

Conditions

(i) Any damage or loss of the equipment during that time is the responsibility of the Elected Member to repair and fund.
(ii) The equipment is strictly to be used for Shire purposes only including, researching Council related matters, Shire approved social media, Shire related pictures or filming, receiving and dispatching email correspondence, diary requests and Council meeting agendas.
(iii) Any issue relating to the equipment that requires technical support will only be provided if the issue relates to the usage types listed in 2.3 (ii).
(iv) The CEO, if requested, may provide assistance to Elected Members with user training and support.
(v) All information on Shire issued equipment is subject to Freedom of Information requests.
(vi) A Councillor email address will be created in the form of Councillor.Name@broome.wa.gov.au.
(vii) All emails received and sent through the Councillor.Name@broome.wa.gov.au email account are captured in the Shire's Email Archive System and remain the property of the Shire.
(viii) Any costs associated with upgrades or additional requirements over and above the standard equipment being offered should be met by the Elected Member.

2.4 Shire Office Access

All Elected Members will be issued with a security card for the Chambers area of the Shire Administration Office providing access during business hours. Elected members are not permitted to enter the Administration Office (excluding reception or public meeting rooms) without permission of the CEO.

~~The Shire President will be issued with a security code providing 24-hour access to the Chambers area of the Shire Administration Office.~~

Elected members are not permitted to request Shire of Broome employees to provide them with access into the Shire Administration Office, or any other Shire facility (with the exception of public Shire facilities) and all meetings with employees should be pre-booked through the CEO or a Director's office and held in the meeting rooms provided in the Chambers area.

2.5 Documentation

Access to the following publications will be provided to Elected Members either via the online portal (Hub) or online publications:-

- *Local Government Act 1995 and associated subsidiary regulations*
- *Strategic Community Plan, Corporate Business Plan and associated documents*
- *Shire of Broome Annual Report*
- *Shire of Broome Local Laws (including Meeting Procedures)*
- *Local Planning Schemes*
- *Policy Manual (including Local Planning Policies)*
- *Register of Delegations of Power or Duty*
- *Code of Conduct*
- *Council Agendas and Minutes*
- *Department of Local Government, Industry Regulation and Safety (DLGIRS) ~~Sport and Cultural Industries~~ publications*
- *Councillor's Manual by WA Local Government Association (WALGA)*
- *Annual Budget*

Access to Information
Section 5.92 of the Local Government Act 1995, provides:-
A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.

2.6 Other Items

Elected Members are encouraged to wear Shire branded attire when representing the Shire at conferences, meetings or study tours.

The following items will be issued to Elected Members:

- Two name badges
- Business cards
- Two Shire Branded Polo Shirts annually
- One Shire Branded Business shirt annually upon request.~~-~~

~~Upon request, a Shire of Broome branded polo shirt x 2 and business shirt x 1 may be issued for use when representing the Shire.~~

The Shire President and Deputy President may have an allowance of ~~2~~3 x branded polo shirts and ~~2~~3 x business shirts issued annually.

2.7 Gifts and Donations

From time-to-time Elected Members may wish to provide stakeholders or community organisations and members with gifts or donations for various reasons. Any request for a gift or donation must be submitted to the CEO in writing stating the purpose of the gift or donation and provide justification as to why the gift or donation is warranted.

The CEO is responsible for approving any such requests for gifts or donations within budget limits and reasonable justification being provided.

2.8 Election Campaigns Excluded

All Shire resources, equipment and facilities subject of this Policy are provided on the absolute understanding that they will not be used for election purposes.

3. Attendance at Conferences, Study Tours, Community Consultation and Training

3.1 Objective

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire.

To further develop Councillor's awareness of undertakings by other Local Authorities and to improve their knowledge by way of networking, visiting surroundings districts and consulting with the wider Broome community and to ensure they are not financially disadvantaged in doing so.

3.2 Statement

The role of an Elected Member is complex and demanding and the Shire supports and encourages Elected Members to attend appropriate Conferences, Study Tours and Training to enable them to be more informed and better able to fulfil their duties of Office.

3.3 Conferences and Training That May be Attended

The Conferences and Training to which this Policy applies shall generally be limited to the following:

- West Australian Local Government Association and Australian Local Government Association conferences.
- Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- Australian Sister Cities Conferences.
- West Australian Local Government Association Elected Member Training and Development.
- Council Member Essentials course required to be completed within 12 months of being elected in accordance with section 5.126(1) of the Act.
- Ongoing professional development activities aligned with the commitment contained in Council's Elected Member Continuing Professional Development Policy.
- Developing Northern Australia Conference.
- Kimberley Economic Forum.

3.4 Approval

The CEO is authorised to approve all requests for each Elected Member per annum to attend any ~~locally~~ provided Conference or Training within the categories outlined at clause 3.3 providing it is within the funds allocated in the Annual Budget.

All overseas requests will require Council approval.

3.5 Study Tours

A study tour is designed to enable Elected Members (and staff) to travel intrastate, interstate and/or overseas to research and study specific issues fronting Council.

Wherever possible, details of study tours are to be arranged in advance so that suitable provision can be made in each year's budget. When no details of study tours have been arranged, or arrangements are incomplete, an appropriate amount may be included in the budget to cover the cost of an annual study tour.

The CEO in consultation with the Shire President may approve attendance at study tours subject to budget and in accordance with the following guidelines:-

- Attendance at a study tour shall only take place where there are appropriate funds provided in the annual budget
- All Elected Members will be offered to attend study tours however should any issues pertaining to attendance arise the Shire President will make the final determination
- The CEO will have discretion as to the Shire staff permitted to attend Study Tours
- A detailed report including recommendations on each study tour is to be submitted to Council no longer than 2 months following the study tour.

3.6 Community and Other Consultation

In order for Councillors to consult with communities outside the Broome townsite, the Shire will reimburse associated vehicle costs in accordance with Part 47(4) Schedule (F) of the *Public Service Award 1992*, where a Council vehicle is not available, and a Councillor utilises their own vehicle. Additionally, accommodation and meals will be reimbursed at cost.

Elected members are required to prepare a report for presentation to Council, detailing the purpose of the visit and a summary of the outcomes achieved during the consultation process.

3.7 Special Provision

To provide an opportunity to network with Federal Ministers, Members of Parliament and/or Senior Departmental Officers on issues affecting the Shire of Broome, the Shire President (and the CEO) are to attend an appropriate interstate conference that can incorporate a visit to Canberra on an annual basis.

Changes to this document can only be made by the document owner. The electronic version on the internet is the controlled version.
Printed copies are considered uncontrolled and should be verified as current version.

If unable to attend, the Shire President may nominate an Elected Member to represent the Shire of Broome on their behalf, and the Chief Executive Officer may nominate a Director from the Executive Management Group.

3.8 Booking Arrangements

Registration, travel and accommodation for Elected Members will be arranged through the Office of the CEO. In general, all costs including airfares, registration fees, and accommodation will be paid direct by the Shire.

3.9 Travel Insurance

The Shire's Travel Insurance Policy provides indemnification any personal loss an Elected Member may experience when travelling on Shire related business. The Elected Members must immediately upon return provide details of the loss to the CEO and complete an insurance claim form.

The following items are covered under the policy:

Personal Accident & Sickness	Rental Vehicle Excess
Overseas Medical & Evacuation	Kidnap, Ransom, Extortion, Hijack & Detention
Chubb Response 24/7	Personal Liability & Identity Theft
Loss of Deposits, Cancellation & Curtailment	Alternative Employee or Resumption of Assignment
Luggage, Money & Portable Electronic Equipment	Missed Transport Connection & Overbooked Flights
Extraterritorial Workers' Compensation (ETWC)	Search and Rescue Expenses
Political Unrest & Natural Disaster Evacuation	Lifestyle Protection and Corporate Protection Benefits

3.10 Support Activities

The Shire will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

3.11 Accommodation

The Shire will pay reasonable accommodation costs for Elected Members including the night before and/or after the Conference and Training event where this is necessary because of travel and/or the Conference and Training event timetables which make it unreasonable to arrive at or return home in normal working hours.

Accommodation shall normally be booked at the Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.

3.12 Mode and Class of Travel

Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the Shire.

Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements. All air travel must be economy class, any upgrades to other classes must be paid by the elected member

If accommodation is at the Conference or Training venue, or in close proximity, taxis should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the Shire.

Where, in particular circumstances, Elected Members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

3.13 Extent of Expenses to be reimbursed

(a) An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:

- meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
- dry-cleaning and laundry expenses; and
- reasonable telephone, internet and facsimile charges.

(b) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.

(c) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

- for the days of the Conference and Training event only; and
- for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

(d) Where a visit is extended, as discussed in paragraph (c), an Elected Member may stay for the period of the extension in different accommodation to that

used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the Conference and Training event's accommodation and the airport.

The Elected Member will be required to pay any greater amount.

(e) Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than two days, only two days reimbursement can be claimed.

3.14 Payment of Expense Reimbursements

The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time.

Nothing prevents an Elected Member from being reimbursed for any reasonable expense incurred whilst attending conferences or training where an Elected Member produces receipts or other sufficient information for the total cost to support their claim.

Reasonable expense may include but are not limited to:

- Meals and drinks for the elected member only
- Transport travel – taxi, Uber or public transport.
- Entry fees

3.15 Cash Advances

The Shire does not pay cash advances to elected members.

3.16 Elected Member/Delegate Accompanying Person

(a) Where an Elected Member is accompanied at a Conference and Training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/ accompanying person and not by the Shire, except for the following which will be paid or reimbursed by the Shire:

(i) Conference and Training event official dinner, where partners would normally attend; and

(ii) Accommodation, provided there is no increase in accommodation costs in excess of those otherwise incurred by the Elected Member attending the event on their own..

(b) An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The Shire will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the Shire in advance for the accompanying person.Where the Shire meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

(c) Where an Elected Member is attending a Conference and Training event and has a 'disability' as defined in the *Disability Services Act 1993*, the Shire will meet the travel, accommodation and registration costs for a carer (as defined by section 3A of the *Disability Services Act 1993)* to accompany that Elected Member where that carer is a person who provides ongoing care or assistance. Costs paid by the Shire will not be deducted from the relevant Elected Member's Annual Conference and Training Expense Allocation.

3.17 Guidelines for Conference and Training Attendance

Generally, no more than two Elected Members may attend a particular Conference or Training event **outside Western Australia** at the same time. The CEO or Shire President may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.

3.18 Attendance at Overseas Conferences

An Elected Member may, with Council approval, attend an overseas conference. The Council approval must include a specific Council resolution indicating that the conference attendance will be of benefit to the Shire and the Elected Member and detailing any conditions that may apply.

3.19 Report

Upon return from any Conference and Training event as detailed within this policy, where registration and other associated costs are met by the Shire of Broome, the attending Elected Member is required to provide a written or verbal report on their attendance and the benefits to them and the Shire, at the next available workshop.

4. Reimbursement of Expenses

4.1 Objective

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

4.2 Child Care

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and

Allowances Tribunal through a determination published in the *Government Gazette* from time to time for an Elected Member's attendance at a Council Meeting or a meeting of a committee of which he or she is a member, and the expense is to be claimed on the form provided.

Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed at the rate set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time, provided they are substantiated with details of the date, activity attended, the actual costs incurred, and original receipts being provided and attached to the claim form.

Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.

Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

4.3 Time Limit on Claims and Approval Process

Elected Members requiring reimbursement of expenses in accordance with the provisions of this Policy should submit the appropriate claim form to the CEO, together with supporting documentation, within two calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the Shire's annual financial statements.

4.4 Allowances and Limits are exclusive of G.S.T

Unless otherwise specified in this Policy, all allowances and limits set out in this Policy are exclusive of G.S.T.

4.5 Supporting Documentation

Documentary evidence is required for all expenses claimed. Tax Invoices and receipts are required for audit purposes and to enable G.S.T. to be claimed.

4.6 Other Entitlements

(a) Elected Member Dinners

The Shire will provide a meal for all Council meetings and briefing sessions held in the evening.

~~**(b) Attendance at Shire Christmas Party**~~

~~Elected Members and partners are invited to attend the annual Shire Christmas party held in December each year.~~

(b) Elected Members and partners will be invited to attend a Christmas meal held after the December Ordinary Meeting of Council.

(c) Acknowledgement of Service

On retirement, Council may ~~will~~ acknowledge the service of Elected Members through the provision of an appropriate gift.

The value of any gift provided to a retiring Elected Member is limited to the prescribed amount set out in Regulation 34AC of the *Local Government (Administration) Regulations 1996.*

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			**Owner Business Unit:**	Office of the CEO		
Reviewer:	Manager Governance, Strategy and Risk			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	Sections 5.98, 5.98A, 5.99, 5.99A and 5.100A of the *Local Government Act 1995* Regulations 30, 31, 32 and 34AC of the *Local Government (Administration) Regulations 1996* *Local Government Act 1995*: Part 5 Division 10 - Training and development *Local Government (Administration) Regulations 1996*: Part 10 - Training						
Industry:							
Organisational:	Elected Member Continuing Professional Development Policy						
Document Management:							
Risk Rating:	**Medium**	**Review Frequency**:	**Biennial**	**Next Due:**	**12/2025**	**Records Ref:**	

Version #	**Decision Reference:**	**Synopsis:**
1.	14 December 2017	OMC Initial adoption
2.	12 December 2019	Review and converted to new Policy Template
3.	18 November 2021	OMC – Review and minor updates to include mandatory training
4.	16 November 2023	Council Policy Review – Minute No. C/1123/041
5.	November 2025	Council Policy Review – Minute No

COUNCIL POLICY

Shire of Broome
A future, for everyone

Execution of Documents

Policy Objective

To ensure that the Shire's common seal is used and documents are executed in accordance with the provisions of the *Local Government Act 1995* (**Act).**

Policy Scope

This Policy applies to all Shire of Broome officers who have been authorised through the provisions of this policy to execute documents on behalf of Council and the Shire of Broome.

The following take precedent over this Policy:

1. Legislation;
2. The formal requirements of a Commonwealth or State department, authority or agency (as described in a Policy or procedure); or
3. A Council decision that expressly specifies a particular way in which a document is to be executed.

Policy Statement

The Council is required to comply with sections 9.49A (Execution of Documents) and 9.49 (Documents, how authenticated) of the Act. These sections detail the requirements for documents to be duly executed by a local government.

Under the Act, for a document to be considered duly executed, the document must be executed in one of the following ways:

1. **By affixing the Common Seal** of the Shire in the presence of the Shire President and Chief Executive Officer [s9.49A(3) of the Act]; or
2. **Without affixing the Common Seal,** by the Chief Executive Officer, another employee or agent of the Shire who has been authorised by resolution of Council to sign documents on behalf of the Shire. [s9.49A(4) of the Act]

Three document categories have been established to assist in determining the appropriate signing authority.

Category 1 Documents - Common Seal

The affixing of the Common Seal is authorised for documents that are ceremonial in nature, where there is a statutory requirement or where the other party requires the use of the Common Seal.

Changes to this document can only be made by the document owner. The electronic version on the internet is the controlled version.
Printed copies are considered uncontrolled and should be verified as current version.

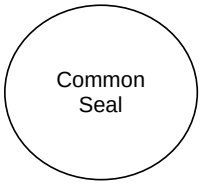
Category 1 documents require a specific resolution of Council to execute the document with the Common Seal.

Category 1 documents are as follows:

1. Local Laws – new or amendments;
2. Local Planning Schemes – new or amendments;
3. Mortgages and loan documents;
4. Landgate Transfer of Land forms;
5. Documents required by other party to be duly executed by Common Seal; and
6. Documents of a Ceremonial Nature (e.g. Sister City Agreements)

The sealing clause shall be:

The Common Seal of the)
SHIRE OF BROOME was affixed)
on [_ _ Month 20_ _])
by the authority of the Council)
in the presence of:)



_____ _____

(Insert Name of Shire President)
Shire President

(Insert Name of CEO)
Chief Executive Officer

Category 2 Documents – No Common Seal

Under section 9.49A(4) Council authorises the officers listed in the Table below to sign documents on behalf of the Shire of Broome. Only Directors, Managers, and officers with delegated authority from the Chief Executive Officer may sign (execute) documents relevant to matters within the scope of their Directorate and/or Business Unit.

Description	**Authority to Execute**	**Typical documents included, but are not limited to:**
Offer and Acceptance forms and associated documents required to enact a decision of Council to purchase or sell land. This does not include Mortgage and Transfer of Land documents which are Landgate forms listed as Category 1 documents.	• Chief Executive Officer • Responsible Director	➢ standard REIWA terms ➢ Special conditions of offer; ➢ Contracts of sale
Documents required to enact a decision of Council, which are not Category 1 documents.	• Chief Executive Officer • Responsible Director	➢ Contractual documents resulting from a tender process. ➢ Notification on title as required by a condition of approval, etc

Category 2 Documents – No Common Seal cont.

Description	Authority to Execute	Typical documents included, but are not limited to:
General deeds, legal and service agreements.	• Chief Executive Officer • Responsible Director	➢ EBA's ➢ Settlements and/or releases ➢ Confidentiality and non-disclosure ➢ Developer contributions ➢ Memorandums of understanding ➢ Other statements of intent and terms and conditions ➢ Funding agreements ➢ Sponsorship
Leases, licences and access agreements, and associated documents.	• Chief Executive Officer • Responsible Director • Manager Engineering	➢ Any notices required to be given under a lease, etc.
Documents required when the Shire owns land or manages land under a management order.	• Chief Executive Officer • Responsible Director • Manager Engineering	➢ Subdivision applications ➢ Development applications ➢ Building applications ➢ Agreement for access and indemnity ➢ Works agreements, etc
Documents prepared for registration at Landgate excluding Mortgage and Transfer of Land forms which are Category 1 documents.	• Chief Executive Officer • Responsible Director • Manager Planning & Building Services	➢ Restrictive covenants ➢ Caveats ➢ Memorials ➢ Covenants ➢ Easements ➢ Rights of carriageway ➢ Deed of Agreement for works in adjacent road reserves
Documents required to enact a decision made under delegated authority or as a condition of approval given under delegated authority.	• Chief Executive Officer • Responsible Director • The Shire Officer exercising the delegated authority	➢ Planning approvals ➢ Building approvals

Category 3 Documents

Category 3 documents are created in the normal course of business and are consistent with the Shire's policies and procedures. Category 3 documents are to be executed by the Chief Executive Officer, Director or Manager, or an officer where the authority has been extended to that officer through an authorisation, policy, procedure, or a position description.

These documents include, but are not limited, to the following:

1. Letters, correspondence, and other documents that reflect an operational or procedural action required in the ordinary course of business;
2. Agreements for the purchase of goods and services identified within the directorates budget (other than tenders) and conforming to the requirements of the Shire's Purchasing Policy and other relevant policies;
3. Contracts for grant funding with private agencies (incoming and outgoing);
4. Regular hire agreements for Shire facilities.

Roles and Responsibilities

The common seal is in the custody of the Office of the Chief Executive Officer which is responsible for arranging the affixing of the common seal on documents. A record of its use is kept in the Shire's Common Seal Register.

The responsible officer is to ensure that they fully understand what is being executed on behalf of Council. If it is unclear what category a document is, then the higher category is to take precedence.

Document Control Box					
Document Responsibilities:					
Owner:	Chief Executive Officer		**Owner Business Unit:**		Office of the CEO
Reviewer:	Manager Governance, Strategy & Risk		**Decision Maker:**		Council
Compliance Requirements:					
Legislation:	*Local Government Act 1995* - s9.49A Execution of documents *Local Government Act 1995* - s9.49 Documents, how authenticated				
Industry:					
Organisational:					
Document Management:					
Risk Rating:	**Low**	**Review Frequency**:	**Every 4 years**	**Next Due:**	**April 2026**
Version #	**Decision Reference:**	**Synopsis:**			
1.	26 May 2022	Replaces Execution of Documents and Application of Common Seal Policy Council Resolution: *Minute No. C/0522/038*			
2.	29 June 2022	Administrative amendment to policy page 3			
3.	30 October 2023	Desktop review – no amends			
4.	November 2025	Minor review – addition of Deed of Agreement for works in adjacent road reserve on page 3– Minute No			

COUNCIL POLICY

Formal Communication – Elected Members and Shire Employees

Policy Objective

To ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and Shire employees.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

Policy Statement

The Council and Shire of Broome (Shire) are committed to establishing a respectful, harmonious and effective working relationship between the Elected Members and Shire employees ~~of the Shire~~ through open communications between each party.

Whilst the provisions of the *Local Government Act 1995* (The Act) provide that the Chief Executive Officer (CEO) is the contact point for contact between Elected Members and the Shire administration, this is impractical on a day to day operational efficiency basis and therefore all communications between Elected Members and Shire ~~the~~ Administration are to be channelled through the ~~Chief Executive Officer~~CEO and Directors, by utilising the Elected Member enquiries COUHELP email address – couhelp@broome.wa.gov.au

Where the request entails the use of Shire resources (human or physical) to an extent which a Director believes may impact on the effective management or day to day activities of the Directorate, the request is to be referred to the ~~Chief Executive Officer~~ CEO for determination. The ~~Chief Executive Officer~~CEO will discuss such requests with the originating Elected Member to determine the extent of information or action required.

The ~~Chief Executive Officer~~CEO may subsequently refer the matter to Council for determination should a resolution not be achieved. Elected Members are to be kept informed of progress towards the resolution of any matter they have requested the Administration to attend to.

1. Requesting Information or a Service

1.1 Any Elected Member wishing to make an enquiry or obtain any information regarding an operational/strategic issue shall contact the Shire through the established COUHELP email address – couhelp@broome.wa.gov.au

1.2 ~~A Councillor Memo Book can be provided to Elected Members on request in lieu of submitting enquiries via email~~.

1.3 Requests to COUHELP are to include sufficient details to enable an investigation of the request to occur. Responses will be copied to all Elected Members.

1.4 Responses will be issued within 48 hours of receipt, and a record of the response saved within the Shire's record system.

1.5 If the matter is deemed confidential in accordance with clause 1.10, only the referring Elected Member shall receive the response.

1.6 Should the matter not be resolved within the nominated timeframe of 48 hours, the ~~Chief Executive Officer~~CEO or Director (as appropriate) shall provide an update report every ten working days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.

1.7 Telephone communication shall be to the ~~Chief Executive Officer~~CEO, the relevant Director or their respective Executive Assistants. If the ~~Chief Executive Officer~~CEO or Director is not available and the matter requires action, the Senior Administration and Governance Officer (in the first instance, or alternatively the Manager of Governance Strategy and Risk) will be the point of contact who shall record the matter as a COUHELP.

1.8 Any Shire officer contacted directly either verbally or in writing by an Elected Member regarding a Shire matter shall refer them to their Director or the ~~Chief Executive Officer~~CEO.

1.9 Where an Elected Member is seeking information or advice via telephone, without any action being required, there will be no requirement for recording such conversations unless the ~~Chief Executive Officer~~CEO or the Director determine it is necessary.

1.10 In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the ~~Chief Executive Officer~~CEO only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the ~~Chief Executive Officer~~CEO will consult with the Shire President to ascertain whether the request should be dealt with as a confidential matter. The ~~Chief Executive Officer~~CEO will prepare a response and provide this back to the individual Elected Member in line with the parameters stipulated in clauses 1.4 and 1.6.

2. Elected Members Undertaking Personal Business Transaction with the Shire

2.1 Where an Elected Member wishes to undertake personal business transactions with the Shire (e.g. pay rates, dog or cat registration, apply for a building approval or licence or any other service offered by the Shire) the Elected Member~~s~~ may use the Shire administration Customer Service Team to facilitate these transactions.

2.2 Where a personal business transaction becomes complex and queries arise, this will be referred to the relevant Director.

3. Shire employees Contacting Elected Members

3.1 No Shire employees (other than the ~~Chief Executive Officer~~CEO and Directors) are permitted to contact Elected Members unless:

(i) They have been requested to do so by the ~~Chief Executive Officer~~CEO or Director; and/or

(ii) They are dealing with an ongoing matter and the ~~Chief Executive Officer~~CEO or Director is aware of the ongoing contact.

3.2 All Shire employee contact with Elected Members should be via email so appropriate records can be kept otherwise file notes may be required.

3.3 It is acknowledged that the Executive Assistant to the CEO, Manager Governance, Strategy and Risk, Senior Administration and Governance Officer and Marketing and Communications Coordinator are required to contact Elected Members for specific matters.

4. Shire employees Contact for Committees, Working and Reference Groups of Council

4.1 Elected Members who are delegates of a Committee or Working Group of Council may contact officers who have been nominated as responsible officers by the ~~Chief Executive Officer~~CEO ~~-~~for the Committee or Working Group.

4.2 Any contact to these officers must be directly related to the matters pertaining to the business of the Committee or Working Group.

4.3 If a matter is raised that is complex, strategic in nature or requiring resources the officer will refer such matters to the ~~Chief Executive Officer~~CEO or relevant Director for determination.

5. Appointments with the Chief Executive Officer and Directors

Elected Members in acknowledging the everyday pressures placed on the ~~Chief Executive Officer~~CEO ~~–~~and Directors, will wherever possible make appointments in advance to meet with the ~~Chief Executive Officer~~CEO ~~–~~or Directors, at the ~~Chief Executive Officer~~CEO's discretion, stating the nature of the request for a meeting.

Management Guidelines

The Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates at clause 20 guides Council on communication and relationship with local government employees. Predominantly communication is through electronic means to the CEO, Directors and COUHELP.

6. COUHELP

COUHELP has been developed to provide a centralised email address for Councillor enquiries – this email address is not for the general public. The emails are monitored by the Manager Governance, Strategy and Risk and the Senior Administration and Governance Officer, recorded in Synergy Records and referred to the responsible Director for a response.

If a Councillor Memo is submitted, this will be recorded in Synergy Records and referred to the responsible Director for a response, with a hardcopy of the response provided to the submitting Councillor.

COUHELP responses are to be provided to **ALL** elected members to ensure consistent communication.

7. Communication Procedures - General

7.1 Enquiries and complaints from Elected Members regarding service delivery and requests for work are to be delivered by email to COUHELP.

7.2 Confidential complaints or comments in relation to Shire employees and other matters are to be in writing and directed to the ~~Chief Executive Officer~~CEO (ceo@broome.wa.gov.au) and will be handled in accordance with the Shire of Broome Code of Conduct and the General Complaints Policy

7.3 All other non confidential information forwarded via email (with the exception of those indicated in 7.1 and 7.2 above) should be sent to the Shire address shire@broome.wa.gov.au This information will then be recorded in the electronic records system and forwarded to the ~~Chief Executive Officer~~CEO ~~-~~or relevant Director for attention, who may further delegate. Under no circumstances should any emails relating to formal or confidential Council business be forwarded to Shire employees without the express permission of the ~~Chief Executive Officer~~CEO.

7.4 All written correspondence from Elected Members, other than requests for works or enquiries as indicated in the 7.1 point, will be forwarded to the ~~Chief Executive Officer~~CEO in the first instance.

7.5 When an Elected Member forwards correspondence from a member of the public, Shire employees will arrange a response if required. A copy of the response will be forwarded to the Elected Member for their information. In meeting the objectives of this policy, it is appropriate that Shire ~~Shire~~ employees respond to all correspondence on related Council or Shire matters.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			**Owner Business Unit:**	Office of the CEO		
Reviewer:	Director Corporate Services			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	*Local Government Act 1995* *Local Government (Rules of Conduct) Regulations 2007* - Reg 10						
Industry:							
Organisational:	BOP 1.3.5 - COUHELP						
Document Management:							
Risk Rating:	**Medium**	**Review Frequency**:	**Biennially**	**Next Due:**	**12/2027~~5~~**	**Records Ref:**	

Version #	**Decision Reference:**	**Synopsis:**
1.	18 December 2001	OMC Initial adoption
2.	12 December 2019	Review and converted to new Policy Template
3.	18 November 2021	OMC Review with minor changes
4.	16 November 2023	Council Policy Review – Minute No.C/0423/011
5.	November 2025	Council Policy Review – Minute No

COUNCIL POLICY

Shire of Broome
A future, for everyone

Forums of Council – Workshops and Agenda Briefings

Policy Objective

Local government forums range from a once-only event to discuss and explore a particular issue, to a number of sessions to address matters such as a specific project or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

Policy Statement

Forums of Council:

Council Workshops

Background

Council Workshops involve Council members and employees meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Council Workshops often involve projects that are in the early planning stage and are some time away from being presented to Council for decision. In discussing such issues, employees are looking for general guidance from the Council members as they research the matter and draft the agenda report.

Council members and employees are also looking to present ideas and concepts for future consideration. If the response is favourable, employees can proceed with their research and eventually report on the matter.

Further, on occasions requests are made from external parties to present or workshop a matter with Council members.

Examples of the type of issues Council Workshops may cover include –

- current matters of a local or regional significance;
- matters relating to the future development of the local government;
- the development of internal strategic, planning, management and financial strategies and documents;
- development of the selection criteria and performance objectives for the Chief Executive Officer (CEO); and
- reports from Working Groups, Consultation Forums or other non-formal activities involving Councillors or employees.

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Behind Closed Doors

Behind closed doors and in a relatively informal manner are the two notable characteristics of Council Workshops. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem, some may be radical, expensive or impractical and never adopted.

Managing Council Workshops

Unless otherwise determined by the CEO in consultation with the Shire President, Council Workshops will be held monthly on a day to be determined annually by Council.

Workshops are currently held between 12.00pm – 5.00pm on the second Tuesday of each month. Debating, collective decision making or revelation of one's intention on how they will vote at a future Council or Committee Meeting is not permitted. Expressing an opinion or seeking clarification on matters under discussion generally, however, is appropriate and welcome.

The ~~Chief Executive Officer~~CEO is responsible for finalising the Council Workshop Agenda and using his/her best endeavours to ensure statutory processes, existing Council strategic priorities and projects are prioritised for inclusion.

The Shire President will Chair these meetings or if the Shire President is not available then the Deputy Shire President. If neither are available, the Council members present shall choose a person who shall preside over the Workshop so as to ensure the guidelines as addressed in this policy are adhered to.

A general record should be kept of the Council Workshop noting attendance, requests for further information and interests declared. No minutes as such will be taken, nor will specific discussions, actions or outcomes be recorded, received or adopted at a later date.

Councillor Reports

At each Council Workshop, Councillors will be provided the opportunity to report on issues that have arisen over the previous period. These may include discussions that have come from attendance at Council Committee meetings, working groups, ratepayers/electors or third parties that require further information clarification on employee's actions to date or general information.

Project Updates

At each Workshop, the ~~Chief Executive Officer~~CEO shall cause presentations to be made in relation to the following;

a) Monthly Snapshot; and/or

b) New Ideas.

Agenda Briefings

Background

For proper decision-making, Council members must have the opportunity to gain maximum knowledge and understanding of any issue presented to the Council on which they must vote. It is reasonable for Council members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following Ordinary Council Meetings.

The complexity of many items means that Council members may need to be given additional context or information to that contained in the agenda report and/or they may need an opportunity to ask questions of relevant employees.

This is best achieved by Council members convening as a body to become better informed on issues listed for Council decision. Such assemblies have been termed Agenda Briefings. It is considered they are more efficient and effective than Council members meeting employees on an individual basis for such a purpose with the added benefit that all council members hear the same questions and answers. To protect the integrity of the decision-making process it is essential that Agenda Briefings are run with strict procedures.

Managing Agenda Briefings

Agenda Briefings will be held on the Monday or Tuesday preceding the monthly Ordinary Meeting of Council (OMC).

For Special Meetings of Council (SMC) the timing of the Agenda Briefing will be at the discretion of the CEO in consultation with the Shire President.

The Shire President shall Chair these meetings or if the Shire President is not available then the Deputy Shire President. If neither are available, the Council members present shall choose a person who shall preside over the Agenda Briefing so as to ensure the guidelines as addressed in this policy are adhered to.

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

The purpose of the Agenda Briefing is to allow questions in relation to the item or to request further information from the CEO (employee) in relation to the item in a collective environment. Where questions are Taken on Notice, answers will be distributed to all Councillors and Directors prior to the OMC.

A Councillor may still choose to raise issues associated with the Agenda independently through the CEO or Director.

A general record should be kept of the Agenda Briefing noting attendance, requests for further information and interests declared. No minutes as such will be taken, nor will specific discussions, actions or outcomes be recorded, received or adopted at a later date.

Conduct at All Forums of Council

Councillors and employees shall adhere to the provisions of the Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates and the Shire of Broome Code of Conduct for Employees, in relation to their conduct at all forums.

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Forums shall run in a formal manner with all questions being directed through the Chairperson.

Quorum

A quorum does not apply to Forums, however if deemed necessary, the ~~Chief Executive Officer~~CEO in consultation with the Shire President may reschedule a Forum.

Managing Conflicts of Interest

No Council member or staff member shall raise any matter at a Forum of Council for which they have or may perceive to have a Financial or Proximity Interest.

As a matter of probity and integrity, members and employees are required to make disclosures of interest in accordance with sections 5.59 – 5.90 of the *Local Government Act 1995* (Financial and Proximity Interests) and clause 22 of the Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates. (Impartiality Interests).

It is noted that this is above and beyond the scope of the legislation, however is required to ensure a high level of governance and transparency.

Members shall make written disclosures of Interest to the Chair at all Forums.

Where the declaration is Financial, or a Proximity Interest the Councillor or employee shall leave the room for the duration of the discussions regarding the item so as not to add to the discussion in any manner and ensure appropriate independence for those members remaining.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			**Owner Business Unit:**	Office of the CEO		
Reviewer:	Manager Governance, Strategy & Risk			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	Division 9 - Conduct, *Local Government Act 1995* *Local Government (Model Code of Conduct) Regulations 2021*						
Industry:	Council forums - Local Government Operational Guideline 5						
Organisational:	Code of Conduct for Council Members, Committee Members and Candidates						
Document Management:							
Risk Rating:	**Low**	**Review Frequency**:	**2 Yearly**	**Next Due:**	**12/2025~~7~~**	**Records Ref:**	

Version #	**Decision Reference:**	**Synopsis:**
1.	17 May 2019	OMC Initial Adoption
2.	12 December 2019	Review and converted to new Policy Template
3.	18 November 2021	OMC Review and merging of workshops and concept forums
4.	16 November 2023	Council Policy Review – Minute No. C/1123/041
5.	November 2025	Council Policy Review – Minute No. C

COUNCIL POLICY

General Complaints

Policy Objective

This policy establishes guidelines and procedures for how the Shire of Broome (the Shire) will handle general complaints and, ultimately, enable the continuous improvement of services.

Policy Scope

Dealing with complaints is a core part of Shire business. We value complaints and encourage people to contact us when they have a problem with our services, actions, decisions, and policies. We are committed to:

- enabling members of the public to make complaints about the Shire;
- responding to complaints by taking action to resolve complaints as quickly as possible; and
- learning from complaints to improve our services.

We treat every complaint we receive on its merits, through clear and consistent processes.

Our complaints policy applies to all complaints from members of the public about Shire staff, services, Shire contractors and decisions made at Council meetings.

This policy is complimentary to the Code of Conduct Behaviour Complaints Management Policy that should be referred to in relation to complaints against individual Elected Members, Committee Members and Candidates.

Policy Statement

What is a 'Complaint'?

A complaint includes a communication (verbal or written) to the Shire which expresses dissatisfaction about:

- the quality of an action, decision or service provided by Shire staff or a Shire contractor;
- a delay by Shire staff or Shire contractor in taking an action, making a decision or delivering a service; and/or
- a policy or decision made by the Council, Shire staff or a Shire contractor.

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How to Make a Complaint

Any member of the public can make a complaint. Complaints can be made by:

Telephone: 08 9191 3456

Online: www.broome.wa.gov.au

Click on 'Contact Us', then ~~Feedback and Comments~~Customer Feedback and Contact Form

Email: shire@broome.wa.gov.au

Post: PO Box 44, Broome WA 6725

In person: Cnr Weld and Haas Street, Broome

At a minimum, the following information is to be supplied in order to effectively process the complaint:

- Name and address
- Contact details
- Complaint details
- Date subject of complaint occurred.

The Shire accepts anonymous complaints however the complaint will not be investigated unless it raises a serious matter, such as an issue that poses a public health or safety risk or an emergency situation and there is sufficient information to enable the Shire to conduct an inquiry.

The Shire is unable to verify information or communicate the outcome of the complaint without knowing the full identity of the complainant.

Our Complaints Process

When you complain to us, we will record and acknowledge your complaint within ~~five~~ two business days. We will initially assess your complaint to decide how we will handle it. This may happen while we are talking with you.

After our initial assessment, we may:

- take direct action to resolve your complaint;
- refer your complaint to the relevant team or manager for investigation; or
- decline to deal with your complaint if you have a right to a statutory review of your complaint (such as a right of appeal to the State Administrative Tribunal).

Where possible, we will attempt to resolve your complaint at the time you first contact us. If we decide not to take action on your complaint, we will explain why, and, where possible, inform you about other options.

If we cannot resolve your complaint quickly, we will refer it to the relevant team or manager to investigate. We will advise you who you can contact regarding the investigation.

We aim to ~~complete investigations~~respond to complex enquiries within ten working days ~~within 30 calendar days~~ and will advise you if the investigation will take longer. We will update you every 30 calendar days about progress until the ~~investigation~~ enquiry is completed. We will inform you of the outcome of your complaint and explain our reasons.

How to Request an Internal Review

If you are dissatisfied with our decision and how we responded to your complaint, you can request an internal review.

The internal review will be conducted by a senior Shire officer who has not had any prior involvement in your complaint.

We will inform you of the outcome of the internal review and explain our reasons within ~~30~~ten working days ~~calendar days~~ of the date the request for internal review was received.

How to Request an External Review

There are external bodies that can deal with different types of complaints about us. You can request an external review from the following organisations.

Complaint	Organisation to contact for external review
Actions or decisions of Council, Shire staff and contractors	Ombudsman WA www.ombudsman.wa.gov.au
Breaches of the *Local Government Act 1995*	Department of Local Government regulation@dlgsc.wa.gov.au
Code of Conduct: Division 4 – Rules of Conduct breaches	Local Government Standards Panel minorbreachcomplaints@dlgsc.wa.gov.au
Corruption or public interest disclosure ('whistleblower') complaints	Corruption and Crime Commission www.ccc.wa.gov.au Office of the Auditor General www.audit.wa.gov.au
Council Elections	Western Australian Electoral Commission www.elections.wa.gov.au
Discrimination	Equal Opportunity Commission eoc@eoc.wa.gov.au
Freedom of Information / Privacy	Office of the Information Commissioner www.oic.wa.gov.au
Planning	State Administrative Tribunal www.sat.justice.wa.gov.au

How we Learn from Complaints

Complaints from people who use or who are affected by our services provide us with valuable feedback about how we are performing.

We regularly analyse our complaint data to identify trends and potential issues that deserve further attention. We use this information to come up with solutions about how we can improve our services.

We are open and transparent about the complaints we have received, and what we have done to resolve them. We publish our complaint data in our annual report.

Your Privacy

We keep your personal information secure. We use your information to respond to your complaint and may also analyse information you have provided for the purpose of improving services that relate to your complaint.

Where we publish complaint data, personal information is removed.

'Complaint' Versus 'Service Request'

It is important that the Shire classifies complaints and service requests consistently in order to accurately measure performance and use this information to continually improve services.

A way to distinguish a service request from a complaint is to look at whether a person is:

- requesting something additional or new **(a service request)**
- reporting what they believe to be a failing or a shortfall **(a complaint)**
- complaining about a Shire response to a service request **(a complaint)**

Complaint / Service request examples	
Complaint	Service Request
• My bin was out but wasn't collected this morning. Can you pick it up? *(complaining that the Shire didn't provide a service)*	• I forgot to put my bin out, can someone collect it? *(requesting a service because of their own mistake)*
• You haven't sent out my rates notice.	• Can you tell me when my next rates payment is due?
• The Shire shouldn't have approved a development on 'Main' Road.	• What is the process for objecting to the development on 'Main' Road?
• The Shire's website doesn't have enough information about when a planning permit is needed for a pool.	• Can you tell me whether a planning permit is required for a backyard pool?
• The Shire's investigation into noise from a business wasn't rigorous and didn't look at peak times. More investigation is needed.	• My neighbour's business is very noisy. Can you make it stop?
• A pothole I reported to the Shire two months ago hasn't been fixed and is getting worse.	• Could the Shire fill in a pothole in my street?

A complaint may lead to a service request being lodged. For example, a complaint about a missed bin might result in a service request for the bin to be collected being issued to the contractor – however, it will be recorded / counted as a complaint.

Unreasonable General Complaints

When complainants behave unreasonably in their dealings with the Shire, their conduct can significantly affect the Shire's objectives. As a result, the Shire will take proactive and decisive action to manage any complainant conduct that negatively and unreasonably affects the Shire and will support Shire employees and Elected Members to do the same in accordance with this Policy.

Unreasonable complaint conduct is any behaviour by a current or former complainant that because of its nature or frequency raises substantial health, safety, resource or equity issues for our organisation, Shire employees, Elected Members, other service users or the complainant themselves. Unreasonable complaint conduct is defined as:

- Persisting unreasonably with a general complaint by showing an inability to accept the final decision even though it has been comprehensively considered by the Shire, and even where all avenues of internal review have been exhausted;
- Using unreasonable demands by insisting on outcomes that are unattainable, (e.g. demanding outcomes that are beyond the Council's power to deliver, demanding unreasonable or that are unreasonable, wanting to alter past events, or engaging in unreasonable persecution of individuals);
- By demanding an apology and/or compensation when no reasonable basis for expecting such an outcome exists;
- Being uncooperative or deliberately obstructive by presenting a large quantity of information which is not organised, sorted, classified or summarised, where the complainant is clearly capable of doing this;
- By displaying unhelpful behaviours (e.g. withholding information, dishonesty, misquoting other, inundating the Shire with documents);
- Using unreasonable arguments by holding irrational beliefs, or by continuing with a general complaint which is unsupported by any evidence. By insisting that a particular solution is the only correct one, without consideration for valid contrary or alternative arguments;
- Using unreasonable behaviours by displaying confrontational behaviour, including rudeness, aggression and threats; and
- Where the general complaint is about something that is beyond the Shire's jurisdiction or outside the Council's control.

Where a complainant engages in unreasonable conduct the Shire employee or Elected Member may deal with the general complaint and the complainant in accordance with this Policy.

Managing Malicious, Frivolous, Persistent and Vexatious General Complaints

Following an investigation, the Shire may determine a general complaint is malicious, frivolous, unreasonable, persistent or vexatious.

A determination that a general complaint is malicious, frivolous, unreasonable, persistent or vexatious must take into account:

- Any previous complaints of a similar nature submitted by the complainant;
- The response and outcome to the previous general complaints;
- The resources required to address the general complaint (to ensure that it is not an unreasonable diversion of public resources); and
- The principles of equity and procedural fairness.

A decision to take no further action on the general complaint once all other avenues for review have been exhausted may be made by a Director or the CEO and the complainant will be advised in writing.

Where the Shire determines a general complaint to be malicious, frivolous, unreasonable, persistent or vexatious it will respond in a consistent manner, taking into account the individual circumstances of each general complaint.

Limiting Contact Between the Shire and Members of the Public

The Shire is entitled to expect that members of the public who have a general complaint will behave in an acceptable manner. In certain circumstances it is appropriate and legitimate for the Shire to place certain limits on the type of services that will be made available to the complainant when their behaviour continues to be unacceptable.

The Shire may impose limits on the times and days that correspondence may be accepted from a complainant or may request that all general complaints and communications be provided in writing.

Where a complainant is making the same or a substantially similar general complaint to numerous Shire employees or Elected Members in person, it is appropriate for the Shire to nominate a particular senior officer to deal with the general complaints.

In some circumstances it may be appropriate for a Shire employee or Elected Member to inform the complainant that they will no longer deal with their general complaints over the telephone, and to terminate the call. This will only be done in exceptional circumstances.

Where a complainant repeatedly telephones a Shire employee or Elected Member, or employs insulting, threatening or abusive language, they will be asked to limit their communications to written correspondence with a nominated senior officer.

Imposing limitations may also be appropriate where a complainant continually includes substantial inappropriate, offensive, threatening or abusive content in their general complaint and communication.

Where limitations on contact with a complainant are imposed, the Shire will inform the complainant in writing, specifying the limits and the reasons for their imposition.

The Shire is aware of the legitimate right of members of the public to access Shire information under the *Freedom of Information Act 1992.* Any limits will not impede these statutory rights, or any other statutory rights of the complainant.

Supporting Shire Employees and Elected Members

The Shire has certain obligations under Work, Health and Safety legislation to provide a safe working environment. Council is mindful of the stress that dealing with difficult complainants can place on Shire employees and Elected Members.

Management will always provide support to Shire employees and Elected Members when dealing with difficult complainants.

Responsibilities

All Shire employees, Elected Members and Shire Ceontractors are responsible for contributing to our complaints process.

Role	Responsibilities
Chief Executive Officer	• Promoting positive behaviours and practices relating to enabling, responding to and learning from complaints. • Supporting service improvements that arise from complaints. • Reviewing and publishing complaint data.
Directors and Managers	• Recruiting, training and empowering staff to resolve complaints promptly and in accordance with the Shire's policies and procedures. • Managing conflicts of interest in the complaint process. • Reporting on and identifying improvements from complaint data. • Supporting staff who deal with complaints.
All Shire employees	• Familiarising themselves with this policy and the Shire's complaint process. • Assisting members of the public to make a complaint. • Treating members of the public respectfully and professionally.
Elected Members	• Familiarising themselves with this policy and the Shire's complaint process. • Referring complaints to Shire staff to be dealt with in accordance with our processes.
Contractors	• Familiarising themselves with this policy and the Shire's complaint process. • Cooperating with the Shire's complaint handling processes.

Document Control Box					
Document Responsibilities:					
Owner:	Chief Executive Officer		**Owner Business Unit:**	Governance	
Reviewer:	Manager Governance, Strategy & Risk		**Decision Maker:**	Council	
Compliance Requirements:					
Legislation:	*Local Government Act 1995* - s.2.7(2)(b) determine the local government's policies.				
Industry:	Councils-and-complaints-a-good-practice-guide-2nd-edition - Victorian Ombudsman				
Organisational:					
Document Management:					
Risk Rating:	**Low**	**Review Frequency**:	**Triennial**	**Next Due:**	**November 2025~~8~~**

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1.	28/04/2022	Adopted at OMC 28/04/2022
2.	October 2023	Desktop Review
3.	November 2025	Council Review Minute

COUNCIL POLICY

Legal Representation – Costs Indemnification

Policy Objective

a) This policy is designed to protect the interests of Council members ("members") and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire of Broome ("Shire") may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

b) In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

Policy Statement

The Council and the Shire ~~of Broome~~ are committed to ensuring that in performing their duties in a fair and objective manner, the interests of ~~council~~ members and ~~staff~~ employees are protected from civil legal proceedings.

To achieve the objectives the Shire:

a) may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire ~~of Broome~~ or otherwise in bad faith.

b) may provide such assistance in the following types of legal proceedings:

i. Proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);

ii. Proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions); and

iii. Statutory or other inquiries where representation of members or employees is justified.

c) may support defamation action seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their respective roles, provided the intent of the conduct by that member or employee was for the good

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government of the district and the person concerned was acting in their official capacity for the Shire. Members or employees are not precluded from taking their own private action. Further, the Shire may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

d) will ensure that the legal services and the subject of assistance under this policy will usually be provided by the Shire's selection of solicitors~~s~~/s. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Shire.

e) where there is a need for the provision of urgent legal advice or services before an application can be considered by Council, the Chief Executive Officer (CEO) has authorisation to the value of $10,000 to make such an authorisation. Council shall be advised immediately should the authorisation be exercised.

f) where the CEO is the applicant, the authorisation in clause (e) is to be exercised by the Director Corporate Services.

Management Guidelines

1. Applications for Financial Assistance

a) Subject to Policy Statement Item (e) above, decisions as to financial assistance under this policy are to be made by the Council.

b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.

c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the CEO.

d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.

e) Where it is the CEO who is seeking urgent financial support for legal services the Council shall ~~deal with~~ consider the application and make the decision.

2. Repayment of Assistance

a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Shire.

b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such moneys in a court of competent jurisdiction.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			**Owner Business Unit:**	Office of the CEO		
Reviewer:	Manager Governance, Strategy & Risk			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	*Local Government Act 1995*						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	**Medium**	**Review Frequency**:	**Biennial**	**Next Due:**	**12/2027~~5~~**	**Records Ref:**	

Version #	Decision Reference:	Synopsis:
1.	10 June 2003	OMC Initial adoption
2.	12 December 2019	Review and converted to new Policy Template
3.	18 November 2021	OMC Review with change to defamation clause
4.	16 November 2023	Council Policy Review – Minute No. C/1123/041
5.	November	Council Policy Review – Minute No.

COUNCIL POLICY

Legislative Compliance

Policy Objective

To ensure that the Shire of Broome (Shire) complies with legislative requirements.

The Shire ~~of Broome~~ and the Council are committed to ensuring integrity and ethics are uppermost for all elected members and staff whilst fulfilling their obligations to ensure compliance with all legislation applying to local government.

Background

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire ~~of Broome~~ has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have a high expectation that the Shire will comply with applicable legislation and that the Shire should take all appropriate measures to ensure that this expectation is met.

This policy shall be supported by other documents including Council and operational policies, procedures and processes.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires local governments to carry out a compliance audit for the period 1 January to 31 December each year. The Compliance Audit Return (CAR) is structured by the Department of Local Government~~, Sport and Cultural Industries~~Industry Regulation and Safety (DL~~GSC~~IRS) and relates to key provisions of the *Local Government Act 1995* (the Act).

Regulation 17 of the *Local Government (Audit) Regulations 1996* also requires local governments to undertake a review of appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and report to the Audit Committee on the results of that review.

Policy Statement

The Shire ~~of Broome~~ shall have appropriate processes and structures to ensure that legislative requirements are achievable and are integrated into the everyday running of the Shire.

These processes and structures will aim to:-

a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.

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b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully addressed.

c) Provide training for relevant staff, Councillors, volunteers and other relevant people regarding the legislative requirements that affect them.

d) Provide people with the resources to identify and remain up to date with new legislation.

e) Ensure audits are conducted to guarantee compliance.

f) Establish mechanisms for reporting non-compliance.

g) Review accidents, incidents and other situations where there may have been non-compliance.

h) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

Roles and Responsibilities

a) Councillors and Committee Members

Councillors and Committee Members have a responsibility to be aware of and abide by legislation applicable to their role.

b) ~~Senior Management~~Directors and Managers

~~Senior Management~~Directors and Managers should ensure that directions relating to compliance are clear, ~~and~~ unequivocal and that legal requirements which apply to each activity for which they are responsible are identified.

~~Senior Management~~Directors and Manages should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or undertake training about key legal requirements relative to their work within the Shire's financial capacity to do so.

c) Employees

Employees have a duty to seek information regarding legislative requirements applicable to their area of work and to comply with legislation.

Employees shall report through their supervisors to ~~Senior Management~~Directors and Managers any areas of non-compliance that they become aware of.

Implementation of Legislation

The Shire will have a system in place (legislative compliance procedures) to ensure that when legislation changes steps are taken to ensure that future actions comply with the amended legislation. ~~A Legislative Compliance Procedure has been prepared and is an attachment to this policy.~~

Resources

Local Government Act 1995
Local Government (Audit) Regulations 1996
Australian Standard AS3806-2006: Compliance programs

Management Guidelines

1. Identifying Current Legislation

The Shire accesses up to date electronic versions of legislation through the Western Australian Legislation website at www.legislation.wa.gov.au.

2. Identifying New or Amended Legislation

a) Western Australian Government Gazette

The Shire of Broome provides website access for staff to the Government Gazette via the Western Australian Legislation website.

b) Department of Local Government, ~~Sport and Cultural Industries~~Industry Regulation and Safety (D~~GLSC~~LGIRS)

The Shire receives regular circulars from ~~DLGSC~~ DLGIRS on any new or amended legislation. Such advice is received and processed through the Shire's Records Department and is distributed to the relevant staff.

c) Department of Planning, Lands and Heritage (DPLH)

The Shire receives Planning Bulletins from DPLH regarding any new or amended legislation. Such advice is received and processed through the Shire's Records Department and is distributed by the Records staff to the relevant Shire officers for implementation.

d) Australian Local Governments Association (ALGA)

The Shire receives regular issues of the ALGA News. Such information is received and processed through the Shire's Records Department and distributed by Records staff to the relevant Shire officers for information.

e) Western Australian Local Government Association (WALGA)

The Shire receives regular issues of the Local Government News from WALGA. Such information is received and processed through the Shire's Records Department and distributed by Records staff to the relevant Shire officers for information.

3. Obtaining Advice on Legislative Provisions

The Shire will obtain advice on matters of legislation and compliance where necessary. Contact can be made with the ~~DLGSC~~DLGIRS, DPLH, WALGA or the relevant initiating government department for advice.

4. Informing Council of Legislative Changes

If appropriate, the Chief Executive Officer (CEO) will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.

The Shire's format for all reports to Council meetings provides that all reports have headings "Statutory Environment" and "Policy Implications" which shall detail the current sections of any Act, Regulation or other legislation and any current Policy that is relevant to the report before Council.

5. Review of Incidents and Complaints of Non-compliance

The Shire shall review all incidents and complaints of non-compliance in accordance with the Shire of Broome's General Complaints Policy, the Shire of Broome Code of Conduct and where applicable the Shire of Broome Public Interest Disclosure Procedure.

Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

6. Reporting of Non-compliance

All instances of non-compliance shall be reported immediately to the relevant Manager and ~~/~~Director. The Manager and~~/~~Director shall determine the appropriate response and, if necessary, report the matter to the ~~Chief Executive Officer~~CEO.

The ~~Chief Executive Officer~~CEO may investigate any reports of significant non-compliance and if necessary, report the non-compliance to the Council and/or the Department of Local Government, ~~Sport and Cultural Industries~~Industry Regulation and Safety.

The ~~Chief Executive Officer~~CEO will then take the necessary steps to continually improve compliance processes or systems.

Document Control Box					
Document Responsibilities:					
Owner:	Director Corporate Services		**Owner Business Unit:**	Corporate Services	
Reviewer:	Manager Governance, Strategy & Risk		**Decision Maker:**	Council	
Compliance Requirements:					
Legislation:	www.legislation.wa.gov.au.				
Industry:	www.legislation.wa.gov.au.				
Organisational:					
Document Management:					
Risk Rating:	**Low**	**Review Frequency**:	**4 Yearly**	**Next Due:**	**12/2025~~9~~**
Version #	**Decision Reference:**	**Synopsis:**			
1.	26 May 2016	OMC Initial Adoption			
2.	12 December 2019	Review and converted to new Policy Template			
3.	18 November 2021	OMC Review and minor updates			
4.	October 2023	Desktop Review			
5.	November	Council Policy Review – Minute			

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COUNCIL POLICY

Shire of Broome
A future, for everyone

Rating

Policy Objective

T~~he purpose of t~~his Policy ~~is~~ will provide an administrative framework to outline the ~~Council's~~ principles and methodology used when exercising ~~the~~ Council's discretionary powers in respect to determining~~e~~ the level and structure of rates levied under the *Local Government Act 1995*.

Principles

The *Local Government Act 1995* provides Council with defined discretionary powers to levy rates and require contributions from the community for the provision of services to the district. In particular, Council must consider s6.26, s6.28, s6.33 and s6.35 of the *Local Government Act 1995*.

Council believes that overall policy must be underpinned by sound principles, which are well understood, communicated to ratepayers and compliant with current legislation.

Principles applying to determination of rating include:

- **Objectivity** – the use of land should be reviewed and determined based on an objective assessment of relevant criteria. External parties should be able to understand how and why a particular determination was made.
- **Fairness and Equity** – each property should make a fair contribution to rates based on a method of valuation that appropriately reflects it's use, taking into account the different levels of capacity to pay within the local community.
- **Consistency** – Rating principles should be applied, and determinations should be made in a consistent manner. Like properties should be treated in a like manner, whilst complying with the requirements and intent of relevant legislation.
- **Transparency and Simplicity** – Systems and procedures for determining the method of valuation should be clearly documented and the rates assessment as outlined on the rates notice is easily understood by the average community member.

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- **Administrative and Timeliness** – rating principles and procedures should be applied and implemented in an efficient and cost-effective manner ensuring all ratepayers are given adequate notice of their liability to pay rates.
- **Flexibility** – responding where possible to unforeseen changes in the economy to protect the adopted level of service desired by the community (this may include dropping the level of service in parallel with the adjustment of rating).
- **Sustainability** - making revenue decisions that support the financial strategies for the delivery of infrastructure and services identified in the Strategic Community Plan and underpinned by the Long-Term Financial Plan, the Asset Management Strategy and Plans.

This policy has been developed within the context of the Shire of Broome's Strategic Community Plan and Corporate Business Plan. In setting rates, Council considers the long- term vision for the Shire, strategic directions, financial sustainability and the likely impacts on the community.

In developing a Rating Policy, the Shire may consider benchmarking its rating methodologies against comparative rating methodologies utilised by other local governments.

Rates are based on property values and are therefore a property tax. Under the *Valuation of Land Act 1978*, the Valuer General must determine the land value and assess annual value of each property. The Shire has no role in the process of determining the valuations ascribed to individual properties.

Differential Rating

Differential Rating allows a local government to rate on the basis of Land Use, Zoning or a combination of both. The Shire will consider options to set Differential Rates when developing its rating strategy.

Interim Rating

Subject to section 6.28 of the *Local Government Act 1995* and in respect of valuations supplied by the Valuer General for the purpose of interim valuations, the Shire of Broome will back-rate or refund rates to property owners where ownership:

- Has not changed in a prior financial year to the effective date of the change as determine by the Valuer General; or
- Has changed in a prior financial year, to the date of change of ownership.

For the purposes of this policy, a change in ownership does not occur where there is a change in the structure of a body corporate (including name change) resulting in the change having no effect on altering the effectual control of the company.

In accordance with section 6.28(5) of the *Local Government Act 1995*, local governments are required to use valuations provided by the Valuer General for interim

valuations. If, during a financial year, an interim valuation is conducted under the Valuation of Land Act 1978, a valuation is amended and takes effect, or a new valuation is issued while completing a previously established general valuation, the local government must apply the interim, amended, or new valuation as applicable.

In accordance with section 6.33(4) of the *Local Government Act 1995*, once a rate code is established for a financial year, it cannot be modified or altered, even if the characteristics of the land change during that year. Any changes to the rate code will take effect on 1 July of the following financial year, except in cases where section 6.40(1)(a) applies, which allows for the rate record to be amended as a result of a change in the rateable value.

~~*Where during a financial year —*~~

~~*(a) an interim valuation is made under the Valuation of Land Act 1978; or*~~
~~*(b) a valuation comes into force under the Valuation of Land Act 1978 as a result of the amendment of a valuation under that Act; or*~~
~~*(c) a new valuation is made under the Valuation of Land Act 1978 in the course of completing a general valuation that has previously come into force,*~~

~~*the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.*~~
~~*Local Government Act (1995) Section 6.28 (5)*~~

Minimum Rates

Council will establish and maintain a minimum payment structure in accordance with s6.35 of the *Local Government Act 1995*, to ensure all ratepayers contribute a minimum amount regardless of their property value.

Council accepts that the adoption of a minimum payment amount is an adjustment to the blanket application of the equity principle. This adjustment is made to ensure property owners make a reasonable contribution to the non-exclusive services, facilities and infrastructure provided for the benefit of the whole district.

The exception to this statement applies to those properties classified as UV Exploration and Prospecting on the basis that both the rate in the dollar and the minimum payment reflects a similar methodology as that applied in the *Valuation of Land Act 1978* when determining the unimproved valuations.

Rates Exemptions

All land within the Shire is rateable except for land specifically exempt under section 6.26 of the *Local Government Act 1995* and the Shire of Broome's Rate Exemption – Charitable Use Policy which provides an administrative framework for assessing any application for properties to be classified as non-rateable land on the grounds of being used for charitable purposes. Such organisations are to make application in accordance with the application form and guidelines attached to the Policy. The properties will be reviewed a minimum of every two years for continued eligibility.

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Discount on Rates

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, the Shire in accordance with the *Local Government Act 1995* and Regulations, does not offer a discount for the early payment of any rate or service charge.

The Shire offers ~~an~~ early rates incentive prizes to ratepayers who pay their annual rates and charges in full (eligible pensioners are required to pay their portion of the rates and rubbish collection charges) by the due date, 35 days from the date of issue of the rate notice.

Rebate of Rates Pensioners

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, the Shire will in accordance with the *Local Government Act 1995*, grant concessions to eligible pensioner ratepayers who have registered their entitlement with the Shire, to receive a rebate on rates and the Emergency Services Levy. The Waste Management charge to owners of rateable properties does not qualify for a rebate.

Payment of Rates

The Shire levies the rates once a year and issues an annual rate notice to all ratepayers. Rates are due for payment on the following months each year:

- August
- October
- January
- March

Council offers three rate payment options as follows:

- Payment in full 35 days after the date of service appearing on the rate notice; or
- Two instalments; or
- Four instalments.

In accordance with section 6.45(3) of the *Local Government Act 1995*, ~~There will be~~ an administrative charge will apply per instalment ~~associated with~~to cover the establishment and administering the instalment payment option, along with an interest charge to reflect the lost interest from investment opportunities that are not available due to the length of time taken to collect the payment.

Interest on Overdue Rates and Service Charges

Rates and service charges not paid in accordance with the three payment options will be subject to an overdue interest rate set by the Council in accordance with the *Local Government Act 1995*.

Objection Rights

Pursuant to section 6.76 of the *Local Government Act 1995*, a person may object to a rates notice on the following grounds:

There is an error in the rate notice in relation to the identity of the land owner or the part of the land to be rated; or

If the Shire imposes a differential general rate, that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other characteristics substituted.

An objection is to be made in writing within 42 days of the service of the rate notice under section 6.41.

Statutory Requirement

The Minister for Local Government has the responsibility for determining the method of valuation of land to be used by the Valuer General.

Section 6.28 (1) & (2) of the *Local Government Act 1995* states:

(1) The Minister for Local Government is to –

- (a) determine the method of valuation of land to be used by a local government as the basis for a rate; and
- (b) publish a notice of the determination in the Government Gazette.

(2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –

- (a) where the land is used predominantly for rural purposes, the unimproved value of the land; and
- (b) where the land is used predominantly for non-rural purposes, the gross rental value of the land.

Local Government is required to make up any budget deficiency by applying a general rate set as a rate in the dollar of Unimproved Value (UV), or a rate in the dollar of the Gross Rental Value (GRV) of the land.

Section 6.32 (1) & (2) of the *Local Government Act 1995* states:

(1) When adopting the annual budget, a local government –

- (a) in order to make up the budget deficiency, is to impose a general rate on rateable land within its district, which rate may be imposed either –
  - (i) uniformly; or
  - (ii) differentially.

(2) Where a local government resolves to impose a rate, it is required to:

- (a) set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and
- (b) set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.

When resolving to impose a rate, a local government may impose a uniform rate for each method of valuation or a differential general rate for each method of valuation.

Section 6.33 (1), (2), (3) & (4) of the *Local Government Act 1995* states:

(1) A local government may impose differential general rates according to any, or a combination, of the following characteristics:

(a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or
(b) a purpose for which the land is held or used as determined by the local government; or
(c) whether or not the land is vacant land; or
(d) any other characteristic or combination of characteristics prescribed.

(2) Regulations may:

(a) specify the characteristics under subsection (1) which a local government is to use; or
(b) limit the characteristics under subsection (1) which a local government is permitted to use.

(3) In imposing a differential general rate, a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

(4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.

Where the Minister changes the basis of valuation from UV to GRV, Council may resolve to apply the change of valuation immediately / or phase in any changes in valuation in accordance with Schedule 6.1 of the Act.

Responsibilities

This policy represents the formal policy and expected standards of the Shire of Broome. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Shire.

Document Control Box			
Document Responsibilities:			
Owner:	Director Corporate Services	**Owner Business Unit:**	Corporate Services
Reviewer:	Coordinator Financial Operations	**Decision Maker:**	Council
Compliance Requirements:			
Legislation:	s.6.28,6.31,6.32.6.33 and 6.47 *Local Government Act 1995*		
Industry:			
Organisational:			
Document Management:			

Risk Rating:	**Low**	**Review Frequency:**	**Triennial**	**Next Due:**	**12/2027~~5~~**	**Records Ref:**	

Version #	**Decision Reference:**	**Synopsis:**
1.	31 March 2016	OMC Initial Adoption
2.	12 December 2019	Review and conversion to new Policy Template
3.	12 December 2020	Updated and Reviewed
4.	17 November 2022	Reviewed – OMC Min C/1122/142
5.	30 October 2023	Desktop review – minor edits
6.	30 October 2025	

COUNCIL POLICY

Records and Information Management

Policy Objective

To incorporate the principles of current government records legislation and standards into the Shire of Broome's record keeping functions. The main aim is to ensure uniformity and consistency in the creation and maintenance of record keeping systems at the Shire of Broome.

To define the roles and responsibilities of individuals who manage or perform record keeping processes for, or on behalf of the Shire of Broome.

To prescribe a systematic and organised approach in the management of the Shire's ~~government~~ Corporate records.

Policy Scope

This Policy applies to all records created or received by Shire of Broome employees (permanent, temporary and casual)~~;~~ and ~~Councillors~~ Elected Members, in their official capacity; or created by organisations performing outsourced services (contractors) on behalf of the Shire of Broome, regardless of their physical format, storage location or date of creation.

Policy Statement

~~The Shire of Broome recognises its records as a corporate asset.~~

Records and Information Management involves the efficient and systematic control of records throughout their lifecycle - from creation or receipt through processing, distribution, organisation, storage, retrieval and ultimately the disposal or permanent retention.

The Shire of Broome recognises its records as a corporate asset.
~~The effective maintenance of all corporate records will ensure all corporate records are maintained effectively t~~To ensure there is a full and accurate history of the Shire's business dealings, accountability and transparency in decision making and to support compliance with relevant evidentiary and statutory requirements, all Corporate records must be maintained effectively and in compliance with relevant legislation and the Shire's own Record Keeping Plan 2024.

Definitions

Corporate Records: records created or collected during the course of the Shire's core business, including those from outsourced parties or contractors and the ownership of which is vested in the Shire of Broome.

Ephemeral Records: are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential, or historical value. They may include insignificant drafts and rough notes, and records of routine enquiries.

Non-Records: are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third-party Roles and Responsibilities.

Record: ~~***(State Records Act 2000)***~~ For the purposes of this document, a record is defined as meaning "any record of information however recorded" and includes –

a) Anything on which there is writing or Braille;
b) A map, plan, diagram or graph
c) A drawing, pictorial or graphic work, or photograph;
d) Anything on which there are figures, marks, perforations or symbols having meaning for persons qualified to interpret them;
e) Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
f) Anything on which information has been stored or recorded, mechanically, magnetically or electronically.

~~**Significant Records:** contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.~~

Significant Records: as used in the General Retention and Disposal Authority 2023-005 refers to records which are retained permanently and are records of activities that have the following characteristics (in summary, and not limited to):

- Substantially impacts the whole of local government function, business, structure or policy
- Generates or involves substantial community or public interest, debate or controversy
- Involves or affects property considered to have cultural, aboriginal, environmental or heritage significance
- Concerns or affects the long-term environmental impact on local government land, waters and air

Vital Records: are records that are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire and are essential for the Shire's continuance in the event of a disaster.

Examples of vital records include, employment contracts and agreements, performance appraisals, employee salary and superannuation details, core computer system records, Council and Committee Minutes and Agendas, financial and budget records, Title Deeds, policy and procedure manuals, registers, contracts/tenders, licences, historical documents,

Delegation of Authority, insurance policies, Town Planning Scheme deeds/information and any document detailing approvals of some kind.

Management Guidelines

Privacy & Responsible Information Sharing (PRIS)

In December 2024 the WA PRIS Bill was enacted, with the aim to protect the privacy of personal information held by public entities.

To support the aims and principles of the PRIS Act the Shire has developed an Information Privacy Council Policy which outlines the Shires's commitment to the set of 13 APPs (Australian Privacy Principles) which form the cornerstone of the privacy protection framework in the Privacy Act.

The Shire has also developed an Information Asset Register (IAR) and a supporting business operating procedure for the use and management of the IAR, which is a critical component of data management and security – particularly in relation to increasing Cyber compromises.

In alignment with the PRIS Act and our Information Privacy Policy the Shire aims to promote responsible and transparent practices for handling personal information with procedures for the following components of managing personal information;

- Collection and Usages
- Access by the public
- Retention and destruction
- Training and awareness

Records of Personal Information

The Shire will ensure that personal information is retained electronically only where possible and NOT retained longer than necessary (hard copies of information should not be kept after digitization).

The Shire must take reasonable steps to ensure that the information we collect, use and share is accurate and legible, protected from unauthorized use (not used for any other purpose than the original intention) and is then disposed of in alignment with the Shire's disposal program and with the State Records Commission (SRC) General Retention and Disposal Authority for Local Government Information.

See the *Freedom of Information* (FOI) *Act 1992* for details on access by the public to their own personal records.

Security and Protection of Records

Records are to be categorized as to their level of sensitivity (See Information Classification Admin Policy) and adequately secured and protected from violation, unauthorised access, use, disclosure or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

The Council Policy 'Information Privacy' aims to protect the personal information of customers and to facilitate the responsible use, the sharing of, and the storing of data collected; and the policy further mandates how the Shire must comply with State legislation around the classification of sensitive and confidential shire records.

Access to Shire Records

Access to the Shire's records will be in accordance with designated access and security classifications as determined by the Chief Executive Officer and as administered by the Records Coordinator.

Access to the Shire's records by Elected Members will be through the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1995*, sections 5.41 and 5.92.

Inspection of the Shire's records by contractors, third parties and the public will be in accordance with the *Local Government Act 1995* section 5.94 and the *FOI ACT 1992*.

All persons that fall under the scope of this Policy will ensure that any and all processes for collecting, retaining and sharing information are up to date, clearly understood by the members of our community and are accessible to the public.

Roles & Responsibilities

~~Councillors~~Elected Members

All Elected Members of Council ~~Councillors~~ are to create, collect and retain records relating to their role as an ~~Councillor~~ elected member for the Shire of Broome in ~~a manner commensurate~~accordance with legislation and the Shire's policies and procedures for record keeping. Council electioneering and personal records ~~of Councillors~~ are exempt.

The policy approach of the State Records Commission in monitoring the record keeping obligations in respect to Local Government ~~Councillors~~Elected Members is:

"The State Records Commission policy regarding the records of ~~councillors~~[Elected Members] requires the creation and retention of records of the communications and transactions of ~~councillors~~Elected Members which constitute evidence affecting the accountability of the Council and the discharge of its business. This policy applies regardless of a record's format or where/how it was received.

~~Councillors~~Elected Members must create and keep records of communications or transactions, which convey information relating to local government business or functions. Records that should be captured include:

- Communications from ratepayers, work diaries, telephone conversations, meetings and other verbal conversations regarding local government projects or business activities, presentation and speeches.

Records that do not need to be captured include:

- Duplicate copies, draft or working papers, publications, invitations, telephone, meetings and other verbal conversations that do not relate to local government projects or business activities, electioneering and Personal records.

Destruction of records – Elected Members must return all records to the local government for authorised and legal destruction."

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995, *the State Records Act 2000, the Privacy & Responsible Information Sharing Act (WA) 2024,* and any other written law.

All Staff

All staff are to ensure all records created or received in their official capacity are appropriately captured and retained within approved central corporate record keeping system/s. This includes identifying and appropriately capturing vital/significant records and appropriate handling of ephemeral or non-records.

Contractors

~~All external contracts entered into by the Shire, are to include the following provisions relating to record keeping~~ All external contracts entered into by the Shire must include provisions addressing record-keeping requirements:

Manuals, drawings, computer programs or ~~–~~other records supplied by the Shire to the Contractor during the Contract shall be returned to the Shire upon termination or completion of the Contract.

The Contractor shall ensure that all records relevant to or created during this Contract are held in a safe and secure manner in line with industry best-practice, i.e. Backups completed, paper records held in a fire-proof environment.

The Shire will be provided access to all records held by the Contractor associated with this Contract within 24 hours of written request. Such requests will be in the support of Contract performance measuring, general information resource for the Shire, or to meet Freedom of Information legislation requirements"

All staff

All Shire employees have an obligation to capture (by uploading and or registering) all Corporate records, regardless of format, into a secure Shire repository as mandated in the Shire's Recordkeeping Plan 2024.

Records Services

The Records Coordinator will arrange for the delivery of training to all new and existing Shire Employees in accordance with the Shire Records Induction and Training Business Operating Procedure (BOP), to ensure that ensure that Shire staff have the knowledge and skills to

comply with the Shire Record keeping Plan and all other relevant records management policies and procedures.

~~Custodianship of Records~~

~~Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Broome.~~

~~Creation of Records~~

~~All Councillors, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential, and historical requirements.~~

~~Capture and Control~~

~~All records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.~~

~~Security and Protection of Records~~

~~All records are to be categorized as to their level of sensitivity and adequately secured and protected from violation, unauthorised access, or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.~~

~~Access to Records~~

~~Access to the Shire's records will be in accordance with designated access and security classifications as determined by the Chief Executive Officer and as administered by the Coordinator Records.~~

~~Access to the Shire's records by Councillors will be through the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1995*, sections 5.41 and 5.92.~~

~~Inspection of the Shire's records by contractors, third parties and the public will be in accordance with the *Local Government Act 1995* section 5.94 and the *Freedom of Information Act 1992*.~~

Appraisal, Retention and Disposal of Records

All records kept by the Shire will be disposed of in accordance with the General Retention and Disposal Authority for Local Government ~~Records~~Information, produced by the State Records Commission. Current Disposal Authority is GRDALG 2023-005

Statutory Obligations

~~There are legislative requirements for managing records.~~ The primary legislation relating to the keeping of public records is the *State Records Act 2000*. Other legislation that affects records management includes (but not limited to):

- Cemeteries Local Law 2012
- Criminal Code Act Compilation Act 1913 (Section 85)
- Electronic Transactions Act 2011
- Evidence Act 1906
- ~~Fair Work Act 2009~~
- Freedom of Information Act 1992
- Heritage of Act 2018
- Industrial Relations Act (WA) 1997
- Local Government Act 1995
- ~~State Administrative Tribunal Regulations 2004~~
  ~~And~~
- Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2
- ~~General Disposal Authority for Local Government Records DA 2015-001/1~~
- Shire of Broome Recordkeeping Plan 2024~~2019 which is lodged with the State Records Office~~

- Privacy & Responsible Information Sharing (WA) 2024

Record Keeping Plan – Comprehensive Review

The Shire's Record Keeping Plan (RK Plan) will be reviewed no less than every five (5) years~~,~~ and, as the primary means of providing evidence of the Shire's compliance with the *State Records Act 2000*, must be lodged with the State Records Office every 5 years. The RK Plan provides an accurate reflection of the Shire's records management program, with information on our recordkeeping systems, disposal arrangements, policies and procedures; as well as training of shire staff to ensure they have the skills and knowledge to comply with Recordkeeping legislative requirements.

Annual Report Compliance

State Records Commission Standard 2 – Record Keeping Plans, Principle 6: Compliance requires each government organisation (which includes Local Government Authorities) to include within its Annual Report an appropriate section that addresses the following four (4) points:

- The efficiency and effectiveness of the organisation's record~~-~~keeping systems is evaluated not less than once every five (5) years.
- The organisation conducts a record keeping training program.
- The efficiency and effectiveness of the record keeping training program is reviewed from time to time.
- The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's Record Keeping Plan.

The brief report will include the following information:
Statement regarding the organisation's commitment to good and compliant record keeping practices;

- Details of the Record Keeping Training Program and key findings from the annual review;
- Brief statement regarding how the Record Keeping Induction addresses employee record keeping roles and responsibilities;
- Annualized Corporate Record Keeping Indicators (including a comparison to the previous year);
- Brief statement regarding results of Record Keeping Audits conducted during the year;
- Brief statement regarding any significant improvements or developments of the Record Keeping System; and
- If the Annual Report is published after a five-year comprehensive review of the Record Keeping System, details of key findings and recommendations of the review.

~~Definitions~~

~~**Record (State Records Act 2000)** For the purposes of this document, a record is defined as meaning "any record of information however recorded" and includes –~~

~~a) Anything on which there is writing or Braille;~~
~~b) A map, plan, diagram or graph~~
~~c) A drawing, pictorial or graphic work, or photograph;~~
~~d) Anything on which there are figures, marks, perforations or symbols having meaning for persons qualified to interpret them;~~
~~e) Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and~~
~~f) Anything on which information has been stored or recorded, mechanically, magnetically or electronically.~~

~~**Significant Records:** contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.~~

~~**Vital Records:** are records that are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire and are essential or the Shire's reconstruction in the event of a disaster. Examples of vital records include, Employment contracts, and agreements, performance appraisals, employee salary and superannuation details, core computer system records, Council and Committee Minutes and Agendas, Financial and Budget records, Title Deeds, Policy and Procedure Manuals, Registers, Contracts/Tenders, Licences, Historical documents, Delegation of Authority, Insurance Policies, Town Planning Scheme deeds/information and any document detailing approvals of some kind.~~

~~**Ephemeral Records**: are duplicated records and/or those that have only short term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential, or historical value. They may include insignificant drafts and rough notes, and for records of routine enquiries.~~

~~**Non-Records:** are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third-party Roles and Responsibilities.~~

Performance Measures

The Manager Information Services and/or the Records Coordinator will conduct regular audits, run overdue reports, and deliver training refresher sessions to enable data to be collated and then make available reports on the volume, accuracy and integrity of records captured as well as the general understanding of information and records management across the Shire.

Regular audits are essential to ensure that the Shire can demonstrate effective service to our public; results of such audits are available from the Records Coordinator on request.

Document Control Box					
Document Responsibilities:					
Owner:	Director Corporate Services		**Owner Business Unit:**	Information Services	
Reviewer:	Manager Information Services		**Decision Maker:**	Council	
Compliance Requirements:					
Legislation:	~~*State Records Act 2000*~~ ~~*Freedom of Information Act 1992*~~ *Local Government Act 1995*				
Industry:	*State Records Act 2000* *Freedom of Information Act 1992* *Privacy & Responsible Information Sharing (PRIS) Act 2024*				
Organisational:	Council Policy: Information Privacy 2024 Council Policy: Freedom of Information BOP Records Disaster Management & Recovery BOP: Vital Records Management BOP: Information Asset Register BOP: Record & Information Management Induction & Training Shire Recordkeeping Plan 2024				
Document Management:					
Risk Rating:	**Low**	**Review Frequency**:	**4 Yearly**	**Next Due:**	**12/2026**
Version #	**Decision Reference:**	**Synopsis:**			
1.	19 March 2009	Initial Adoption			
2.	12 December 2019	Review and converted to New Policy Template			
3.	18 November 2021	Desktop Review and new logo			

4.	15 December 2022	Review, minor amendments – OMC Minute No C/1222/013
5.	30 October 2023	Desktop review – no amends
6.	~~25 August~~ ~~September~~November 2025	Desktop review - Major amendments, including additions to reflect new State requirements (PRIS Act 2024)

COUNCIL POLICY

Transaction Cards

Policy Objective

To provide the Chief Executive Officer (CEO) with a framework of principles to guide the use and management of Transaction Card facilities and which:

1. Ensures efficient and effective procurement and payment operations.
2. Minimises the risk of misuse, fraudulent or corrupt use.
3. Defines allowable and prohibited uses.
4. Defines management and oversight obligations.
5. Defines Cardholder duty of care and responsible use obligations.

Policy Scope

Transaction cards are recognised as an efficient and flexible method of paying for goods and services in the public sector. They offer a convenient and highly traceable payment option, particularly for low value, day-to-day transactions, and can substantially improve purchasing efficiency.

However, any transaction method holds the potential for misuse and the convenience and flexibility of transaction cards can be a vulnerability. Therefore, sound policies and protocols for use and control must be established to take advantage of the improved purchasing efficiency while minimising the opportunity and impact of misuse of funds.

This policy provides an in-principle framework to guide the ~~Chief Executive Officer~~CEO when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to Transaction Cards.

Policy Statement

1. Management Oversight and Reporting

1.1 Legislation

(1) ~~(1)~~ Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer's (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.

(2) The *Local Government (Financial Management) Regulations 1996* prescribe:

a. Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
b. Regulation 11(1)(a) and (2) requires the Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.

1.2 Determining When Transaction Card Facilities are Appropriate

(1) Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Broome operations by ensuring:

a. goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire of Broome;
b. financial management and accounting standards are met; and
c. purchasing and payment functions are secure, efficient and effective.

(2) Transaction Card facility providers will only be acceptable where, in the opinion of the Chief Executive Officer, they:

a. provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire of Broome to sufficiently administer the facility; and
b. provide the Shire of Broome with protection and indemnification from fraudulent unauthorised transactions.

1.3 Management Oversight

The ~~Chief Executive Officer~~CEO shall determine and implement adequate systems and procedures to ensure:

a. Assessment and selection of Transaction Card facilities that support the efficient and effective operations of the Shire of Broome;
b. Authorisation and appointment of suitably eligible Cardholders;
c. Cardholder duties and responsibilities are documented and Cardholders provided with training; and
d. Monitoring and auditing of Transactional Card activities is regularly planned and reported.

1.4 Authority for Use

a. Council authorises the ~~Chief Executive Officer~~CEO to be issued with a Corporate Credit card, if they choose to hold one. The maximum amount for the ~~Chief Executive Officer~~CEO will be $5,000 per month.
b. Council authorises the Executive Assistant to the ~~Chief Executive Officer~~CEO to be issued with a Corporate Credit card with a maximum amount per month of $15,000. This Corporate Credit card primarily facilitates the Shire accessing State Government pricing for travel related expenditure through the Common Use Agreement.
c. All other Transactions Cards shall be approved by the ~~Chief Executive Officer~~CEO or a Director;

d. The maximum amount for any Transaction Card shall be $5,000 per month.
e. Monthly credit limits will be set to the lowest amount required by the Cardholder to conveniently execute their role.
f. Limits on individual transactions may be set.

1.5 Reporting

The ~~Chief Executive Officer~~CEO will ensure that acquitted transaction statements for each Transaction Card facility are provided to Council as part of the monthly financial reporting regime.

1.6 Misuse, Misconduct and Fraudulent Use

The ~~Chief Executive Officer~~CEO or a Director retains the right to withdraw/suspend the authority to use a Transaction Card at anytime.

Any alleged misuse of Transaction Cards will be investigated and may be subject to disciplinary procedures.

Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and *the Corruption, Crime and Misconduct Act 2003*.

1.7 Principles for Transaction Card Usage

1.7.1 Allowable Transactions

(1) Transaction Card facilities may only be used where:

a. The expenditure is directly arising from a Shire of Broome operational business activity for which there is an Annual Budget provision;
b. The expenditure is in accordance with legislation, the Shire of Broome Purchasing Policy, Employee Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
c. The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Transaction Card;
d. Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
e. Entertainment / Hospitality expenditure may only occur with the express written permission of the CEO.
f. Official travel, accommodation and related expenses may only occur in accordance with Shire of Broome policies and procedures;
g. Accounts payable payments are made under the direction of the Manager Financial Services;
h. A sufficient record of each transaction is obtained and retained within the Shire's Finance System to meet record keeping retention requirements.

(2) Allowable transactions include:

a. In-person and over the counter retail purchases;
b. Telephone or facsimile purchasing;
c. Mail order purchasing and subscriptions;
d. Internet purchasing.

1.7.2 Prohibited Transactions

(1) The Shire of Broome prohibits the use of Transaction Card facilities for:

a. Cash advances;
b. Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
c. Incurring Capital expenditure;
d. Incurring expenditure for goods or services which are subject to a current supplier contract;
e. Incurring expenses which are not in accordance with legislation, the Shire of Broome Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual Cardholder;
f. Splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
g. Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).

(2) For clarity, Elected Members are prohibited from using Shire of Broome Transaction Cards as the *Local Government Act 1995* does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

1.7.3 Cardholder Duty of Care and Responsible Use Obligations

(1) A Cardholder is required to:

a. Keep the Transaction Card and access information in a safe manner; protected from improper use or loss.
b. Only use the Transaction Card for allowable purposes and not for prohibited purposes.
c. Obtain, create and retain Local Government records that evidence transactions.
d. Acquit the reconciliation of Transaction Card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
e. Return the Transaction Card to the Shire of Broome before termination of employment, inclusive of reconciliation records.
f. Reimburse the Shire of Broome the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.

(2) Benefits obtained through use of a Transaction Card (i.e. membership or loyalty rewards) are the property of the Shire of Broome and may only be used for Shire of Broome business purposes. Such benefits must be relinquished by the Cardholder to

the Shire of Broome. Under no circumstances may such benefits be retained as a personal benefit.

1.7.4 Transaction Evidence

(1) A sufficient transaction record must include the following minimum information:

a. Invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
b. Where an invoice and / or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.

(2) Where a Transaction Card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:

a. the number of persons entertained;
b. the names of any employees in that number; and
c. the purpose of providing the entertainment or hospitality.

2. Definitions

Cardholder means an employee who has been authorised by the CEO to incur expenditure by means of a Transaction Card.

Transaction Card means a card facility (which may include; credit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Broome business activities only in accordance with relevant Shire of Broome Policies.

Document Control Box					
Document Responsibilities:					
Owner:	Director Corporate Services		**Owner Business Unit:**	Corporate Services	
Reviewer:	Manager Financial Services		**Decision Maker:**	Council	
Compliance Requirements:					
Legislation:	Section 2.7(2)(a), 2(b) and 6.5(a) of the *Local Government Act 1995* Regs 5 & 11(1)(a) and~~&~~ (2) of the *Local Government (Financial Management) Regulations 1996* *Public Sector Management Act 1994* *Corruption, Crime and Misconduct Act 2003* *Oaths, Affidavits and Statutory Declarations Act 2005*				
Industry:	Department of Local Government, Industry Regulation and Safety ~~Sporting and Cultural Industries Guideline No.11~~ – Use of Corporate Credit Cards Guide: Local Government Operational Guidelines Office of the Auditor General - Controls Over Purchasing Cards				
Organisational:					
Document Management:					
Risk Rating:	**Med**	**Review Frequency**:	**3 Yearly**	**Next Due:**	**12/2025**

Version #	**Decision Reference:**	**Synopsis:**
1.	28 April 2022	Adopted by Council OMC 28/04/2022
2.	27 April 2023	Council Policy Review - Minute No. C/0423/011
3.	30 October 2023	Desktop Review
4.	November 2025	Council Policy Review – Minute No.

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Printed copies are considered uncontrolled and should be verified as current version.

COUNCIL POLICY

Work Health and Safety

Policy Objective

The Shire of Broome is committed to promoting and improving standards for work, health and safety with the aim of achieving and ~~susta~~maintaining~~ining~~ a safe working ~~and community~~ environment for workers and those in Shire workplaces.

Definitions

Workers:	Anyone who carries out work for a PCBU, including; an employee a contractor; a subcontractor; a contractor; an apprentice or trainee, a work experience student; an employee of a labour-hire company placed with the host employer or a volunteer.
PCBU:	As referenced in the WHS Act 2020; "Persons Conducting a Business or Undertaking"
WHS Act:	*Work Health and Safety Act 2020*
Workplace:	A place where work is carried out for a business or undertaking and includes any place where a Worker goes, or is likely to be, whilst at work (WHS Act, s.8)

Policy ~~Scope~~

The Shire of Broome will continuously work towards achieving best practice ~~in accordance~~whilst complying with the *Work Health and Safety Act 2020*, *Work Health and Safety (General) Regulations 2022*, relevant Codes of Practice, Guidance Notes and Australian Standards.

The Shire is committed to achieving and maintaining a safe workplace ~~k practice~~ through;

- Compliance with all applicable work, health and safety laws and standards;
- Creating a positive safety culture and effective safety systems throughout the Shire;
-
- Applying proactive risk management strategies for identifying and minimising physical and psychosocial risks to health and safety of workers, as far as practicable;
- Reporting systems to identify hazards, assess risks and implement control measures in an effective and timely manner;
- Providing workers with the necessary information, instruction, PPE and training to increase knowledge and skills in order to work safely;
- Open communication with workers about work health and safety matters.

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Printed copies are considered uncontrolled and should be verified as current version.

- ~~Creating a positive safety culture throughout the Shire;~~
- ~~Continuous improvement of work health and safety systems within the Shire, across all business functions;~~
- Consultation with ~~employees~~workers~~, contractors and volunteers~~ in the development and improvement of work health and safety business operating procedures, programs and work instructions, where appropriate;
- ~~Providing employees, contractors and volunteers with the necessary information, instruction and training to increase knowledge and skills in order to work safely;~~
- ~~Enable reporting mechanisms to identify hazards, assess risk and implement control measures in an effective and timely manner;~~
- ~~Compliance so far as is reasonably practicable with all applicable health, safety and environmental laws and standards;~~
- ~~Open communication with employees, contractors, volunteers and visitors about work health and safety matters.~~
- Continuous improvement of work health and safety systems within the Shire.

Responsibilities

The Shire of Broome, as PCBU, acknowledges that the achievement of a safe work environment requires the commitment of Management, Workers and the Work, Health and Safety Committee. Each party will meet their obligations as outlined in the Work Health and Safety Act 2020, Shire of Broome Policies and Procedures and actively contribute to the Shire's workplace safety system.

~~The Shire of Broome acknowledges that the achievement of a safe work environment requires the commitment of Council, Executive, Managers, Officers, Contractors and Volunteers. It is expected, that everyone will meet their obligations as outlined in the *Work Health and Safety Act 2020*, Shire of Broome Policies and Procedures and actively contribute to the Shires workplace safety system. All persons at the workplace are obligated to abide by procedures that have been created in the interest of worker health and safety.~~

The Shire is responsible for ensuring the safety of all workers and persons in the workplace by providing a safe work environment, safe systems of work and adequate facilities.

Workers are required to abide by safe working policies or procedures that have been created in the interest of worker health and safety and ensure their actions do not harm others in the workplace.

The Work, Health and Safety Committee and all staff commit to support the successful implementation of this policy.

~~The Chief Executive Officer and the Council are committed to the successful implementation of this policy. They are supported in this regard by the Work Health and Safety Committee and all staff are to make a similar commitment.~~

Sam Mastrolembo
Chief Executive Officer

Document Control Box								
Document Responsibilities:								
Owner:	Chief Executive Officer			**Owner Business Unit:**	Office of the CEO			
Reviewer:	Manager People & Culture			**Decision Maker:**	Council			
Compliance Requirements:								
Legislation:	*Work Health and Safety Act 2020* *Work Health and Safety (General) Regulations 2022* Workers Compensation and Injury Management Act 2023							
Industry:								
Organisational:								
Document Management:								
Risk Rating:	**Low**	**Review Frequency**:	~~Triennial~~4 yearly(Full Review) Annual Desktop Review	**Next Due:**	11/2029~~10/2025~~	**Records Ref:**		
Version #	**Decision Reference:**		**Synopsis:**					
1.	2 June 2015		OMC Initial Adoption					
2.	12 December 2019		Review and converted to new Policy Template					
3.	17 November 2022		Review and update to reflect new WHS Act and Regs – OMC Min C/1122/142					
4.	20 November 2025		Review and updated to meet compliance with Audit findings					

9.4.2 COUNCIL MEETING DATES 2026

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

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

BACKGROUND

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

COMMENT

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

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

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

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

Proposed 2026 Ordinary Meeting of Council Dates:

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

29 October 2026
26 November 2026
17 December 2026

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.25
Regulations about council and committee meetings and committees
(1) (g) the giving of public notice of the date and agenda for council or committee meetings

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

RISK

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

STRATEGIC ASPIRATIONS

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

Outcome 9 - Effective leadership, advocacy and governance

Objective 9.1 Strengthen leadership, advocacy and governance capabilities.

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

That Council:

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

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

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

Attachments

1. 2026 Ordinary Meetings of Council

2026
Council Calendar

January

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

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19	20	21	22	23	24	25
26	27	28	29	30	31	

November

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December

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9.4.3 COUNCIL COMMITTEES AND WORKING GROUPS - APPOINTMENTS

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

SUMMARY:

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

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

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

BACKGROUND

Previous Considerations

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

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

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

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

COMMENT

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

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

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

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

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

COUNCIL COMMITTEES

Formal committees of Council are established and operated in accordance with Subdivision 2 of the Act, sections 5.8 – 5.18. The Shire of Broome currently operates 4 committees. The membership prior to recent Council changes is outlined below.

Appointment to committees is covered by section 5.10 of the Act. Councillors are able to nominate themselves under section 5.10(2) and under section 5.10(4) the Shire President is to be appointed to any committees they inform the local government that they would like to sit on.

Audit and Risk Committee		**Previous Representatives**
Council Members	3	Shire President C Mitchell Cr D Male Cr M Virgo
Presiding Member	1	Cr D Male
Deputies	2	Cr E Smith

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

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

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

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

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

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

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

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

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

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

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

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

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

COUNCIL WORKING AND REFERENCE GROUPS		
Arts and Culture Community Reference Group		**Previous Representatives**
Chairperson	1	Cr J Lewis
Deputy Chairperson	1	Cr E Smith
Council Proxy Member	1	Cr M Virgo

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

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

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

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

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

Community Safety Working Group		**Previous Representatives**
Chairperson	1	Cr J Mamid

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

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

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

McMahon Estate – Local Structure Plan –

Community and Stakeholder Reference Group (CSRG)

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

Officer's therefore recommend that the McMahon Estate – Local Structure Plan –

Community and Stakeholder Reference Group be disbanded.

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

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

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

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

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

EXTERNAL COMMITTEES AND OTHER APPOINTMENTS

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

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

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

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

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

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

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

Cr Male currently serves on the Board of KDC as one of the 2 local government members.

Cr Male was successfully re-elected and therefore will continue to serve the existing term. KDC have advised that there is no requirement to nominate additional Councillors at this point.

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

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

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

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

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

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

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

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

the CEO and generally but not necessarily the Mayor/Shire President or otherwise a councillor. Councils are encouraged to have a second councillor to act as proxy.

Regional Capital Alliance		**Previous Representatives**
Council Member	1	Cr C Mitchell
Proxy Member	1	Cr D Male
Shire Staff (Member)	1	Chief Executive Officer
Two voting members being the Shire President and the Chief Executive Officer (CEO). The Deputy President is proxy to the President and any Director appointed by the CEO is proxy to the CEO.		

WALGA - Kimberley Country Zone – Kimberley Regional Group		**Previous Representatives**
Council Member	1	Shire President C Mitchell
Council Deputy	1	Cr D Male
The WALGA Kimberley Country Zone is comprised of the 4 Kimberley local governments and the Shire's of Cocos Keeling Islands and Christmas Island. The KZ acts as an informing group for WALGA. The KRG is a group defined through an agreement between the four Kimberley local governments with the Minister for Local Government. Two elected members required for member position and deputy – one being Shire President as stated in the terms of reference and one typically being the Deputy Shire President.		

WALGA – Roadwise Committee		**Previous Representatives**
Council Member	1	Cr J Lewis
Council Deputy	1	Cr S Cooper
RoadWise provides a forum where local issues are discussed, and community-based road safety campaigns can be developed and delivered to address those issues.		

Yawuru Park Council		**Previous Representatives**
Council Observers	3	Cr J Lewis Cr M Virgo Cr P Taylor
Shire Staff	3	Chief Executive Officer Director Development Services Land Tenure Officer
Shire Staff Proxy	1	Manager Planning and Building Services
Yawuru Park Council have confirmed the Terms of Reference from 2010 are still current.		

CONSULTATION

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

STATUTORY ENVIRONMENT

Local Government Act 1995

5.8. Establishment of committees

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

* Absolute majority required.

5.10 Appointment of committee members

5.11A Deputy committee Members

5.12. Presiding members and deputies

(1) The local government must appoint

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

* *Absolute majority required.*

(2) The local government may appoint

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

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

POLICY IMPLICATIONS

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

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

FINANCIAL IMPLICATIONS

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

RISK

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

STRATEGIC ASPIRATIONS

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

Outcome 9 - Effective leadership, advocacy and governance

Objective 9.1 Strengthen leadership, advocacy and governance capabilities.

VOTING REQUIREMENTS

Absolute Majority

Audit and Risk Committee

REPORT RECOMMENDATION:

That Council:

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

(ABSOLUTE MAJORITY REQUIRED)

Behaviour Complaints Committee

REPORT RECOMMENDATION:

That Council:

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

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

(ABSOLUTE MAJORITY REQUIRED)

Bush Fire Advisory Committee

REPORT RECOMMENDATION:

That Council:

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

(ABSOLUTE MAJORITY REQUIRED)

Local Emergency Management Committee

REPORT RECOMMENDATION:

That Council:

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

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

(ABSOLUTE MAJORITY REQUIRED)

Arts, Culture and Heritage Community Reference Group

REPORT RECOMMENDATION:

That Council:

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

(SIMPLE MAJORITY REQUIRED)

Cable Beach Community and Stakeholder Reference Group

REPORT RECOMMENDATION:

That Council:

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

(SIMPLE MAJORITY REQUIRED)

Community Safety Working Group

REPORT RECOMMENDATION:

That Council:

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

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

(SIMPLE MAJORITY REQUIRED)

McMahon Estate – Local Structure Plan Community and Stakeholder Reference Group

REPORT RECOMMENDATION:

That Council:

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

(SIMPLE MAJORITY REQUIRED)

Youth Advisory Council

REPORT RECOMMENDATION:

That Council:

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

(SIMPLE MAJORITY REQUIRED)

Broome Boating Facility Advisory Group

REPORT RECOMMENDATION:

That Council:

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

(SIMPLE MAJORITY REQUIRED)

Broome Liquor Accord.

REPORT RECOMMENDATION:

That Council:

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

(SIMPLE MAJORITY REQUIRED)

Regional Development Assessment Panel

REPORT RECOMMENDATION:

That Council:

1. *Appoints the following Councillors to be nominated to be members of the Regional Development Assessment Panel:*

    - *Cr _____;*
    - *Cr _____; and*

2. Appoints the following Councillors to be nominated as deputy members of the Regional Development Assessment Panel:

    - *Cr_____;*
    - *Cr_____.*

(SIMPLE MAJORITY REQUIRED)

Regional Roads Group

REPORT RECOMMENDATION:

That Council:

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

    - *Cr _____*
    - *Cr _____*

(SIMPLE MAJORITY REQUIRED)

North West Defence Alliance

REPORT RECOMMENDATION:

That Council:

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

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

(SIMPLE MAJORITY REQUIRED)

WALGA - Kimberley Country Zone – Kimberley Regional Group

REPORT RECOMMENDATION:

That Council:

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

(SIMPLE MAJORITY REQUIRED)

WALGA – Broome Roadwise Committee.

REPORT RECOMMENDATION:

That Council:

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

(SIMPLE MAJORITY REQUIRED)

Yawuru Park Council.

REPORT RECOMMENDATION:

That Council:

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

(SIMPLE MAJORITY REQUIRED)

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

Broome Visitor Centre Board.

REPORT RECOMMENDATION:

That Council:

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

(SIMPLE MAJORITY REQUIRED)

Attachments

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

Shire of Broome
A future, for everyone

AUDIT RISK & IMPROVEMENT COMMITTEE
Terms of Reference

Audit Risk & Improvement Committee

Voting Members **3 x Councillors** **(2 x Deputies)**	3 x Shire Councillors
Presiding Member	Cr Desiree Male
Deputies	2 x Shire Councillors
Non-voting Members	Chief Executive Officer
3 x Shire Staff (All non-voting)	Director Corporate Services Manager Financial Services
Community Delegates	Nil
Officer Responsible	Director Corporate Services
Meeting Schedule	At least 4 times per year
Meeting Location	Function or Committee Room, Shire of Broome
Quorum	2 voting members
Delegated Authority	Nil
Secretariat	Manager Financial Services

FUNCTIONS:

1. NAME

The name of the Committee is the Audit, Risk & Improvement Committee (the Committee).

2. DISTRICT/AREA OF CONTROL

Local Government boundaries of the Shire of Broome.

3. AUTHORITY

As prescribed in Regulation 16 of the Local Government (Audit) Regulations 1996, the Committee is to provide guidance and assistance to Council on matters relevant to its terms of reference. This role is designed to facilitate informed decision-making by Council in relation to its legislative functions and duties that have not been delegated to the Chief Executive Officer (CEO).

The Committee is a formally appointed Committee of the Council and is responsible to the Council. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislated responsibility and it does not have any delegated financial responsibility. The Committee does not have management functions and cannot involve itself in management processes or procedures.

4. PURPOSE

The purpose of the Audit and Risk Committee ("Committee") is to support the Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management, internal and external audit functions and ethical accountability.

The Committee is to support Council in discharging its legislative responsibility associated with overseeing the allocation of the Shire's finances and resources, and the effective management of risk. The Committee will promote transparency and accountability in the Shire's financial reporting and promote effectiveand responsible management of risks to protect the Shire's assets.

5. AIMS & FUNCTIONS

The primary objectives of the Committee are to:

- Accept responsibility for the annual external audit; and
- Liaise with the Shire's external auditors so that Council can be satisfied with the performance of the Shire in managing its affairs

Reports from the Committee will assist Council in discharging its legislative responsibilities and provide oversight of the Shire's affairs, determining the Shire's policies and overseeing the allocation of the Shire's finances and resources. The Committee will ensure openness in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems and compliance with legislation.

The Committee facilitates:

- The enhancement of the credibility and objectivity of internal and external financial reporting
- Effective management of enterprise risks and the protection of Council assets
- Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance
- The provision of an effective means of communication between the external auditor, the Chief Executive Officer and the Council.

5. STATUTE

Part 6 — Financial Management, of the Local Government Act 1995

Part 7 — Audit, of the Local Government Act 1995
Local Government (Audit) Regulations 1996

6. ESTABLISHMENT

In accordance with section 7.1A. of the *Local Government Act 1995* (the Act) the Council of the Shire of Broome (the Shire) has established an Audit, Risk and Improvement Committee (the Committee).

The Committee will operate in accordance with all relevant provisions of the Act, the *Local Government (Audit) Regulations 1996* and the *Local Government (Administration) Regulations 1996*.

7. MEMBERSHIP

~~7.1~~6.1 *Composition*

The Committee will consist of 3 delegates and 2 deputy delegates:

a) A Presiding Member;

b) A Deputy Presiding Member; and

c) One other Council Member.

Council shall appoint 3 elected members as delegates and up to 2 elected members as deputies to those delegates on the Committee.

Council shall appoint the Presiding Member.

Council shall appoint up to 2 deputies for the Council Members (Delegates) of the Audit, Risk and Improvement Committee.

An induction session will be conducted for Members who are appointed to the Committee at the first meeting following the appointment to equip the Members to fulfil their duties on the Committee.

Committee Members must declare conflicts of interest in accordance with regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021,* in a written notice given to the CEO before the meeting or at the meeting immediately before the matter is discussed.

All members of the Committee are bound by the Code of Conduct for Council Members, Committee Members and Candidates. Any instance where a Committee Member has a commercial interest or is closely associated with an organisation that has an interest in the business of the Shire which represents a conflict of interest or pecuniary interest, or there is a risk or perception of conflict of interest, must be declared to the CEO before or at the Committee meeting.

The CEO and employees are non-voting members of the committee. The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

~~7.2~~6.2 *Tenure of Membership*

The tenure of members' appointment to the Committee must be compliant with section 5.11 of the Act, being up to two years terminating on the day of the Ordinary Council elections, at which time all elected members will be eligible for reappointment.

~~7.3~~6.3 *Committee Member Entitlements*

All Committee members will be:

- Entitled to receive reimbursement of reasonable expenses
- Provided with appropriate training and professional development to be determined by the Committee and provided that adequate funds are available in the Council budget for this purpose.

8. DELEGATED AUTHORITY

The Audit and Risk Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed

decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have management functions and cannot involve itself in management processes or procedures.

More specifically, the Committee is to:

- Review the internal and external annual audit plans and the outcomes/results of all audits undertaken;
- Meet with the Shire's appointed external auditors as necessary;
- Review the annual Compliance Audit Return (CAR) and report to the Council the results of that review, prior to adoption of the return by Council.
- Consider proposals from the CEO as to whether the compliance audit, and the reviews of risk management, internal control and legislative compliance, are undertaken internally or an external party is contracted to undertake the task. In the case of an external party the Audit Committee would have responsibility to receive the review report from the CEO and make recommendations on it to full Council.
- Monitoring and reporting on the appropriateness and effectiveness of Council's programs for risk management, internal control and legislative compliance and receive a report from the CEO on risk management matters and the progress of actions from the Improvement Plan.
- Monitoring and reporting on the appropriateness and effectiveness of Council's financial management systems and procedures not less than once in every three financial years and the CEO, through the Audit Committee is to report to Council the results of those reviews.

9. COMMITTEE STRUCTURE

~~9.1~~8.1 Presiding Member

As appointed by Council (is the Presiding Member).

~~9.2~~8.2 Secretariat

The Manager Financial Services will fulfil this administrative non-voting role.

~~9.3~~8.3 Standing Ex-Officio Members

Nil.

10. COMMITTEE MEETINGS

~~10~~

~~10.1~~9.1 Frequency

The Committee shall meet on a regular basis but at least quarterly; within fourteen (14) days of receiving the Annual Financial Report and Audit Report from Council's Auditor**.**

The Manager Financial Services generally calls meetings when required on behalf of the Director Corporate Services.

~~10.2~~9.2 Quorum

Quorum is 2 voting members in accordance with section 5.19 of the *Local Government Act 1995*.

~~10.3~~9.3 Who Acts if no Presiding member

In the Presiding Member's absence, the Deputy Presiding Member will be the Presiding member. Should the Presiding Member and Deputy Presiding member not be available Committee Members who are present will select a Presiding Member for that particular meeting in accordance with the *Local Government Act 1995* section 5.14.

~~10.4~~9.4 Voting

Only elected member representatives are allowed to vote in accordance with section 5.21 of the *Local Government Act 1995.*

~~10.5~~9.5 Agenda

An agenda will be distributed at least five days prior to the meeting wherever possible, along with the minutes of the previous meeting, action items, reporting registers and other attachments or reports to be addressed**.**

~~10.6~~9.6 Minutes & Reporting

In accordance with the *Local Government Act 1995* section 5.22 and 5.25, and *Local Government (Administration) Regulations 1996.*

The minutes are to be submitted to the next Committee meeting for confirmation and are to be signed by the Presiding Member from the meeting at which the minutes are confirmed.

Unconfirmed minutes are to be available for inspection by members of the public within 5 business days after the meeting and Reports and Recommendations arising from the minutes shall be presented to Council at the next Ordinary Meeting for endorsement and/or action, or if this is not possible, then the earliest available Council Meeting.

~~10.7~~9.7 Public Attendance at Meetings

Closed to the public pursuant to section 5.23(2) of the *Local Government Act 1995* and is not required to have questions from the public as there are no Council delegations.

~~10.8~~9.8 Members Interests to be Disclosed

Committee members must declare conflict of interest or pecuniary interests in accordance with *Local Government (Model Code of Conduct) Regulations 2021* section 22 Disclosure of interests, to the Chief Executive Officer before or at the relevant Committee meeting.

Document Control Box					
Document Responsibilities:					
Owner:	Director Corporate Services		**Owner Business Unit:**	Corporate Services	
Reviewer:	Manager Financial Services		**Decision Maker:**	Council	
Compliance Requirements:					
Legislation:	*Local Government Act 1995* section 7.1A - Audit committee Local Government (Audit) Regulations 1996				
Industry:					
Organisational:					
Document Management:					
Risk Rating:	**Medium**	**Review Frequency**:	Biennial	**Next Due:**	**[09/2027]**

Version #	**Decision Reference:**	**Synopsis:**
1.	28 October 2021	Minor updates to reflect changes in Regulations and Org Structure
2.	16 November 2023	Minor updates to reflect changes.
3.	22 May 2025	Changes made to reflect legislative changes. OMC Minute No C/0525/029
4.	October 2025	Changes made to reflect administration and legislative requirements. OMC Minute No

Shire of Broome
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Behaviour Complaints Committee

Terms of Reference

Behaviour Complaints Committee

Voting Members 3 x Councillors (6 x Deputies)	Three (3) x Shire Councillors
Presiding Member	**Shire President C Mitchell**
Deputy Presiding Member	**6 x Shire Councillors**
Officer Responsible	Senior Governance & Administration Officer (includes Secretariat role)
Meeting Schedule	As required
Meeting Location	Function or Committee Room, Shire of Broome
Quorum	2 voting members
Delegated Authority	Yes

Behaviour Complaints Committee
Terms of Reference

Policy Objective

To establish Terms of Reference for the Behaviour Complaints Committee of the Shire of Broome.

Policy Scope

This Policy applies exclusively to the Shire of Broome Behaviour Complaints Committee.

Committee Function

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the *Local Government Act 1995* (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates. (Code of Conduct)

The extent of authority provided to the Behaviour Complaints Committee is specified in the relevant Delegated Authority, and includes:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur *[clause 12(3) of the Code of Conduct].*
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
    - To take no further action; or
    - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

The extent of authority of the Behaviour Complaints Committee is limited by the Conditions of the Delegated Authority.

Membership

The Behaviour Complaints Committee is a Committee of Council Members only in accordance with s.5.9(2)(a) of the Act.

Membership of the Behaviour Complaints Committee will comprise of three (3) Council Members, appointed by Council in accordance with s.5.10 of the Act.

In addition, all remaining six (6) Council Members will be appointed as Deputy Committee Members in accordance with s.5.11A of the Act.

The Delegated Authority Condition prescribes that if an appointed Committee Member is identified in the Complaint as either the Complainant or the Respondent, they are to recuse themselves from the Committee's Function by providing an apology. They are to be replaced for the duration of the handling of the subject Complaint by a Deputy Committee Member, selected by the Presiding Member of the Committee.

Meeting Schedule

Meetings are to be schedule as required by the CEO or Behaviour Complaints Officer in consultation with the Behaviour Complaints Committee Presiding Member.

Delegated Authority

The Behaviour Complaints Committee will act under Delegated Authority in accordance with s.5.16 of the Act. The delegation is recorded in the Shire of Broome Register of Delegations.

It is a Condition of Delegated Authority that the Behaviour Complaints Committee will be unable to exercise delegated authority if the Complainant or Respondent attend as a Complaints Committee Member.

Committee Governance

Behaviour Complaints Committee are required to:

- Be called and convened by the CEO, as required, in consultation with the Committee's Presiding Member;
- Include public question time *[Admin.r.5];*
- Make the Committee Notice Papers and Agenda publicly available *[s.5.94(p), s.5.96A(f)],* with the exception of agenda content that relates to that part of the meeting which will be closed to members of the public under s.5.23(2) *[Admin.r.14];* and
- Make Committee minutes publicly available *[s.5.94(n), s.5.96A(h)],* with the exception ofMinutes content that relates to that part of the meeting which was closed to the public orwas determined as confidential under s.5.23(2).

Document Control Box					
Document Responsibilities:					
Owner:	Chief Executive Officer		**Owner Business Unit:**	Office of the CEO	
Reviewer:	Manager Governance, Strategy & Risk		**Decision Maker:**	Council	
Compliance Requirements:					
Legislation:	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021				
Industry:					
Organisational:	Shire of Broome – Code of Conduct for Council Members, Committee Members and Candidates Council Policy – Code of Conduct Behaviour Complaints Management Delegated Authority – 1.1.1 Behaviour Complaints Committee				
Document Management:					
Risk Rating:	**Low**	**Review Frequency**:	**Triennial**	**Next Due:**	**9/2027**
Version #	**Decision Reference:**	**Synopsis:**			
1.	29 July 2021	Initial Adoption Resolution C/0721/028			
2.	22 May 2025	Changes made due to legislative changes. OMC Minute No C/0525/029			
3.	November	Council Policy Review – No Changes made. OMC Minute No			

Shire of Broome
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Bush Fire Advisory Committee
Terms of Reference

Bush Fire Advisory Committee

Shire Delegates	1 x Elected member nominated by Council.
Chairperson	Shire Representative.
Deputy Chairperson	Department of Fire and Emergency Services Representative.
Agency Delegates	1 x Department of Fire and Emergency Services (DFES) 1 x Department of Biodiversity, Conservation and Attractions (DBCA) 1 x Main Roads WA (MRWA) 1 x Broome Police 1 x Bidyadanga Police 1 x Dampier Peninsula Police 1 x Broome Regional Volunteer Bushfire (BRVB) 1 x Broome Volunteer Fire and Rescue Service (BVFRS) 1 x Kimberley Land Council (KLC) 1 x Nyamba Buru Yawuru Ltd (NBY)
Community Representatives	1 x Town of Broome 1 x Coconut Well 1 x Twelve Mile 1 x Bidyadanga 1 x Ardyaloon 1 x Beagle Bay 1 x Lombadina 1 x Djarindjin 1 x Skuthorpe
Secretariat	Manager Environmental Health, Emergency and Rangers~~Director Development Services~~
Ex-Officio Members	The Committee may invite additional ex-officio members as necessary.
Meeting Schedule	Quarterly. ~~or as required~~
Meeting Location	Shire of Broome, Administration Building or as convened.

Quorum	Five (5)
Delegated Authority	Nil

FUNCTIONS:

1. NAME

The name of the Committee is the Shire of Broome Bush Fire Advisory Committee.

2. DISTRICT/AREA OF CONTROL

The district shall have the application as deemed in the *Local Government Act 1995*, district means an area of the State that is declared to be a district under section 2.1 of the *Local Government Act 1995*, this being the whole of the Shire of Broome.

3. VISION / PURPOSE

To advise the Shire on:

a) matters relating to previously controlled and existing of bush fires,

b) the planning layout of Fire Breaks in the district,

c) prosecutions for breaches of the BFAC,

d) formation of brigades, and

e) co-ordination and cooperation between brigades and agents.

4. STATUTE

Section 67 – Advisory committees**, *Bush Fires Act 1954.***

In accordance with Council's Meetings Procedure Local Law 2020, formal Committees of Council are to be compliant with the provisions of the Meetings Procedure Local Law as far as this does not conflict with any other written Law.

While recognising that the Bush Fire Advisory Committee is a Committee formed pursuant to section 67 of the *Bushfire Act 1954*, the Chairperson is to follow the Meetings Procedure Local Law 2020 as far as is practicable to ensure proper meeting procedures are followed.

The Committee is proposed to be administered by utilising the *Local Government Act 1995* as a guiding reference.

5. ESTABLISHMENT

Last reviewed 16 October 2023.

6. OBJECTIVES

The Bush Fire Advisory Committee will be responsible for the reporting to and making recommendations to Local Government on:

1. The financial affairs of the Brigade/s.
2. The general management of the affairs of the Brigade/s.
3. The planning, setting of standards and works programs for fire prevention within the Local Government area of responsibility.
4. Activities of Bush Fire Brigade/s.
5. Subject to any direction of the Advisory Committee as a whole:
    a) Ensuring that the equipment in the possession or control of the Brigade/s in the Local Government area is inspected on a regular basis.
    b) Making representation and recommendations to Local Government in relation to the fire fighting equipment that should be reviewed in accordance with the Risk to Resource documentation as submitted to DFES.
    c) Taking steps to ensure the appropriate distribution of fire equipment amongst brigade/s in the Local Government Area of Responsibility.
    d) Co-ordinating training within the Brigade/s in the Shire to ensure they work together efficiently.
    e) Overseeing the preparation and maintenance of an Incident Response Plan for the bushfire district and ensuring that a communication plan is developed and functions across the Local Government area.
    f) Selecting members of the Committee to represent the Local Government area on a regional basis.
    g) Carrying out other functions assigned to the committee by the Local Government.

7. MEMBERSHIP

7.1 General

Membership to the Committee is decided by Council.

Council will appoint one Council Delegate to be the Chairperson of the Committee. The Deputy Chair is appointed by the Department of Fire and Emergency Services.

Agency and organisation representatives can appoint a proxy member by notifying the Committees Secretariat.

Ex officio members cannot vote and are only permitted to speak on a matter when invited to do so by the Chair. Shire staff may be appointed ex officio officers by the Secretariat.

7.2 Tenure of Membership

As per section *5.11 Tenure of committee membership,* of the *Local Government Act 1995.*

8. DELEGATED AUTHORITY

This Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have management functions and cannot involve itself in management processes or procedures.

9. COMMITTEE

9.1 Chairperson & Deputy Chairperson

The Chairperson is the Shire's councillor representative and the Deputy Chairperson is the Department of Fire and Emergency Services Representative.

9.2 Secretariat

The Shire's Director of Development Services is the responsible Secretariat.

9.3 Standing Ex-Officio Members

The Committee may invite ex-officio members as necessary.

10. MEETINGS

10.1 Annual General Meeting

Nil.

10.2 Committee Meetings

The Committee shall meet quarterly or as required. The Chairperson may at any time convene a special meeting of the Committee.

10.3 Quorum

Quorum is five (5) Committee members.

10.4 Voting

As per *section 5.21 –Voting,* of the ***Local Government Act 1995.***

10.5 Reports to the Bush Fire Advisory Committee

Each Fire Brigade Captain on the Committee shall submit a report of the Brigade's training activities, vehicle and equipment status, and general business, to each meeting of the Bush Fire Advisory Committee.

The Officer responsible shall report on all matters relevant to the Committee.

10.6 Sub-Committees

The Local Government Bush Fire Advisory Committee may form sub-committees, to provide advice and recommendations on specific areas of the Committee's responsibilities. The Advisory Committee shall determine membership and terms of reference of such sub-committees.

10.7 Minutes

In accordance with the *Local Government Act 1995* section 5.22 and 5.25, and *Local Government (Administration) Regulations* 1996.

The minutes are to be submitted to the next Committee meeting for confirmation and are to be signed by the Chairperson from the meeting at which the minutes are confirmed.

Unconfirmed minutes are to be available for inspection by members of the public within 5 business days after the meeting and Reports and Recommendations arising from the minutes shall be presented to Council at the next Ordinary Meeting for endorsement and/or action, or if it is not possible, then the earliest available Council Meeting.

10.8 Agendas and Minutes of Meetings

The Secretariat is responsible for preparing, authorising and distributing the Agenda and Minutes using the Shire's InfoCouncil system.

Agenda

The Secretariat will issue the Agenda by email and via the Outlook calendar meeting invitation at least five (5) working days prior to the meeting.

Minutes

The Secretariat is responsible for ensuring the minutes are a true and accurate record of the meeting. This relates to meeting commencement and closure times, attendance and any decisions made; noting that general discussion and presentations are not recorded or summarised.

The Secretariat will distribute the Draft Minutes as follows:

1. Email the working group distribution list within two (2) working days of the meeting;
2. Table in the following monthly Councillor Information Bulletin (CIB); and
3. Attach them to the next meeting Outlook calendar invitation.

Where draft minutes contain amendments beyond minor administrative corrections, these changes will be reflected in the next monthly CIB.

Any recommendations arising from the Minutes that require Council action will be presented to the next Ordinary Meeting of Council (OMC).

~~10.8~~10.9 Who Acts if No Presiding Member

In accordance with section 5.14 – Who acts if no presiding member, of the ***Local Government Act 1995***.

Members Interests to be Disclosed

Members of the Committee are required to declare interests following the principles detailed in s.5.65 and s.5.70 of the *Local Government Act 1995*.

Document Control Box							
Document Responsibilities:							
Owner:	Manager Health, Emergency and Rangers			**Owner Business Unit:**	Development Services		
Reviewer:	Executive Support Officer Development Services			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	*Bushfires Act 1954* Section 67 - Advisory Committees						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	**Medium**	**Review Frequency**:	Biennial	**Next Due:**	**[09/2025]**	**Records Ref:**	
Version #	**Decision Reference:**	**Synopsis:**					
1.	28 October 2021	Updated to reflect new Meeting Procedures Local Law and Org Structure Changes					
2.	16 October 2023	Minor edits completed					
3.	November 2025	Changes made to administration of minutes. Minute No					

Shire of Broome
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Local Emergency Management Committee
Terms of Reference

Local Emergency Management Committee

Chairperson	Shire Councillor
Deputy Chairperson	Local Emergency Coordinator
Agency and Organisation Representatives	1 x Department of Fire and Emergency Services (DFES) 1 x State Emergency Services (SES) 1 x Broome Volunteer Fire and Rescue Services (BVFRS) 1 x Broome Regional Bush Fire Brigade (BRVBFB) 1 x Department of Aboriginal Affairs 1 x Air Services Australia – (ASA) 2 x Department of Child Protection and Family Services (DCPFS) 1 x Department of Defence – Norforce- 1 x Department of Communities Housing 1 x Department of Biodiversity, Conservation and Attractions 1 x Department of Transport 1 x Broome Police 1 x Bidyadanga Police 1 x Dampier Peninsula Police 1 x Broome Volunteer Sea Rescue Group (BVSRG) 1 x Bureau of Meteorology 1 x WA Country Health Service (WACHS) – Broome Hospital 1 x WACHS - Kimberley Population Health Unit 1 x Horizon Power 1 x Department of Prime Minister & Cabinet 1 x Kimberley Land Council (KLC) 1 x Nyamba Buru Yawuru Ltd 1 x Main Roads WA 1 x Water Corporation 1 x Australian Red Cross 1 x Broome Regional Prison 1 x Kimberley Ports Authority 1 x Broome International Airport 1 x St John Ambulance 1 x Royal Flying Doctor Services 1 x Telstra 1 x Kimberley Aboriginal Medical Services Ltd 1 x Department of Human Services 1 x Broome Surf Life Saving Club 1 x Department of Immigration and Border Protection 1 x Southern Cross Care WA 1 x Kimberley Mineral Sands
Community Representatives	1 x Town of Broome 1 x Coconut Well 1 x Twelve Mile 1 x Ardyaloon Community 1 x Beagle Bay Community 1 x Bidyadanga Community 1 x Djarindjin Community 1 x Lombadina Community
Secretariat	Manager Environmental Health, Emergency and Rangers ~~Director Development Services~~

Meeting Schedule	Quarterly ~~or as required~~.
Meeting Location	Shire of Broome, Administration Building or as convened.
Quorum	Five (5)
Delegated Authority	Nil

FUNCTIONS:

1.0 NAME

The name of the Committee is the Shire of Broome Local Emergency Management Committee (LEMC).

2.0 DISTRICT/AREA OF CONTROL

The Shire of Broome Local Emergency Management Committee (LEMC) operates within the boundaries of the local government of the Shire of Broome. Shire districts are determined under Division 4 — Emergency management districts, of the *Emergency Management Act 2005.*

3.0 VISION / PURPOSE

To assist the Shire of Broome and the Local Emergency Coordinator (Officer in Charge of Police sub-district) to develop and maintain effective emergency management arrangements for the local area.

4.0 STATUTE

Emergency Management Act 2005

The Emergency Management Procedures Manual published by the Department Fire and Emergency Services (DFES) contains the following guidance:

LEMC Membership

3.7 Noting the requirements of the Emergency Management Act, the following provides guidance on thecomposition of LEMCs:

a) the Chair should be an elected member of Council;

b) the Local Emergency Coordinator should be appointed as Deputy Chair;

c) an Executive Officer, who should be an officer of the relevant local government, should be appointed to coordinate the business of the committee and/or provide administrative support;

d) the Local Recovery Coordinator, being the person nominated in the Local Recovery Plan, where a Local Recovery Plan has been completed as part of local emergency management arrangements (section 41(4) of the Emergency Managament Act), should be appointed a member of the committee;

e) consideration should be given to appointing local government officers engaged in key roles and functions affecting emergency management (for example, community services, engineering services, corporate services or planning);

f) membership should include representatives from Emergency Management Agencies (EMAs) in the local government district (for example, the Department of Fire and Emergency Services); welfare support agencies or government and non-government organisations (for example, the Department for Child Protection and Family Support, Red Cross and Salvation Army), industry representatives (especially the owners or operators of hazardous facilities located within the local government district);

g) consideration should be given to appointment of persons able to represent or advise on the interests of Culturally and Linguistically Diverse (CaLD) community members or community members with special needs; and

h) LEMCs should where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.

Shire of Broome Meetings Procedure Local Law 2020

In accordance with Council's *Meetings Procedures Local Law 2020*, formal Committees of Council are to be compliant with the provisions of the Meetings Procedures Local Law as far as this does not conflict with any other written Law.

While recognising that the Local Emergency Management Committee is a Committee formed pursuant to section 38 of the *Emergency Management Act 2005*, the Chairperson is to follow the Meetings Procedures as far as is practicable to ensure proper meeting procedures are followed.

The Committee is proposed to be administered by utilising the *Local Government Act 1995* as a guiding reference.

5.0 ESTABLISHMENT

Last reviewed 24 August 2023.

6.0 OBJECTIVES

- Liaise with participating agencies in the development, review and testing of emergency management arrangements.
- Assist with the preparation of emergency management operating procedures for application in the local area.
- Prepare an annual report on Committee activities for submission to the District Emergency Management Committee.
- Participate in the emergency risk management process.
- Carry out other emergency management functions as directed by the District Emergency Management Committee.

7.0 MEMBERSHIP

7.1 General

Members of the Committee are nominated by Council.

Council will appoint one elected member and one deputy elected member to the Committee.

Membership to include agencies with specific emergency management responsibilities or expertise essential to the development of emergency management arrangements.

7.2 Tenure of Membership

As per section *5.11 Tenure of committee membership,* of the *Local Government Act 1995.*

8.0 DELEGATED AUTHORITY

This Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have management functions and cannot involve itself in management processes or procedures.

9.0 COMMITTEE

9.1 Chairperson and Deputy Chairperson

The Chairperson is the Shire councillor representative and Deputy Chairperson is the Local Emergency Management Coordinator.

9.2 Secretariat

The Shire's Director of Development Services is the responsible Secretariat.

9.1 Standing Ex-Officio Members

The Committee may invite ex-officio members as necessary. Ex officio members cannot vote and are only permitted to speak on a matter when invited to do so by the Chair. Shire staff may be appointed as ex officio officers by the Secretariat.

10.0 MEETINGS

10.1 Annual General Meeting

N/A

10.2 Committee Meetings

Held quarterly or as required. The Chairperson may at any time convene a special meeting of the Committee.

10.3 Quorum

Quorum is five (5) Committee members.

10.4 Voting

As per *section 5.21 –Voting,* of the *Local Government Act 1995.*

10.5 Minutes

In accordance with the *Local Government Act 1995* section 5.22 and 5.25, and *Local Government (Administration) Regulations* 1996.

The Secretariat is responsible for preparing, authorising and distributing the Agenda and Minutes using the Shire's InfoCouncil system.

Agenda

The Secretariat will issue the Agenda by email and via the Outlook calendar meeting invitation at least five (5) working days prior to the meeting.

Minutes

The Secretariat is responsible for ensuring the minutes are a true and accurate record of the meeting. This relates to meeting commencement and closure times, attendance and any decisions made; noting that general discussion and presentations are not recorded or summarised.

The Secretariat will distribute the Draft Minutes as follows:

1. Email the working group distribution list within two (2) working days of the meeting;
2. Table in the following monthly Councillor Information Bulletin (CIB); and
3. Attach them to the next meeting Outlook calendar invitation.

Where draft minutes contain amendments beyond minor administrative corrections, these changes will be reflected in the next monthly CIB.

Any recommendations arising from the Minutes that require Council action will be presented to the next Ordinary Meeting of Council (OMC).

~~The minutes are to be submitted to the next Committee meeting for confirmation and are to be signed by the Chairperson from the meeting at which the minutes are confirmed.~~

~~Unconfirmed minutes are to be available for inspection by members of the public within5 business days after the meeting and Reports and Recommendations arising from the minutes shall be presented to Council at the next Ordinary Meeting for endorsement and/or action, or if it is not possible, then the earliest available Council Meeting.~~

10.6 Who Acts if No Presiding Member

In accordance with s*ection 5.14 – Who acts if no presiding member,* of the *Local Government Act 1995.*

10.7 Members Interests to be Disclosed

Members of the Committee are required to declare interests following the principles detailed in section 5.65 - Members' interest in matters to be discussed at meetings to be disclosed and section 5.70 – Employees to disclose interests relating to advice or reports - of the *Local Government Act 1995*.

Document Control Box

Document Responsibilities:			
Owner:	Manager Health, Emergency and Rangers	**Owner Business Unit:**	Development Services
Reviewer:	Director, Development Services	**Decision Maker:**	Council

Compliance Requirements:	
Legislation:	*Emergency Management Act 2005* Section 38 - Local emergency management committees
Industry:	State Emergency Management Procedures
Organisational:	

Document Management:							
Risk Rating:	**Medium**	**Review Frequency**:	Biennial	**Next Due:**	**[09/2025]**	**Records Ref:**	

Version #	**Decision Reference:**	**Synopsis:**
1.	24 August 2023	Updated to reflect new Meeting Procedures Local Law and Org Structure Changes. Minor administrative changes
2.	November 2025	Council Policy Review Minor Administration Changes made to Agendas and Minutes. Minutes No

Shire of Broome
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Terms of Reference
Arts and Culture ~~Community~~ Reference Group

Arts and Culture ~~Community~~ Reference Group Terms of Reference

1.0 Members

Chairperson	Councillor of the Shire of Broome
Secretariat	~~Shire of Broome~~Manager of Community Engagement and Projects
Deputy Chairperson	Councillor of the Shire of Broome
Representative from Kimberley Arts Network	One (1) Member
Representative from Theatre Kimberley	One (1) Member
Representative of the Magabala Books	One (1) Member
Representative from Shinju Matsuri	One (1) Member
Representative from Marrugeku	One (1) Member
Representative from Goolarri Media	One (1) Member
Representative from Nagula Jarndu	One (1) Member
Representative from Broome Historical Society	One (1) Member
Representative from Nyamba Buru Yawuru	One (1) Member
~~**Representative from Regional Arts WA**~~	~~One (1) Member~~
Representative from North Regional TAFE	One (1) Member
Representative from Broome CIRCLE	**One (1) Member**
Community Representatives	Three (3) Member
Proxies	Each member may delegate a proxy to attend in their place providing it is done in writing to the Secretariat prior to the meeting.
Meeting Schedule	~~Minimum every 6 months or as required~~Two Meetings held annually.~~-~~
Meeting Location	Shire of Broome Administration Building
Quorum	Five members (including one Shire of Broome Councillor)
Delegated Authority	Nil

2.0 Name

The name of the group is **Arts and Culture ~~Community~~ Reference Group**.

3.0 District / Control Area

Local Government boundaries of the Shire of Broome.

4.0 Vision / Purpose

The purpose of the Arts and Culture ~~Community~~ Reference Group is as follows:

- Oversee the implementation of the Shire of Broome Arts and Culture Strategy and Action Plan (2023 – 2028) by receiving updates and providing feedback.
- Work in a collaborative manner with a common goal of ensuring the delivery of Arts and Culture initiatives
- Act as a conduit between the Shire of Broome, Council and the community

5.0 Establishment

Last reviewed ~~24 October 2023.~~ 20 November 2025.

6.0 Membership

Council will appoint members to the Group in accordance with the terms of reference.

Community representative membership is to be renewed biennially through an EOI process.

Staff will be invited to participate in the Group by the ~~Chief Executive Officer~~ Director of Development and ~~as~~Community as required.

Council will appoint one elected member as a delegate and one elected member as a deputy to the Group.

7.0 Delegated Authority

The Group has no delegated authority.

8. Committee

8.1 Chairperson

A Councilor of the Shire of Broome will be the Chairperson. The role of Chairperson is to be vacated following biennial Council elections in October and reappointed by Council.

8.2 Secretariat

This role is to be fulfilled by Shire Officers.

8.3 Standing Ex-Officio Members

~~Chief Executive Officer,~~ Chief Executive Officer, Director of Development and Community, Manager of Community Engagement and Projects, or their delegate. ~~Members of the Project Working Group will also be invited to attend the meetings as required.~~

9.0 Meetings

9.1 Group Meetings

The Chairperson will call meetings as required.

9.2 Quorum

Quorum shall be five (5) members, including one Shire of Broome Councillor.

9.3 Voting

Voting shall be by consensus or by a show of hands as directed by the Chairperson.

~~**9.4 Minutes of Meetings**~~

9.4 Agendas and Minutes of Meetings

The Secretariat is responsible for preparing, authorising and distributing the Agenda and Minutes using the Shire's InfoCouncil system.

Agenda

The Secretariat will issue the Agenda by email and via the Outlook calendar meeting invitation at least five (5) working days prior to the meeting.

Minutes

The Secretariat is responsible for ensuring the minutes are a true and accurate record of the meeting. This relates to meeting commencement and closure times, attendance and any decisions made; noting that general discussion and presentations are not recorded or summarised.

The Secretariat will distribute the Draft Minutes as follows:

1. Email the working group distribution list within two (2) working days of the meeting;
2. Table in the following monthly Councillor Information Bulletin (CIB); and
3. Attach them to the next meeting Outlook calendar invitation.

Where draft minutes contain amendments beyond minor administrative corrections, these changes will be reflected in the next monthly CIB.

Any recommendations arising from the Minutes that require Council action will be presented to the next Ordinary Meeting of Council (OMC).

~~The person presiding is to ensure that Notes of the Meeting are kept of the meetings proceedings.~~

The Meeting Minutes will be a reflection of the Arts and Culture Strategy progress update provided at the meeting and may be confirmed by members present at the following meeting.

Once Meeting Minutes Notes have been confirmed by members, they are to be submitted for inclusion in the Councillor Information Bulletin.

~~The Meeting Minutes may be confirmed by a majority of members at the following meeting. Minutes of the meeting are to be submitted for inclusion in the Councillor Information Bulletin.~~

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the next OMC or the earliest available Council meeting if it is not possible to present the Minutes to the next OMC.

9.5 Members Interests to be Disclosed

Members are required to disclose their financial interests and complete a Declaration form where relevant, using the principles detailed in the Local Government Act Section 5.65-5.71 with respect to disclosure of financial, indirect financial, or proximity interests.

Declarations under Section 5.65 – 5.71 require members to be excluded from participation in the discussions subject to the declaration.

Impartiality interests means:

(a) means an interest that could, or could reasonable be perceived to, adversely affect the impartiality of the persons having the interest; and
(b) includes an interest arising from kinship, friendship or membership of an association.

A member who has an impartiality interest in any matter to be discussed at a meeting must disclose the nature of the interest to the Presiding Member in writing prior to the meeting or at the meeting immediately before the matter is discussed.

Document Control Box							
Document Responsibilities:							
Owner:	Manager Community Engagement & Projects			**Owner Business Unit:**	~~Office of the CEO~~ Development and Community		
Reviewer:	Manager Community Engagement & Projects			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	**Low**	**Review Frequency**:	**Biennial**	**Next Due:**	**9/2025**	**Records Ref:**	
Version #	**Decision Reference:**		**Synopsis:**				
1.	24 October 2023		Reactivation and adoption of TOR's				

2.	November 2025	Changes made to document. Minute No

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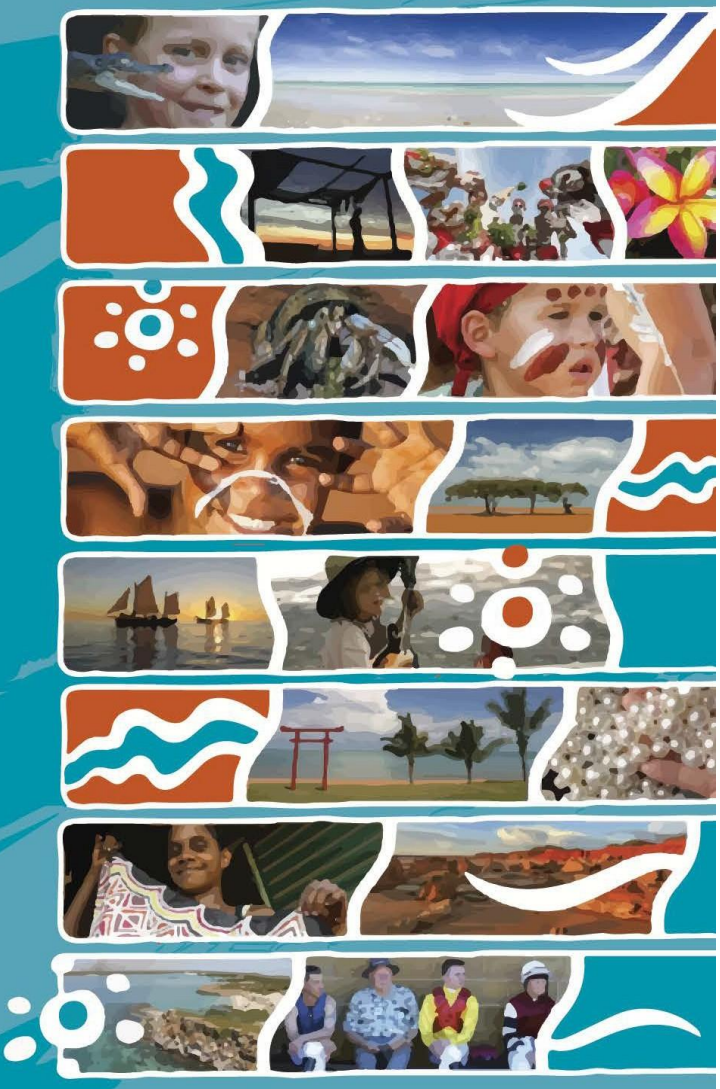

Cable Beach Community and Stakeholder Reference Group
Terms of Reference

Cable Beach Community and Stakeholder Reference Group Terms of Reference

1.0 Members

Chairperson	Councillor of the Shire of Broome
Secretariat	~~Shire of Broome~~Director Infrastructure
Deputy Chairperson	Shire Councillor
Representative from Nyamba Buru Yawuru	One (1) Member
Representative of the Broome Chamber of Commerce and Industry	One (1) Member
Representatives of Traders in Cable Beach (one food / beverage, one tour operator, one accommodation)	Three (3) Members
Representative from Hawaiian Group	One (1) Member
Representative from Australia's North West	One (1) Member
Representative from Tourism WA	One (1) Member
Representative from Cable Beach Residents	Two (2) Members
Representative from Broome Community	Two (2) Member
~~**Representative from Environs Kimberley**~~	~~One (1) Member~~
Representative from Broome Visitors Centre	One (1) Member
Representative from Regional Development Australia	One (1) Member
Representative from Broome Camp School	One (1) Member
Representative from Kimberley Development Commission	One (1) Member
Representative from Dinosaur Coast Management Group	One (1) Member
Representative from Surf Life Saving Club	One (1) Member

Representative from Department of Biodiversity~~Cable Beach Turtle~~ Conservations and Attractions ~~Monitoring Group~~	One (1) Member
Representative from the owner of the former Malcolm Douglas Crocodile Park	One (1) Member

Proxies	Each member may delegate a proxy to attend in their place providing it is done in writing to the Chairperson prior to the meeting.
Meeting Schedule	As required.
Meeting Location	Shire of Broome Administration Building
Quorum	Six members (including one Shire of Broome Councillor)
Delegated Authority	Nil

2.0 Name

The name of the group is **Cable Beach Community and Stakeholder Reference Group**.

3.0 District / Control Area

Local Government boundaries of the Shire of Broome.

4.0 Vision / Purpose

The purpose of the Cable Beach Community and Stakeholder Reference Group is as follows:

- Provide input and feedback to the Shire of Broome and Council on the Cable Beach Foreshore Redevelopment construction progress
- Ensure the community and key stakeholders are appropriately engaged in the construction phase of the project
- Act as a conduit between the Shire of Broome, Council and the community, businesses and residents in Cable Beach

5.0 Establishment

Reference Group established by a resolution of Council [C/0921/018] - 30 September 2021.

6.0 Membership

Council will appoint members to the Group in accordance with the terms of reference.

Staff will be invited to participate in the Group by the Chief Executive Officer as required.

Council will appoint one elected member as a delegate and one elected member as a deputy to the Group.

7.0 Delegated Authority

The Group has no delegated authority.

8. Committee

8.1 Chairperson

A Councillor of the Shire of Broome will be the Chairperson. The role of Chairperson is to be vacated following biannual Council elections in October and reappointed by Council.

8.2 Secretariat

~~This role is to be fulfilled by Shire Officers.~~The Shire of Broome Director Infrastructure.

8.3 Standing Ex-Officio Members

Chief Executive Officer, Director Infrastructure, ~~Manager Community Engagement and Projects~~ or their delegate. Members of the Project Working Group will also be invited to attend the meetings as required.

9.0 Meetings

9.1 Group Meetings

The Chairperson will call meetings as required.

9.2 Quorum

Quorum shall be six (6) members including one Shire of Broome Councillor.

9.3 Voting

Voting shall be by consensus or by a show of hands as directed by the Chairperson.

~~**9.4 Minutes of Meetings**~~

9.4 Agendas and Minutes of Meetings

The Secretariat is responsible for preparing, authorising and distributing the Agenda and Minutes using the Shire's InfoCouncil system.

Agenda

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Minutes

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~~The Meeting Minutes may be confirmed by a majority of members at the following meeting. Minutes of the meeting are to be submitted for inclusion in the Councillor Information Bulletin.~~

~~Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the next OMC or the earliest available Council meeting if it is not possible to present the Minutes to the next OMC.~~

9.5 Members Interests to be Disclosed

Members are required to disclose their financial interests and complete a Declaration form where relevant, using the principles detailed in the Local Government Act Section 5.65-5.71 with respect to disclosure of financial, indirect financial, or proximity interests.

Declarations under Section 5.65 – 5.71 require members to be excluded from participation in the discussions subject to the declaration.

Impartiality interests means:

~~(a)~~9.5.1 means an interest that could, or could reasonable be perceived to, adversely affect the impartiality of the persons having the interest; and

~~(b)~~9.5.2 includes an interest arising from kinship, friendship or membership of an association.

A member who has an impartiality interest in any matter to be discussed at a meeting must disclose the nature of the interest to the Presiding Member in writing prior to the meeting or at the meeting immediately before the matter is discussed.

Document Control Box							
Document Responsibilities:							
Owner:	Manager Community Engagement & Projects			**Owner Business Unit:**	Office of the CEO		
Reviewer:	Manager Community Engagement & Projects			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	***Local Government Act 1995***						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	**Medium**	**Review Frequency**:	Biennial	**Next Due:**	**[09/2025]**	**Records Ref:**	

Version #	**Decision Reference:**	**Synopsis:**
1.	30 September 2021	OMC - New Reference Group established– Res [C/0921/018]
2.	16 November 2023	Terms of Reference have been updated.
3.	November 2025	Terms of Reference updated. Minute No

Cable Beach Community and Stakeholder Reference Group
Terms of Reference

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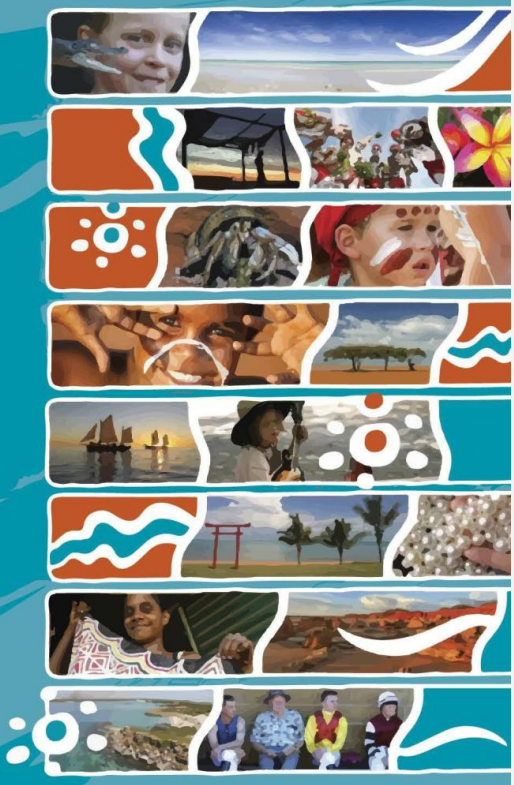

COMMUNITY SAFETY WORKING GROUP

Terms of Reference

Community Safety Working Group

1.0 MEMBERS

Chairperson	Councillor of the Shire of Broome
Deputy Chairperson	Councillor of the Shire of Broome
Broome Chamber of Commerce and Industry	One (1) Member
~~**WAPOL**~~ **WA Police**	One (1) Member
Liquor Accord	One (1) Member
Kullarri Patrol	One (1) Member
Broome Youth and Families Hub	One (1) Member
PCYC	One (1) Member
~~**Department of Education**~~	~~One (1) Member~~
Department of Communities	One (1) Member
Department of Justice	One (1) Member
Nyamba Buru Yawuru	One (1) Member
~~**Feed the Little Children charity**~~	~~One (1) Member~~
~~**Ardyaloon Community**~~	~~One (1) Member~~
~~**Beagle Bay Community**~~	~~One (1) Member~~
~~**Bidyadanga Community**~~	~~One (1) Member~~
Djarindjin Community	One (1) Member
~~**Lombadina Community**~~	~~One (1) Member~~

• Ngurra Buru/Kullarri Regional Communities Indigenous Corporation	One (1) Member
Kimberley Community Alcohol and Drug Service	One (1) Member
Men's Outreach Service (Family Outreach Service)	
Empowered Youth Leaders	Up to three (3) Members
Aboriginal Community Controlled Organisations	Up to three (5) Members
Kimberley Aboriginal Women's Council	One (1) Member
Broome Community of Elders	One (1) Member
North West Coast Security	One (1) Member
General Community	Minimum of Three (3) Members
Proxies	Each member may delegate a proxy to attend in their place ~~providing~~ provided it is done in writing to and approved by the Chairperson ~~prior to~~before the meeting.
Secretariat	~~Place Activation and Engagement Coordinator~~ Manager of Community Engagement and Projects
Meeting Schedule	~~Minimum every 3 months or as required~~Quarterly.
Meeting Location	Administration Building, Shire of Broome
Secretariat	Provided by the Shire of Broome
Quorum	Six (6) Members, including one Councillor of the Shire of Broome
Delegated Authority	Nil

Commented [CL1]: A representative had been joining as a 'community representative' recommending creating a separate membership position for this group.

2.0 NAME

The name of the Group is the **Community Safety Working Group (CSWG)**

3.0 DISTRICT/AREA OF CONTROL

Local Government boundaries of the Shire of Broome.

4.0 VISION / PURPOSE

The purpose of the Community Safety Working Group is as follows:

1. To oversee the implementation of the Shire of Broome Community Safety Plan ~~2021 – 2025~~ 2025 - 2029 , endorsed by Council at the Ordinary Meeting of Council (**OMC**) ~~25 March 2021.~~ 28 August 2025
2. To work in a collaborative manner with a common goal of ensuring the delivery of key Community Safety Plan initiatives
3. To act as champions of the Community Safety Plan within the general community
4. To receive updates and provide feedback on Shire community safety initiatives; and identify opportunities and trends in the community.

5.0 ESTABLISHMENT

Working Group established by a resolution of Council [C/0721/024] – 29 July 2021.

6.0 MEMBERSHIP

Council will appoint members to the Group in accordance with the terms of reference. Staff will be invited to participate in the Group by the Director of Development and Community ~~Chief Executive Officer~~ as required. Community representative membership to be renewed biennially through an EOI process.

Council will appoint one elected member as a delegate and one elected member as a deputy to the Group.

7.0 DELEGATED AUTHORITY

The group has no delegated authority.

8.0 COMMITTEE

8.1 Chairperson

A Councillor of the Shire of Broome will be the Chairperson.

A Councillor of the Shire of Broome will be the Deputy Chairperson.

The role of Chairperson and Deputy Chairperson are to be vacated following biennial Council elections in October and reappointed by Council.

8.2 Secretariat

This role is to be fulfilled by Shire officers.

8.3 Standing Ex-Officio Members

The Chief Executive Officer, Director of Development and Community, ~~/~~Manager of Community Engagement and Projects, and the Community Engagement team ~~and Special Projects~~ will be standing ex-officio members. Other officers or community members may be invited to attend meetings as required and to be determined by the Director of Development and Community ~~Chief Executive Officer.~~

9.0 MEETINGS

9.1 ~~Group~~ Meetings

Meetings will be conducted twice a month at the Shire of Broome Administration Offices or as otherwise determined by group consensus.

~~The Chief Executive Officer/ Director Development and Community / Manager Community Engagement and Projects and Special Projects will call meetings every quarter or as required thereafter.~~

9.2 Quorum

Quorum shall be ~~-~~six (6) members, including one elected member.

9.3 Voting

Voting shall be by consensus or by a show of hands as directed by the Chairperson.

9.4 Agendas and Minutes of Meetings

The Secretariat is responsible for preparing, authorising and distributing the Agenda and Minutes using the Shire's InfoCouncil system.

Agenda

The Secretariat will issue the Agenda by email and via the Outlook calendar meeting invitation at least five (5) working days prior to the meeting.

Minutes

The Secretariat is responsible for ensuring the minutes are a true and accurate record of the meeting. This relates to meeting commencement and closure times, attendance and any decisions made; noting that general discussion and presentations are not recorded or summarised.

The Secretariat will distribute the Draft Minutes as follows:

1. Email the working group distribution list within two (2) working days of the meeting;
2. Table in the following monthly Councillor Information Bulletin (CIB); and
3. Attach them to the next meeting Outlook calendar invitation.

Where draft minutes contain amendments beyond minor administrative corrections, these changes will be reflected in the next monthly CIB.

Any recommendations arising from the Minutes that require Council action will be presented to the next Ordinary Meeting of Council (OMC).

~~**9.4 Minutes of Meetings**~~

~~The person presiding is to ensure that Notes of the Meeting are kept of the meetings proceedings.~~

~~The Meeting Minutes will be a reflection of the Community Safety Plan quarterly progress update and may be confirmed by a majority of members present at the following meeting. in writing via email, after the completion of the meeting. Once Meeting Minutes Notes have been confirmed by members, they are to be submitted for inclusion in the Councillor Information Bulletin.~~

~~Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the next OMC or the earliest available Council meeting if it is not~~

~~possible to present the Minutes to the next OMC.~~

9.5 Who Acts if No Presiding Member

If, in relation to the presiding member of the Working Group:

(a) the office of presiding member and the office of deputy ~~presiding member~~presiding member are vacant; or
(b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member then the Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

9.6 Members Interests to be Disclosed

Members of the **CSWG** are required to disclose their financial interests and complete a Declaration form where relevant, using the principles detailed in the Local Government Act Section 5.65-5.71 with respect to disclosure of financial, indirect financial, or proximity interests.

Declarations under Section 5.65 – 5.71 require members to be excluded from participation in the discussions subject to the declaration.

Impartiality interests means:

(a) means an interest that could, or could reasonable be perceived to, adversely affect the impartiality of the persons having the interest; and
(b) includes an interest arising from kinship, friendship or membership of an association.

A member of the **CSWG** who has an impartiality interest in any matter to be discussed at a **CSWG** meeting must disclose the nature of the interest to the Presiding Member in writing prior to the meeting or at the meeting immediately before the matter is discussed.

Document Control Box							
Document Responsibilities:							
Owner:	Manager Community Engagement and Projects			**Owner Business Unit:**	~~Office of the CEO~~ Development and Community		
Reviewer:	Manager Community Engagement and Projects			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	*Local Government Act 1995*						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	**Medium**	**Review Frequency**:	Biennial	**Next Due:**	**[09/2025]**	**Records Ref:**	
Version #	**Decision Reference:**	**Synopsis:**					
1.	29 July 2021	OMC – New Working Group Established – Res [C/0721/024]					
2.	16 November 2023	Minor amendments to the Terms of Reference					
3.	November	Amendments to the document. OMC Minute No					

Shire of Broome
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WALMANYJUN CABLE BEACH
FORESHORE REDEVELOPMENT

STEERING COMMITTEE - Terms of Reference

WALMANYJUN CABLE BEACH FORESHORE REDEVELOPMENT – STEERING COMMITTEE (SC)

FUNCTIONS:

1.0 VISION / PURPOSE

The Steering Committee has been formed to provide oversite, guidance and engagement through construction of the Walmanyjun Cable Beach Foreshore Redevelopment.

2.0 BACKGROUND

Walmanyjun Cable Beach and Foreshore is an extremely significant Local, State and Federal asset and has been voted third Best Beach in the world. The redevelopment of the foreshore, which links to and services the beach is key to enhancing community and visitor experiences.

The redevelopment of the foreshore has been a long held aspiration of the Shire of Broome, with initial attempts going back to 2009. Recent work has involved the: 2016 Development Strategy, 2017 Master Plan, 2020 Business Case and 2022-2023 Detailed Design.

The Shire of Broome, Kimberley Development Commission and Development WA (formerly LandCorp) have previously entered into Memorandum of Understandings (MOUs) to undertake joint projects together including the Chinatown Revitalisation Project Stage One and Stage Two. Expanding on the previous partnership; Nyamba Buru Yawuru (NBY) and Regional Development Australia - Kimberley (RDA) have been invited to join the Steering Committee for the Walmanyjun Cable Beach Foreshore Redevelopment.

The Steering Committee approach helped bring about the successful delivery of the Chinatown Revitalisation as it allowed for the input of a variety of unique domain knowledge.

> Nyamba Buru Yawuru is the recognised corporate arm of the Native Title Holders for the project area , providing important aboriginal cultural context and perspective.
>
> DevelopmentWA were involved in the delivery of the Scarborough Beach Foreshore Redevelopment and locally with the Chinatown Revitalisation.
>
> Kimberley Development Commission is a statutory authority of the WA government, their role is to promote the economic and social development of the Kimberley region.

Regional Development Australia – Kimberley, is a federally funded body focused on growing a strong and confident regional economy.

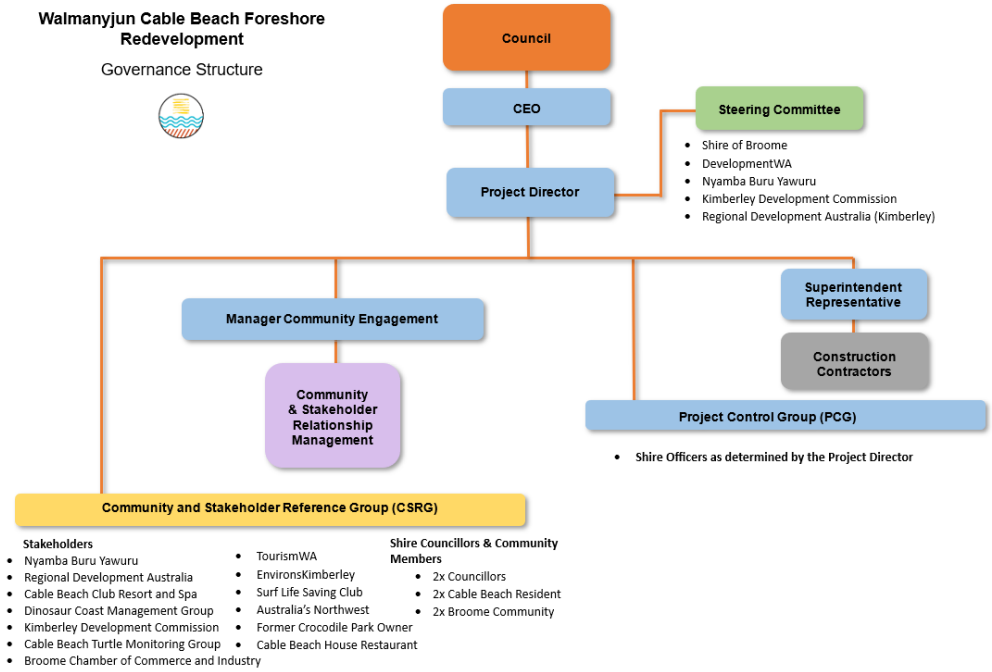
3.0 INTRODUCTION

This document outlines the agreed governance model for this project and the terms of reference for the Steering Committee.

4.0 GOVERNANCE MODEL

The governance structure for the Walmanyjun Cable Beach Foreshore Redevelopment is presented below.

- The Shire of Broome Council, consisting of all the elected Members is shown in Orange.
- The Steering Committee consist of 5 organisations indicated by the green box.
- The Project Director will is responsible for the overall coordination of all elements of the project, including management of key roles - Manager Community Engagement and the Superintendent Representative. They are also responsible for the preparation of agendas for the; Steering Committee, CSRG and PCG, although they may delegate their preparation.
- The extent and membership of the Community and Stakeholder Reference Group (CSRG) is shown in yellow. It consists of a variety of individuals, businesses and organisations with an interest in the Project.
- Community and Stakeholders which sit outside of the CSRG are indicated by the purple box.
- Shire officer roles and the Project Control Group (PCG) are shown in light blue.
- The PCG is an internal Shire group convened to harness the expertise within the separate departments of the Shire and with responsibility to deliver the project.
- External Contractors utilised for the design and construction of the Project are shown in Grey and are not defined further.



5.0 Steering Committee

Membership	Shire of Broome	Shire President
		CEO
	Nyamba Buru Yawuru	CEO
	Kimberley Development Commission	CEO
	DevelopmentWA	Manager Regional North
	Regional Development Australia	Kimberley Director
Proxies	Each member may delegate a proxy to attend in their place providing the Chairperson is advised in writing or by email.	
Chairperson	The Chairperson is the: Shire of Broome - President The President may delegate the role of the Chairperson to another Councillor or a Shire of Broome Officer. The responsibilities of the Chairperson include: • Ensure the meeting is run on time and in accordance with the agenda • Strictly upholding the Shire's Code of Conduct to ensure equity and respect at all times • Encourage feedback and response by members	

	• Summarise actions and responsibilities at the conclusion of the meeting • Review and distribute minutes to Committee members < 5 working days
Shire of Broome CEO	• Compile the Agenda and distribute to members > 5 working days prior to meeting • The CEO may delegate these responsibilities to another Shire Officer.
Meeting Schedule	Quarterly ~~or as required by the Chairperson~~.
Meeting Location	Meetings will normally be held at the Shire of Broome offices Members may participate in person or by tele or video conference.
Secretariat	The Secretariat functions will be provided by the Shire of Broome.
Quorum	Three Voting Members
Purpose	The Steering Committee's role and responsibility is: 1. Provide general project oversight and guidance 2. Act as the advisory committee to the Council on the redistribution of funds between project elements; 3. Actively foster the involvement of other leveraged funds and private investment into the Project; 4. Assist in the Shire of Broome's efforts to ensure that the Community and Key Stakeholders of the Walmanyjun Cable Beach Foreshore Redevelopment are informed of the Project progress and engage them in its economic and social activation.
Delegated Authority	Walmanyjun Cable Beach Foreshore Redevelopment – Steering Committee has no delegated authority under the meaning of the Local Government Act (WA) 1995.

Agendas and Minutes of Meetings

The Secretariat is responsible for preparing, authorising and distributing the Agenda and Minutes using the Shire's InfoCouncil system.

Agenda

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Document Control Box

Document Responsibilities:					
Owner:	Director Development and Community		**Owner Business Unit:**	Development and Community	
Reviewer:	Manager of Community Engagement and Projects		**Decision Maker:**	Council	
Compliance Requirements:					
Legislation:					
Industry:					
Organisational:					
Document Management:					
Risk Rating:	**Medium**	**Review Frequency**:	Biennial	**Next Due:**	**[09/2027]**

Version #	**Decision Reference:**	**Synopsis:**
1.	11 March 2025	Adopted by Council Minute No. C/0325/019
2.	November 2025	Minor Review, administative . Minute No.
~~3.~~		

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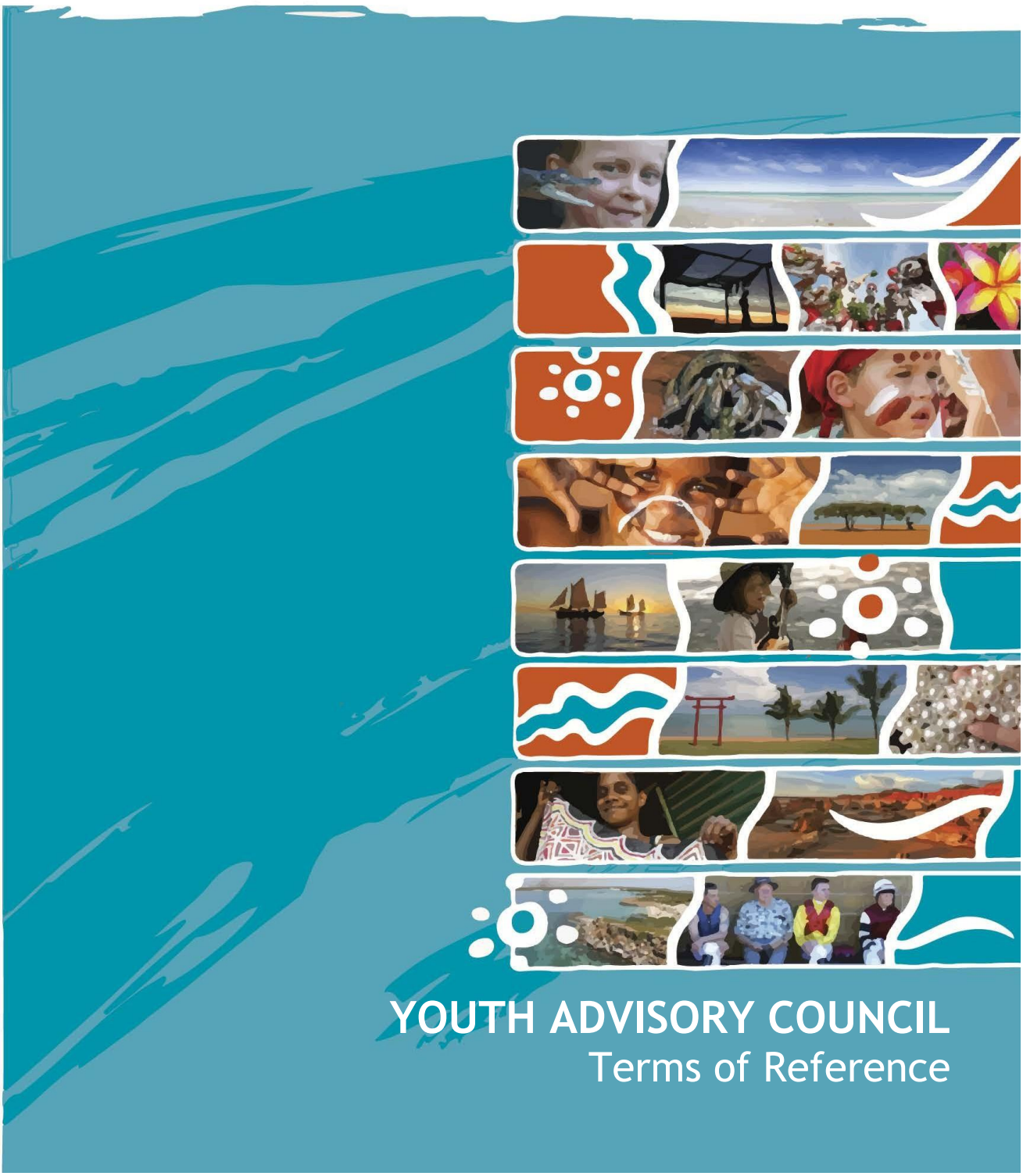

YOUTH ADVISORY COUNCIL
Terms of Reference

YOUTH ADVISORY COUNCIL

1.0 MEMBERS

Chairperson	Shire of Broome Place Activation and Engagement Officer (Youth and Community Safety)
Deputy Chairperson	Councilor of the Shire of Broome
Youth Community Delegates	10 members
Meeting Schedule	Fortnightly
Meeting Location	Administration Building Shire of Broome
Secretariat	Place Activation and Engagement Coordinator~~The Secretariat functions will be provided by the Shire of Broome~~
Delegated Authority	Nil

2.0 NAME

The name of the Group is the **Youth Advisory Council (YAC)**

3.0 DISTRICT/AREA OF CONTROL

Local Government boundaries of the Shire of Broome.

4.0 VISION

The role of the Shire of Broome Youth Advisory Council is as follows:

1. Identify issues that are important to young people in Broome and provide advice to Council about addressing issues and providing opportunities for young people.
2. Participate in the planning, running and evaluation of local initiatives and projects for young people.
3. Contribute to the implementation of the Shire of Broome Youth Plan ~~(2021 – 2025).~~ (2025 – 2029)

5.0 OBJECTIVES

- To create opportunities for local young people to provide input into Shire of Broome Council decision making processes.
- To actively involve young people in developing and implementing strategies that address the issues affecting young people in the region.
- To ensure that young people are involved in their community's economic and social development.
- To positively promote youth within the Shire of Broome, especially with regards to the value to be gained from the input of young people.
- To build the confidence and skills of the young people on the Youth Advisory Council and increase their capacity to act as spokespeople and role models for the diverse population of Broome youth.

- To provide training to the young people on the Youth Advisory Council in specific areas that will strengthen their capacity to fulfil their role including leadership, media skills, public speaking, consultation and advocacy.

6.0 MEMBERSHIP

- Membership for youth ~~community~~ delegates is open to young people aged between the ages of 12 and 24 who live in the Shire of Broome.
- The number of members is limited to a maximum of ten.
- Members will be encouraged to actively participate in the Council and its projects.

7.0 DELEGATED AUTHORITY

A Shire of Broome Councillor will be appointed as a delegate and deputy chair of the Council to provide mentoring and skills development support. Frequency of deputy chair attendance at YAC meetings to be reviewed and agreed upon on an annual basis. Administrative support and further mentoring will be provided by the Shire of Broome Place Activation and Engagement Officer (Youth and Community Safety).

The Group does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility.

8.0 MEETINGS

- Meetings will be conducted twice a month at the Shire of Broome Administration Offices or as otherwise determined by group consensus.
- Agendas will be distributed prior to each meeting, and notes will be taken during the meeting to record key points, actions and responsibilities.
- Key decisions will be determined by a simple majority (vote) at meetings, with absent members able to provide an indication of support to the Chair prior to the meeting. The Chair will have a casting vote.

Agendas and Minutes

The Secretariat is responsible for preparing, authorising and distributing the Agenda and Minutes using the Shire's InfoCouncil system.

Agenda

The Secretariat will issue the Agenda by email and via the Outlook calendar meeting invitation at least five (5) working days prior to the meeting.

Minutes

The Secretariat is responsible for ensuring the minutes are a true and accurate record of the meeting. This relates to meeting commencement and closure times, attendance and any decisions made; noting that general discussion and presentations are not recorded or summarised.

The Secretariat will distribute the Draft Minutes as follows:

1. Email the working group distribution list within two (2) working days of the meeting;
2. Table in the following monthly Councillor Information Bulletin (CIB); and
3. Attach them to the next meeting Outlook calendar invitation.

Where draft minutes contain amendments beyond minor administrative corrections, these changes will be reflected in the next monthly CIB.

Any recommendations arising from the Minutes that require Council action will be presented to the next Ordinary Meeting of Council (OMC).

9.0 CODE OF CONDUCT

- All members agree to act in a respectful manner to other members and key stakeholders involved in the group.
- All members agree to act in a manner that seeks to achieve the best outcome for the group and the youth of Broome.
- Any disagreements or disputes between members should be brought to the attention of the Deputy Chair, who will assist in seeking a mutually beneficial resolution.

Document Control Box							
Document Responsibilities:							
Owner:	Manager Community Engagement and Projects			**Owner Business Unit:**	~~Office of the CEO~~ Development and Community		
Reviewer:	Place Activation and Engagement Officer (Youth and Community Safety)			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:							
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Risk Rating:	**Medium**	**Review Frequency**:	Biennial	**Next Due:**		**Records Ref:**	

Version #	**Decision Reference:**	**Synopsis:**
1.		
2.	November 2025	Amendments made to the document. Minute No

Terms of Reference - Broome Boating Facility Advisory Group

Roles and Responsibilities

1. ADVISORY GROUP CHARTER

The general charter of the Advisory Group is to provide advice on the requirements for; and to assist the Department of Transport (DoT) with the planning for the development of a regional boat harbour (or facilities) that can best meet the local boat launching, mooring and servicing requirements of the Broome boating fleet and community consistent with the current State government's election commitment and funding of $1M over two years.

2. MEMBERSHIP

The Advisory Group should be limited to approximately 8 members plus a Chairperson.

The Shire of Broome will Chair the Committee.

The Chair will invite representatives of key stakeholder organisations that have statutory and or strategic interest in the project to participate including:

- Shire of Broome (3 including Chair and 1 Observer)
- Nyamba Buru Yawuru Ltd (1)
- Kimberley Port Authority (1)
- Department of Transport (2)
- Community representation from the Broome Fishing Club (1)
- Community representation from Marine Charter Industry (1)
- Kimberley Development Commission (Observer)

Each member will nominate a proxy that may attend on their behalf.

The Kimberley Development Commission (KDC) will participate in an observer role during the initial planning phase. Both the KDC and Landcorp may be invited as full members at a later date and once the project is more developed.

3. ROLE

The Role of the Advisory Group is to provide advice on the following:

- Scope the boating infrastructure requirements of the community
- Identify and assess potential boating facility sites
- Provide advice on the effective communication strategy with groups interested in the proposed Broome Boat Harbour development including business, government, local residents and special interest groups.
    - Determine an appropriate community engagement / Yawuru engagement strategy
    - Develop site assessment criteria based on advice of the community / Yawuru
    - Evaluate input received from community / Yawuru
- Identify positive and negative social, economic, environmental and heritage impacts associated with the development and operation of the Broome Boat Harbour at the range of sites proposed.
- Provide advice on appropriate strategies for management of any concerns identified.
- Provide a copy of all meeting minutes and correspondence to DoT for their records.
- Assist DoT in the development of a business plan for a proposed site for the development of the Boat Harbour.
- Prepare a recommendation report

4. RESPONSIBILITIES

The Advisory Group members, or their identified proxy, shall endeavour to:

- Attend all meetings, give due consideration to the matters raised and actively participate in discussions
- Fairly represent the views of their organisation
- Maintain confidentiality where matters of a sensitive nature are considered.

5. MEETING PROCEDURES

ATTENDANCE

Should a member be unable to attend a scheduled meeting, the member shall endeavour to contact the chair as early as possible to advise alternate representation.

FREQUENCY

Standard meetings shall be held every three months at the offices of the Shire of Broome and the executive officer will be responsible for organising the meeting.

Where necessary additional meetings can be scheduled by the Chair following consultation with DoT.

Where an issue of importance arises out-of-session and that cannot be dealt with at a meeting, but does not require calling an additional meeting the chair may circulate material out-of-session.

Attendance by non-members of the Committee (other than the member proxy's) is by invitation only.

RECORD KEEPING

The Chair will manage the maintenance of accurate meeting records and distribute meeting notes to members for confirmation of the records at the next meeting. Meeting actions will be developed and reported on.

The Shire of Broome Council is to be kept informed of the Committee's actions and progress.

CONFLICT OF INTEREST

Members will disclose any conflict of interest at the start of each meeting.

QUORUM

The quorum for meetings shall be 50% of the members plus one. The quorum shall include the Chair.

VOTING

On matters where voting is required, the Chair will attempt to gain a consensus and where a consensus cannot be reached the chair will obtain a majority decision and positions of each of the members will be recorded.

6. AUTHORITY

The Committee:

- is an advisory body only;
- has no legal status and is not a statutory committee
- has no powers to direct DoT;
- is not an agent for DoT;

7. EXPENSES

No member will receive payment for membership of the Advisory Group for attending meetings.

8. MEDIA

The Chair is the media spokesperson for the Advisory Group. Media enquiries shall be directed to the Chair for a response. Members shall provide assistance to the Chair in drafting responses to media enquiries when requested. Notification of media will be provided to DoT prior to release.

9. VARIATIONS TO THE ROLES AND RESPONSIBILITIES

The Roles and Responsibilities will be reviewed annually and can be amended by the Chair with agreement by the Advisory Group members.

10. DISMISSAL OF COMMITTEE MEMBERS

The Chairperson of the Committee has discretion to dismiss a Committee member by giving written notice.

www.northwestdefencealliance.com.au

Terms of Reference

This Terms of Reference is the single defining document of the North West Defence Alliance and is current from 30 September 2023.

Preamble

There is concern at the susceptibility of north-west Australia to attack or even invasion by a foreign aggressor, due to the enormous mineral wealth of the region and the hundreds of billions of dollars of heavy industry processing, transport and export infrastructure located along the coast, inland and on islands of the NW Shelf.

The Pilbara Regiment is an observational force only, with less than 50 personnel across the region. While the nation has air force bases at Exmouth (Learmonth) and Derby (Curtin), these are unmanned and a sudden attack could readily disable them.

In fact, a surprise attack by a foreign aggressor could result in tens of billions of dollars of infrastructure being destroyed in a very short time and before any defensive force could arrive.

For this reason it is believed that a more proactive defence posture is required and that increased numbers of personnel and defence infrastructure is necessary along the north-west coast.

The North West Local Governments

There are nine local governments (eight with coastlines on the Indian Ocean) between the Shires of Exmouth in the south and Wyndham/East Kimberley in the north.

These local governments are in agreement that an alliance would assist in lobbying the Federal and State Governments to increase their investment in defence-related infrastructure and personnel in the northern half of Western Australia.

It has been decided to call this group, the North West Defence Alliance.

Objectives

- To promote the case for increased defence infrastructure and personnel expenditure across local governments in the North West
- To act as a point of liaison for the Department of Defence and associated authorities
- To communicate key defence priorities to all levels of government, relevant stakeholders and to the public

North West Defence Alliance – Terms of Reference

- To maintain effective communication and collaboration between the Alliance members and to promote one another's strategic objectives.

Governance Structure

- The Alliance is a voluntary grouping of the interested local governments in the North West of WA and will be known as the North West Defence Alliance, abbreviated NWDA or the Alliance.
- The Alliance is an Incorporated Association Registration Number (IARN) A1043269S.
- The Alliance's official name is NORTH WEST DEFENCE ALLIANCE INC. and may or may not include all nine councils
- The member local governments at 24 August 2022 include the Shires of:
    - Wyndham/East Kimberley
    - Derby/West Kimberley
    - Broome
    - Halls Creek
    - East Pilbara
    - Town of Port Hedland
    - City of Karratha
    - Ashburton
    - Exmouth
- The Alliance will be represented by two members from each local government which shall nominally include the CEO and generally but not necessarily the Mayor/Shire President or otherwise a councillor. Councils are encouraged to have a second councillor to act as proxy where necessary.
- Individual local governments may co-opt other councillors, or senior staff as necessary to attend Committee Meetings, but if a vote is required, each local government will have only one vote.
- The Alliance will have a Chairperson, whose tasks shall include:
    - Arranging Committee meetings when requested by a member
    - Taking minutes and distributing them to all members when necessary
    - Taking a lead role in initiating and managing lobbying activities, inter- or intra-state trips, advertisements etc
    - Writing and sending off letters on behalf of the Alliance
    - Talking to the press and delivering media statements on behalf of and only with the approval of the Committee
- A Deputy Chairperson shall also be elected, whose task is to assist the Chair as required.
- The Chairperson and Deputy shall be voted in by a majority of Committee members for a term of one year beginning 30 September.
- Neither the Chair, the Deputy Chair nor members shall be paid for their time.
- Consultants and other services may be hired at any time but only in accordance with the approved budget.

Meetings

- Meetings shall be held to discuss upcoming lobbying activities, correspondence, advertising, new government defence initiatives, funding options or any other topic relevant to the Alliance Objectives.

North West Defence Alliance – Terms of Reference

- There is no predefined meeting schedule but an Annual General Meeting must be held by November 2024 and thereafter annually.
- Meetings shall occur when requested by the Chair or any member.
- Meetings may be face to face or through the use of electronic media such as Zoom
- A quorum is not necessary unless a decision is to be made affecting all members, in which case that shall be a majority of the current NWDA councils
- Secretarial support, including making arrangements for meetings and taking and distributing minutes where necessary will be provided by the local government organisation of the Chair.

Communications and Correspondence

- The Alliance will report through the Chair to the Mayor/Shire President and CEO of each member local government after any meeting where a significant decision is made.
- Press releases and other public documents shall only be made by the Chair, who shall circulate them to member councils.
- Member council Mayors/Shire Presidents or CEOs may provide informal updates on Alliance activities to their councils and communities.
- If a document distributed to members for comment is not responded to by a council within one week of issue, it will be assumed that council approves the document.
- Members must keep abreast of pertinent issues within their own local government area and provide information to the other Alliance members where relevant.
- Members are responsible for updating other councils of any key issues on the Alliance agenda, including arising topical issues/incidents, activities, risks, and opportunities, when appropriate.

Attendance at Events

- Lobbying is often best done at major events as a wide range of Defence personnel will be present. Such events are expensive to attend, and the cost must be included in the approved annual budget.
- To minimise costs, attendance at events will generally include no more than the Chair and the Deputy and any consultant that may be involved. Other members may attend such functions but will be responsible for all travel and accommodation costs.

Finances

- The Alliance will take no membership fees from its constituent local governments, but annual budgets will be prepared and member contributions considered necessary for the organisation to operate in the following year shall be determined by agreement at the Annual General Meeting.
- Expenses accrued by members enacting the programme agreed at the Annual General Meeting such as advertising, social media, lobbying, travel and accommodation to approved events, shall be reimbursed and the costs recovered from members equally in accordance with the approved budget.
- However, the Alliance will not be responsible for any salary or working time costs associated with lobbying, event attendance etc.

North West Defence Alliance – Terms of Reference

- It is considered that time costs for members associated with lobbying, event attendance etc to be part of their Local Government elected members allowance, or staff salary. It is up to the individual local government to pay or not pay for this time as thought appropriate.
- Individual councils must meet all the costs of their representatives attending Alliance meetings, including costs such as travel, accommodation, stationery, telecommunications etc.
- A Budget for the upcoming year will be prepared by the Chair and must be approved at the AGM or another meeting of the Alliance.
- An annual financial report will be provided for each Annual General meeting.

THE KIMBERLEY REGIONAL GROUP

KIMBERLEY Investment Prospectus 2023-24

Acknowledgement of Country

The Kimberley Regional Group would like to acknowledge the traditional owners of Kimberley region of WA and pay respect to Elders past, present and emerging and to extend that respect to all Aboriginal and Torres Strait Islander people across Australia.

THE KIMBERLEY REGIONAL GROUP

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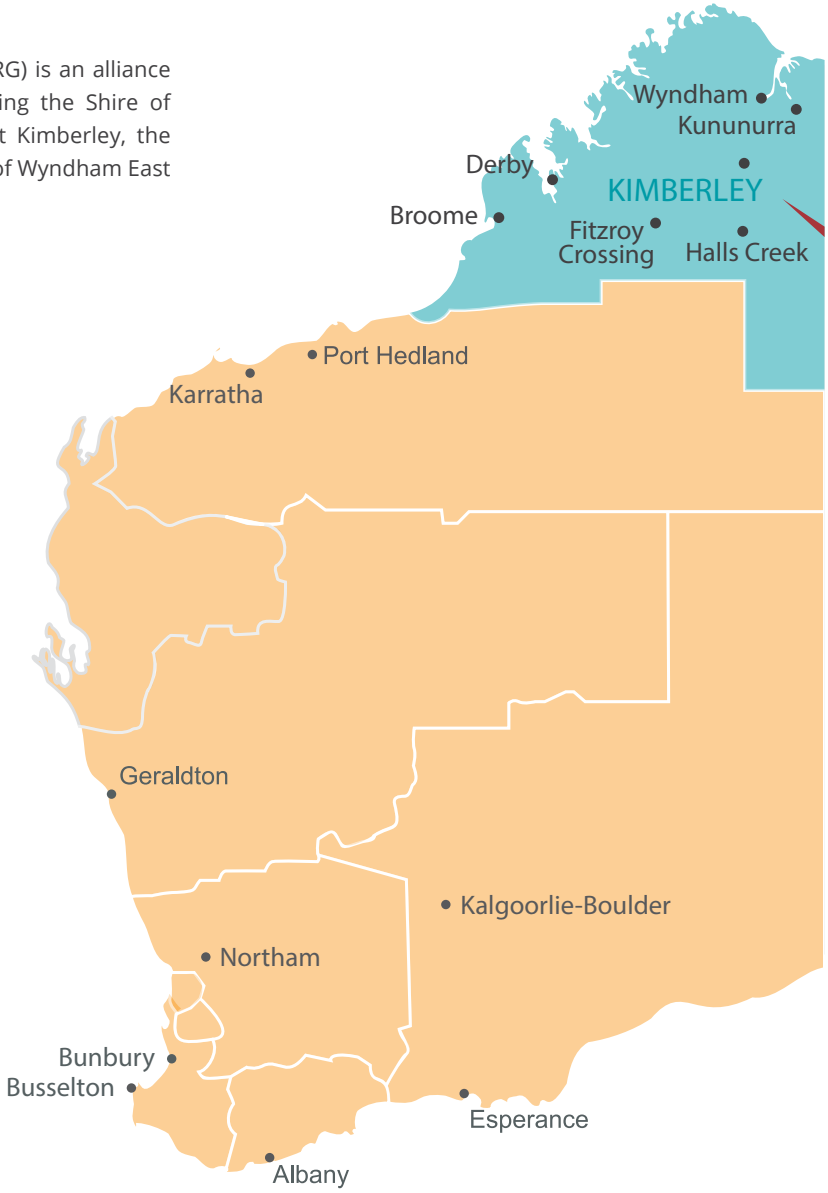
THE KIMBERLEY REGIONAL GROUP

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.

- 427.5KM²
- 39K POPULATION
- $6.5BN ECONOMIC OUTPUT
- > 15.6K JOBS
- >10K PRIVATE DWELLINGS
- > 150 ABORIGINAL COMMUNITIES
- > 40% ABORIGINAL AND TORRES STRAIT ISLANDERS*



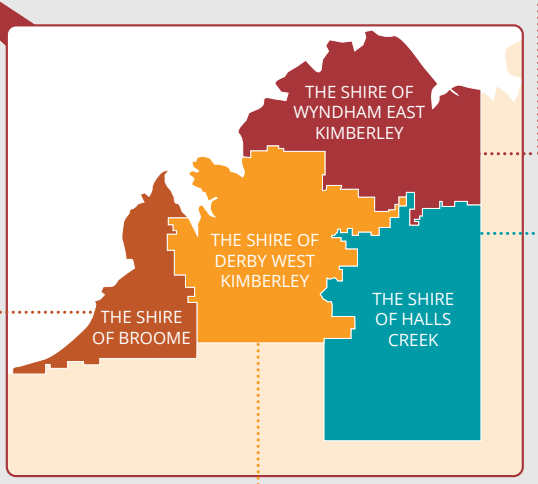
* ABS 2022

Working collaboratively, the KRG's vision is to maintain and enhance the Kimberley's rich diversity and livability; focusing on an inclusive community free of disadvantage and placed to effectively engage in economic opportunity whilst respecting the history, heritage and environment.

THE KIMBERLEY REGIONAL GROUP

The Shire of Wyndham East Kimberley

The Shire of Wyndham East Kimberley covers some 112,066 km² and includes Wyndham Port, the town of Kununurra and the Ord River Scheme. The region is home to 7.5k people. It is renowned for its unspoilt natural beauty and attractions including the eastern end of the Gibb River Road, El Questro Wilderness Park, Lake Argyle, as well as conservation and marine parks.



The Shire of Halls Creek

The Shire of Halls Creek has significant resource sector opportunities including, gold, copper and dysprosium. With a population of around 3.6k people, with 74 percent identifying as Aboriginal, the Shire covers an area of 133,046km² including large Aboriginal communities, the World Heritage listed Purnalulu National Park and Lake Gregory along with notable pastoral interests.

The Shire of Derby West Kimberley

The Shire of Derby-West Kimberley has a population of around 7.1k people and covers approximately 119,731km². Spanning from Derby on the coast to Fitzroy Crossing and beyond, the Shire includes much of the Fitzroy River (Martuwarra) catchment along with popular tourist attractions such as the western end of the Gibb River Road, Tunnel Creek, Windjana Gorge and the Horizontal Falls.

The Shire of Broome

The Shire of Broome covers approximately 56,000km² and has a coastline of 900km stretching across much of the Dampier Peninsula and including the world-famous Cable Beach. Home to 17k residents, the Shire also caters for an impressive 205k visitors each year.

INVESTMENT FOR ECONOMIC GROWTH

The KRG recognises the growing potential of the Kimberley as an investment hub:

- The region's diverse natural beauty attracts national and international tourists to its rugged ranges, long golden beaches, and spectacular tropical gorge country
- The agricultural sector continues to diversify with significant irrigated agricultural production through the Ord River Scheme, along with the pastoral industry, aquaculture, and dryland horticulture
- The mining and extraction industries and construction are major contributors to the region's diverse economy. The resources sector offers prospects with the growing market for tech-metals and other products such as onshore oil and gas, stimulating exploration and extraction in the region.
- The growth of Aboriginal businesses in particular in the tourism, cultural industries, pastoral industry and construction sector, provides enormous opportunity to drive economic opportunity for Aboriginal people.

The four Shires have an excellent record of project planning and delivery. As a Group, they are committed to working in partnership with government, industry, business, the community sector and other key stakeholders to leverage expertise and investment, to diversify the economy, drive sustainable business growth and to harness the strengths of the region to provide opportunity for all.

Infrastructure investments, both committed and planned, will increase the viability of these sectors on the global stage.

REGIONAL LIVEABILITY

The attraction and retention of a local workforce is critical to economic growth and, fundamental to this, is the liveability of Kimberley towns and communities. This includes access to the education, health, and social infrastructure and services to support individuals and families and their diverse interests. Also important is addressing the significant social and economic challenges facing many Kimberley people, by ensuring that all residents have access to the services and support they require, along with jobs and economic opportunities to thrive.

The 2023 Kimberley floods highlighted fit-for-purpose shortfalls in economic and social infrastructure and services. Thousands of homes were damaged, and people displaced from their communities. Damage to roads, in particular the Great Northern Highway, and the loss of the only bridge at Fitzroy Crossing, linking the East to the West Kimberley and onto Perth, will continue to cause significant supply chain disruptions. Road freight, diverted via South Australia and the Northern Territory from Perth, significantly impacts industry, small business and local communities.

As the flood recovery relied on air transport, airstrips were found not fit for purpose, putting lives at risk and delaying goods and services crucial for recovery. Food security for the East Kimberley became a significant issue long after the weather events. Flooding in the Northern Territory prevented road access from eastern Australia, effectively turning the East Kimberley into an island.

As Kimberley communities rebuild, there is an opportunity to deliver long-term cost effective infrastructure that is more disaster resilient. Also to ensure that local communities, businesses and service providers are more resilient and better able to mobilise to cope with and recover from disasters in partnership with Local, State and Federal government and other key partners.

ABOUT THIS PROSPECTUS

The four Kimberley Shires have developed a range of strategic, targeted projects to drive jobs and investment growth; delivering economic and social benefits across the Kimberley.

These projects are consistent with the Kimberley Regional Group Strategic planning framework and align with major State and Federal Government policy priorities and initiatives. The projects provide a diversified program of works that stretch across the region.

The investments made today will deliver dividends both now and into the future. These projects will create new jobs, apprenticeships and traineeships. Building a local skilled workforce, and Aboriginal economic participation, will be at the heart of the work, mitigating against skills shortages for future project delivery.

With abundant land, sunshine, wind and tides there is a real opportunity to address climate change through the use of renewable energy and sustainable technologies across all projects, delivering environmentally, socially and culturally responsible growth.

The projects in this Investment Prospectus have been grouped into two categories - economic and social whilst noting that there can be overlap.

Whilst all projects will deliver economic benefits, those classified as Economic Projects will deliver economic growth and create further economic opportunities for business and industry

Social projects focus on infrastructure that primarily benefits local people and communities. This is critical to attracting and retaining a local workforce across industry, business, government and the community services sector.

ECONOMIC PROJECTS

Economic projects in this prospectus will unlock regional opportunities, creating new jobs, growing the local economy, and our Gross Regional Product.

Tourism, mining, agriculture and pastoralism sector, cultural industries, and community services are key industries driving regional growth.

Infrastructure investment will ensure supply chain resilience, reduce the cost of doing business in the region, and encourage business to grow and deliver new investment. This investment will create pipelines of work, creating new jobs and facilitating investment into a local skilled workforce. The 2023 floods in the Kimberley and Northern Territory, which led to roads being impassable, reinforced the need for better transport infrastructure to ensure supply chain resilience. For example, the Tanami Road upgrade, which has now achieved $500m of Federal and State funding will deliver an alternative, fit for purpose route into the East Kimberley from southeast Australia.

Airports and ports are a gateway for people, goods and services both in and out of, and across, the Kimberley. The East Kimberley Regional Airport is critical transport infrastructure.

Investment in the regional airport will support local business across all sectors, including agriculture, tourism, defence and community services.

It will create better connectivity within the region, Australia and internationally. The Derby wharf precinct provides important maritime connectivity between Derby, surrounding towns and tourism destinations.

The wharf is critical for the transport of mineral commodities, for tourism operators and provides important recreational activities for local people. New infrastructure investment at Cable Beach, an iconic national and international tourism destination, will deliver benefits across the Kimberley, by providing increasing regional visitation, a better visitor experience, with positive flow-on effects to regional jobs and businesses.

Affordable and key worker housing is a critical enabler and driver of the economy. Housing construction not only creates new skills and jobs but housing is fundamental to the attraction and retention of a local workforce. There is a substantial shortfall of homes across the Kimberley, and Shires are keen to partner with government and industry to deliver new houses and accommodation options to meet current and future need.

TANAMI ROAD UPGRADE (ONGOING) – TRANSPORT HUB

The Tanami Road remains the highest priority project for the Kimberley Regional Group. Initial funding was announced by State and Federal Governments in 2019 with works commencing in 2021. In 2022, the Federal Government and State Government announced $434.2m and $108.6m respectively for the upgrading and sealing of Tanami Road which connects the Great Northern Highway at Halls Creek and Stuart Highway near Alice Springs.

This project will deliver significant freight cost improvements, reducing the distance to the south-east of Australia by 1100km. Agricultural interests across the Kimberley will benefit by the reduction in costs associated with accessing markets as well as the reduced cost of inputs such as fertilizers. The Tanami Road upgrades will also positively impact on the pastoral industry with a potential increase of 100,000 head of cattle when all works are completed.

Tourism in the Kimberley will benefit through the creation of a more direct route for private vehicles and tourism buses travelling from the south-east of Australian and may potentially encourage longer visitation periods in the Kimberley region with the resulting higher expenditure on accommodation and tourism experiences leading to local jobs and business growth.

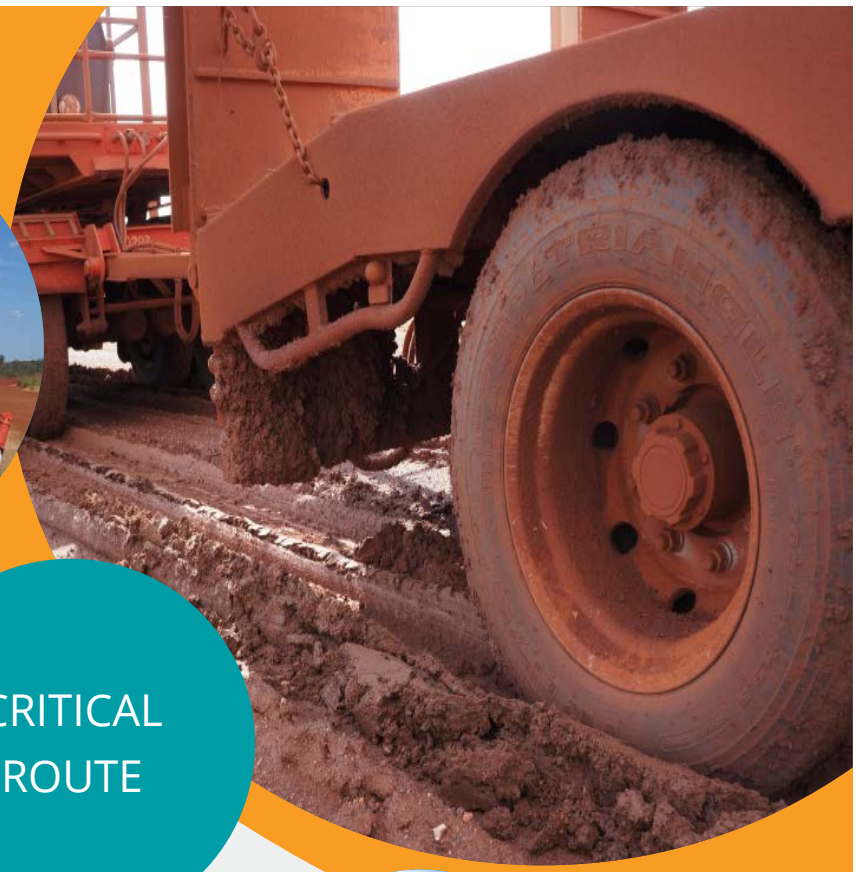
The Tanami Road also services an Aboriginal population of approximately 2000 people including residents in Balgo, Billiluna and Mulan. A recent inquiry into food prices in remote communities found that transport costs were a major factor in unsustainably high costs. Improvements to the Tanami Road will help address this imbalance and will also reduce the costs of other services as travel times and risks associated with flooding are mitigated.

Since the funding for the Tanami Road was announced, two new exploration corridors were identified by the Federal Government. The $125m "Exploring the Future" program was based on expert advice from Geoscience Australia as having high potential for new energy, minerals and groundwater resource discoveries. This will complement projects already underway including those for dysprosium, gold and potash.

Future development: With the expected increase in road, and particularly freight traffic, Halls Creek are considering the development of a Freight Stop and Warehousing Facility. This project would include road train assembly and lay down areas, road house and warehousing facilities.

PROJECT BENEFITS

- Supports Aboriginal Communities and decreases food and servicing costs.
- Consistent with the $125m Commonwealth Government Exploring the Future program.
- Services existing mining and extraction activities.
- Enables higher stock levels and extended pastoral season activities.
- Provides significant numbers of construction jobs and opportunities for local businesses.
- Is a route of national significance, reducing Australia's viable south-east/north-west linkage by 1100km.
- Discounted benefits of $755million (adjusted for CPI from original calculation).



CRITICAL ROUTE

SHOVEL READY

CONSTRUCTION JOBS	PROJECT VALUE	CURRENT FUNDING
20 x 10yrs (IN-HOUSE) + ADDITIONAL CONTRACTORS	**$542.8M**	**$434.2M** FEDERAL **$108.6M** STATE

EAST KIMBERLEY REGIONAL AIRPORT AND BUSINESS PRECINCT

The Shire owns and operates the East Kimberley Regional Airport (EKRA) and has a 4-stage aspiration for its development over the next 4 years.

Stage 1: Upgrade of existing runway aprons and three short taxiways.

Status: Business Case, Cost Benefit Analysis and preparation of detailed engineering designs complete. Funding secured and upgrades expected to commence 2023

Stage 2: Extension of existing runway to cater for Code 4C aircraft (e.g. A320, B737) and construction of a new apron

Reasoning: While Virgin Australia currently utilises its B737-800 aircraft on its Perth to Kununurra route, this service operates under considerable pavement concessions. Incoming 737s are able to land with full PAX, as the aircraft is light due to fuel burn on the trip; however, these aircraft are unable to take off fully laden due to runway length, high humidity and high temperatures. Due to apron congestion, it is also necessary to construct a new apron for Code 4C aircraft. Detailed engineering designs and costings, at considerable cost to the Shire, have been completed for this project. A business case and cost benefit analysis has also been completed for the entire airside infrastructure upgrade.

Funding required $35m

Stage 3: Construction of a new arrivals terminal

Reasoning: The current restricted capacity of the terminal building puts considerable pressure on providing positive passenger experience due to extreme overcrowding. It is proposed that a second terminal building be constructed as an arrivals terminal. The current terminal will then become a departures terminal. Concept plans for the building and preliminary building costs determined.

Funding required $15m

Stage 4: Business Precinct Stage 1 of 3

There is considerable interest from the private sector for the Shire to develop a Business Precinct at the EKRA. The Shire expects to undertake this task in three stages, with Stage 1 consisting of around 15 blocks, to be commenced once funding is secured. Stages 2 and 3 of this project will be longer term outcomes. Stage 1 blocks have been surveyed.

Status: Funding sought for Stage 1 of the Business Precinct development only - Stages 2 and 3 are for future consideration.

Funding Required: $20m

PROJECT BENEFITS

- Short-term economic stimulus of approximately $3.38 million in construction wages.
- Benefit cost ratio of 5.5:1.
- Economic benefits of around $435M in Net Present Value terms.
- Indigenous jobs and business development outcomes.
- Forward defence response base potential.
- Significant increase in domestic and international import and export air freight capacity.
- Connectivity improvements increase liveability, tourism and attraction and retention of skilled workers.

SHOVEL READY

CONSTRUCTION JOBS	LONG TERM JOBS	STAGE 2, 3 & 4
60 DIRECT	**105** DIRECT	**$35M** AIRSIDE
10 INDIRECT	**41** INDIRECT	**$35M** LANDSIDE

DERBY WHARF PRECINCT MASTERPLAN AND REDEVELOPMENT

The Shire of Derby/West Kimberley has prioritised a master-plan for the Derby Wharf Precinct as its key project recognising the ecological, cultural and recreational benefits for the entire Kimberley region. It is envisaged that the subsequent developments will provide for increased tourism opportunities in the region and provide considerable opportunities for Aboriginal employment and engagement.

The SDWK envisages that the masterplan – encompassing advanced design, a business case, planning and consultation – would be shovel-ready for funding opportunities by 2023/24.

The Derby Wharf precinct is already an iconic tourism draw card, with the significant tidal movements that the area experiences attracting many domestic and international travellers to experience the King tides every April – the second biggest tides in the world. The Shire of Derby West Kimberley currently receives just 12 percent* of the revenue from the West Kimberley tourism market.

There is significant opportunity for growth through an improved visitation experience, supporting business and providing jobs in an area that had a pre-COVID unemployment rate of 32.5percent.**

Furthermore, although high-quality port facilities across the Kimberley are of vital importance to the future economy of the region, the aging Derby Port infrastructure is at risk of hampering development. The master-plan is intended to include:

- tourism facilities and a King Sound Interpretive Cultural Centre;
- foreshore enhancement;
- improved boat ramp facilities; and
- parking, road access and land assembly considerations.

PROJECT BENEFITS

- Improved economic viability for the communities of Derby and Fitzroy Crossing.
- Increased retail and tourism activation.
- Showcases Aboriginal cultural and heritage values.
- Improved Kimberley visitor experience, increasing product quality.
- Improved recreation amenity for attraction and retention of regional population.
- $45m private sector port investment with $20m confirmed.
- Export of 150,000 - 300,000 of LTR ilmenite with a 42-year mine life.

PLANNING FOR DEVELOPMENT

PROJECT VALUE	POTENTIAL ADDITIONAL INVESTMENT	POTENTIAL ADDITIONAL VISITATION EXPENDITURE
$2M	**$50M**	**$32.8M**

* Local Government Area Profiles (SDWK and Shire of Broome)
Tourism Research Australia, Austrade, 2018 (current edition).
** Key Labour Market Indicators, National Skills Commission, Australian Government, March 2020.
*** Based on increasing the total west Kimberley market, with Derby's share increasing, by the equivalent of the existing market, from 12% to 20%.

SANCTUARY ROAD – CARAVAN PARK, KEY WORKER AND OVER 55'S: BROOME

The Sanctuary Road housing and accommodation redevelopment is one of the Shire of Broome's highest priority projects. It is shovel ready and will help to alleviate the current housing and accommodation crisis, and drive regional economic growth.

The project involves developing Lot 3130 Sanctuary Road into a caravan park. The park will encompass tourist camping and caravan sites, an over 55's residential village and key worker housing. The fully flexible site and unit design will allow the purpose of the accommodation to be altered over time dependent on local demand and supply.

Broome has a significant housing shortfall. The shortfall of long-term rentals for key workers and short-term accommodation is impacting on local business and community service providers and their ability to attract and retain staff. While the median rent of a Broome suburb is $887/week, at the same time there is a shortfall of at least 400-500 caravan sites during the tourist season, impacting on the economic benefits of tourism to the region. Currently, there are no dwellings suitable for over 55's and retirees – demand is estimated at 60 dwellings for over 65s and 100 would be required to meet demand for over 55s.

The Shire of Broome is seeking funding for headworks, site preparation, connections, road works and other preliminaries. Once the site work is completed, the project will be released to private investors for operation and development over a long-term lease.

Sanctuary Park will bring a significant boost to the economy of Broome and the Kimberley. Over the 3-year construction period it will have a total GRP impact of $14m in Broome and $62.5m in WA. At year 10, it will create an estimated 191 full time jobs.

PROJECT BENEFITS

- For each dollar invested $1.34 will be returned to the community over the life of the project.
- The project is viable; with grant funding; NPV is positive and the IRR is 16%.
- Creates a unique affordable family holiday destination and increased tourism.
- Provides self-contained housing options for retirees, where currently there are none.
- Provides keys worker housing for severely impacted critical Broome industries.
- Fully flexible, balanced, design approach that can be adapted to housing market fluctuations.
- Grant funding will leverage a private investment development of up to $65mn.

SHOVEL READY

DIRECT AND INDIRECT JOBS	NET BENEFIT TO THE COMMUNITY	FUNDING REQUIRED
191	$79.8M	$15M

KEY WORKER HOUSING AND ACCOMMODATION – KUNUNURRA

Kununurra is experiencing a severe shortage of affordable housing, exacerbated by post COVID rent increases. This has had a significant impact on the region's economy, particularly in industries such as tourism, hospitality and child care, which are struggling to attract and retain workers due to the lack of affordable housing options.

Despite housing not being the core business of Local Government, the Shire has made the decision to address the market failure by facilitating an increase in affordable housing supply to support local businesses and services and to drive economic prosperity and diversification.

To tackle the housing shortage, the Shire will construct new housing units for affordable housing through two projects:

- **Project 1:** Water Lily Place – up to 16 one- and two-bedroom units to be constructed on Shire owned land. The first priority for the allocation of the housing units will be to child care workers; and
- **Project 2:** Service worker accommodation of up to 40 one- and two-bedroom modular style units. This is part of a larger project which sees construction of an additional 180 operational accommodation units for the Sorby Hills Mine Project (transforming into tourism accommodation after a 10-year lease period). Some of the service worker accommodation will also be available for use as Government Regional Officer Housing Homes (GROH) housing, freeing up private rentals in the Kununurra area.

The impact of the Affordable Housing shortage:

The lack of affordable homes for key workers is impacting on economic growth. Child care workers are unable to live in town due to the lack of housing options. Without childcare, people are unable to work or to accept jobs in the region.

Worker shortages at the main child care facility in Kununurra have resulted in a waiting list of 140 children, and a current operating capacity limit of 44 percent. This lack of service capacity has forced some families to consider leaving the region or to reduce their working hours; an unacceptable outcome given the current shortage of labour in the area. The child care provider is relying on some fly-in-fly-out workers; however, this arrangement is costly, and not financially sustainable in the medium to long term. Without access to housing, the impact could be the loss of child care facilities in Kununurra. Some of the workers have shown an interest in moving to Kununurra but prohibitive rents and lack of housing stock makes this option untenable.

PROJECT BENEFITS

- Greater economic resilience.
- Workforce attraction and retention.
- Increased services.
- Opportunities for indigenous participation and engagement.
- Flexible design that can be adapted to housing market requirements.

	DIRECT AND INDIRECT JOBS	PROJECT VALUE	FUNDING REQUIRED
PROJECT 1	6 DIRECT; 9 INDIRECT	**$7.9M**	**$5M**
PROJECT 2	6 DIRECT; 12 INDIRECT AFFORDABLE HOUSING	AFFORDABLE HOUSING $20M TOTAL **$58M**	AFFORDABLE HOUSING **$18M**

LOT 567, BLUEBERRY HILL HOUSING PROJECT - HALLS CREEK

The project involves getting Lot 567 development ready as a new residential subdivision in Halls Creek. According to RDA Kimberley, 20% of Households in Halls Creek have more than 6 residents, most if not all of these being occupied by Aboriginal people. It is estimated that the 35 culturally appropriate housing units will provide accommodation for a total of 280 people.

The Subject Land

The subject land is Lot 567 DP069827, commonly referred to as Blueberry Hill, located within the Halls Creek Townsite.

In June 2020, the Shire submitted a Crown Land Enquiry on Lot 567 with the first option being to acquire the land as Freehold. The purpose of acquiring the land being to establish a new residential subdivision. The processing of this Enquiry stalled when a Native Title Claim, Ngarrawanji #3, was lodged over Halls Creek Town, including Lot 567. This claim has since been dismissed, however, the Shire is still waiting for an outcome from the Department of Planning, Lands and Heritage.

Local Planning Scheme No. 2 - Zoning

Lot 567 is zoned "Urban Development" under the Shire's Local Planning Scheme No. 2. The objectives of the Urban Development zone are,

- To provide an intention of future land use and a basis for more detailed structure planning in accordance with the provisions of this Scheme.
- To provide for a range of residential densities to encourage a variety of residential accommodation.
- To provide for the progressive and planned development of future urban areas for residential purposes and for commercial, community and recreational facilities, and other uses normally associated with residential development.

In 2011, Landcorp, now DevelopmentWA, contracted planning consultants Urbis to do a layout plan of the site. It is the Shire's understanding that DevelopmentWA carried out an in-depth investigation of the site. The Shire has requested for the results of the investigations.

PROJECT SCOPE

To get Lot 567 development ready, the Shire requires the following services.

- The preparation of a 'standard structure plan' in accordance with Part 4, Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
- The preparation of Local Development Plans within the subject land for the construction of 35 houses for Aboriginal families. This development should take into cognisance the cultural and living requirements of Aboriginal people.
- The development of a business case for the construction of the 35 housing units.

ACCOMMODATION FOR 280 PEOPLE

35 Housing Units

PROJECT COST	LOCAL GOVERNMENT FUNDING	FUNDING REQUIRED
$26M	$4M	$22M

THE KIMBERLEY REGIONAL GROUP

COMMUNITY INFRASTRUCTURE PROJECTS

The Kimberley spans 1000km from east to west. There is no capacity to share social infrastructure across the towns and Shires. Given the vast distance between towns, some Shires need to provide multiple facilities such as libraries, swimming pools, sport and recreational facilities, and waste management facilities to dispersed town centres.

Investment in community infrastructure will enable Shires to deliver better community facilities, making towns more amenable and attractive, and driving economic growth through the attraction and retention of a local workforce.

BROOME BOATING FACILITY

The Broome Boating Facility is essential to address critical safety and access difficulties, particularly associated with boat launching, retrieval and passenger transfer between vessels and shore. Large tides, strong currents, wind and waves can at times create hazardous conditions at the existing exposed beaches and boat ramps where conditions can change very quickly. The boating facility will include:

- The inclusion of four ramp lanes and two floating jetties.
- Sheltering arms adjacent to the ramp and a detached offshore breakwater to screen larger waves.
- A boat ramp toe at approximately +0.5m chart datum which will provide close to all tide access for small draft vessels.
- No dredging is required as part of the construction works.
- 160 trailer parking bays provided on-site, meeting the Australian Standard for a regional launching facility.

Preliminary design work has been undertaken to define the marine structure size, shape and cost. Significant consultation has been undertaken along with investigations and studies to understand the local environmental, cultural and heritage considerations. The project is currently seeking full funding and approvals.

The business case is in development and expectations are that construction costs will be in the order of $77m in its current format.

PROJECT BENEFITS

- 74% of the community either supportive or highly supportive.
- Safe launching facility for sea rescue desperately needed as volunteer lives are at risk.
- Significantly improved community and visitor safety.
- Improved recreation amenity for attraction and retention of regional population.
- Minimised impacts to environment and culturally sensitive areas.
- $35 million estimated in economic benefit (based on similar scale project for Bremer Bay Harbour).
- Significant employment generation during 24 month construction period.
- Opportunity for expanded charter and tourism operations.

RESIDENTIAL ATTRACTOR

DIRECT & INDIRECT JOBS	PROJECT VALUE	FUNDING REQUIRED
SIGNIFICANT JOB CREATION	UP TO **$77M**	UP TO **$42M***

** State Government funding Commitment of $35m*

WYNDHAM BOAT RAMP FORESHORE REDEVELOPMENT FACILITY

Wyndham has limited recreational facilities and the boat launching facility, is in urgent need of an upgrade. It is extremely popular with residents of East Kimberley as well as tourists. This project will considerably improve liveability in the town, particularly as the town is expected to undergo considerable economic growth in the short to medium-term.

This facility is also the main launching facility for the volunteer sea rescue boats.

Boat Launching

The boat launching facility includes two ramp lanes and one floating pontoon jetty. The floating pontoon jetty is preferred due to high tide movements in the region and to mitigate the impacts of debris that poses safety issues. The boat launching ramps will also enable safe launch of boats, particularly in this crocodile infested region. The facility will have a capability for passenger transfer for some larger non-trailerable boats such as tourist charter vessels.

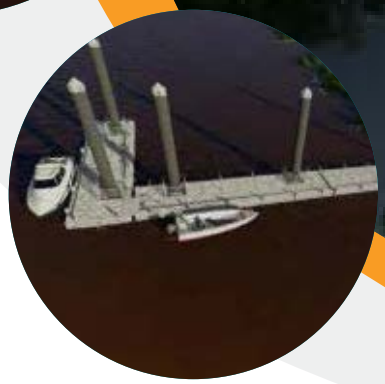
Foreshore Redevelopment

This will integrate with the RSL infrastructure that will be upgraded and preserved for public use. The project provides for approximately 160 parking bays, including trailer parking to meet Australian Standards for such facilities.

Additional features include public amenities (toilets, etc), landscaping and shelters. These will reflect the historical importance of Wyndham Port Township Foreshore and serve as a link to Anthon's Landing (Community Fishing Jetty) to greatly enhance accessibility and function for locals and tourists.

PROJECT BENEFITS

- Delivers critical community infrastructure that will increase participation and physical activity.
- Social benefits including liveability.
- Improves safety, noting the area is a crocodile habitat.
- Enhances accessibiity for locals and tourists.
- Provides a safer launch facility for the volunteer Sea Rescue boats.



RESIDENTIAL ATTRACTOR

CONSTRUCTION JOBS	LONG TERM JOBS	PROJECT VALUE
10	2	$12.5M

FITZROY CROSSING MULTIPURPOSE COMPLEX MASTERPLAN AND DEVELOPMENT

The 2023 flooding across the Fitzroy Valley has had a devasting impact on local communities. Sport and recreational facilities are critical enable the community to come together and enjoy activities in a positive environment.

The Shire is committed to providing its communities and their residents with facilities and services that are commensurate to those of all West Australians; provision of opportunities for emergency safety, recreation, social cohesion, community development and lifespan activities. The further development and proposed upgrades to the existing recreational precinct in Fitzroy Crossing is a pivotal generational project that represents an opportunity to expand Fitzroy Crossing's community and social offerings.

The project is designed to provide the Fitzroy Valley region with social infrastructure that improves the quality of life of its residents, supporting social and emotional wellbeing.

The renewal and expansion of the Fitzroy Recreational Precinct is designed to cater for the growing needs of the community and to give families and young people the opportunity to access programs and facilities similar to those in less isolated regions. It is proposed that the project will significantly improve the user ability of the facility by providing air conditioning and solar power.

The multipurpose precinct will include:

Meeting rooms and Community Development Space (incorporating storage for Youth Services and Young Years activity by community groups and the not-for-profit sector).

- Two indoor multi courts, event space and spectator seating.
- Kitchen and canteen space and access.
- Improved site location to assist with drainage and the view of the sporting ground.
- Air conditioning and solar power to the building.
- Improved access and linkages to other buildings on site, supporting improved co-location and sporting precinct outcomes.
- Evacuation centre capacity for 200, with full capacity and capability for up to 2 weeks.

PROJECT BENEFITS

- Increased social outcomes, providing for improved emergency management and community resilience.
- Improved community wellbeing and safety.
- Cultural connectivity.
- Improved community capacity.
- Increased opportunities for community services and groups.

IMPROVED WELLBEING AND SAFETY

SHOVEL READY

CONSTRUCTION JOBS	LONG TERM JOBS	PROJECT VALUE	FUNDING REQUIRED
20*	5	$25M	$23.5M

* *Based on similar projects*

GREAT NORTHERN HIGHWAY TO LOOMA ROAD RECONSTRUCTION & SEAL

The reconstruction and sealing of the Camballin Road and Camballin Myroodah Road (25.45 kms) and the reconstruction of the existing (6.45km) sealed section, will provide all weather access and improve safety to Looma, one of the State's largest Aboriginal Communities which has a base population of 500.

The efficiencies and economic return is significant and has been demonstrated previously with examples such as Bidydanga and Broome Cape Leveque Road.

The project will enable all weather access and increase the community's accessibility to critical medical services, emergency consumables and education.

Aboriginal jobs and training will be provided through existing partnerships with Main Roads and contractors from the Looma Community and surrounds during construction.

Experience gained on the Road Reconstruction and Seal project will provide them with the opportunity to secure jobs on future projects within the region. Works include:

- Construction and sealing of 25.45km of unsealed section.
- Reconstruction and sealing of the existing 6.45km of sealed section (incorporating Camballin Road and Camballin Myroodah Road sections).
- Widening of single lane culvert over Jarran Creek with improved barrier protection.
- Alignment/geometric and drainage improvements.
- Installation of culverts, grids and floodways.
- Upgrade of the Camballin Road and Great Northern Hwy intersection.
- Safety improvements such as widening of road, increased gravel shoulders and signage.

PROJECT BENEFITS

- Improve access for Aboriginal Communities and service providers.
- Improve safety for Aboriginal Communities and service providers.
- Reduce delays caused by road closures during the wet season.
- Support economic activity through the provision of a more efficient road network.
- Increase tourism and agriculture opportunities.

SUPPORTING EFFICIENCY

SHOVEL READY

CONSTRUCTION JOBS

30

PROJECT VALUE

$30M

BROOME RECREATION AND AQUATIC CENTRE REDEVELOPMENT

The Broome Recreation and Aquatic Centre (BRAC) is located in the centre of the Broome township and is the hub for all sporting and recreational activities. The BRAC consists of two sports fields, a sports pavilion, eight outdoor tennis courts, four outdoor covered basketball / netball courts, a pump track, an indoor recreation centre, and an 8 lane 25 metre pool and integrated leisure pool and skate park.

It is the largest facility of its type in the Kimberley region, servicing Shire residents and surrounding communities. It is considered the regional centre for sporting events and carnivals.

The Shire of Broome has prioritised the redevelopment of BRAC as a key community infrastructure project. The redevelopment includes refurbishment of existing facilities and construction of new facilities to achieve the following spaces:

- gym and group fitness facilities
- indoor air-conditioned playground
- squash courts x 3
- creche
- administration facilities
- main entry, reception and foyer
- kiosk/cafe
- changerooms

The aim is to provide a modern, integrated, accessible and functional sporting, aquatic and recreation facility that meets the current and future sport, leisure and social needs of Broome's diverse community and the Kimberley region.

The redevelopment was listed as a high priority project in the Shire's Sport and Recreation Plan 2021 – 2031 and was also ranked by the community as the number one infrastructure project in the 2022 Community Scorecard Survey.

The Shire has committed $900,000 to completing detailed designs for the redevelopment and the project is now shovel ready.

PROJECT BENEFITS

- Enhance the liveability to Broome and make it a place where people choose to live, raise a family, invest.
- Improve social, physical and well-being benefits for the community.
- Increase visitation and improve service delivery to the community.
- Increase BRAC's appeal to youth, aboriginal people, families and the broader community.
- Increase revenue opportunities to help offset facility operational costs and improve financial performance and long-term sustainability.

SUPPORTING KIMBERLEY COMMUNITIES

SHOVEL READY

PROJECT VALUE	SHIRE COMMITMENT	FUNDING REQUIRED
$13.5M	$5.5M	$8M

CABLE BEACH FORESHORE REDEVELOPMENT

The redevelopment of Cable Beach Foreshore represents a golden opportunity to expand Broome's peak season by stimulating commercial and tourism activation and ensuring one of our high-quality natural assets remains a global drawcard.

Elements include amphitheatre upgrade, foreshore enhancements and landform changes.

A growth in commercial and small business opportunities, enhanced by the promenade development linking together points of interest including tourism, cultural and leisure attractions.

The buried seawall will support coastal management and the reconfiguration of car parking will ease current parking and traffic flow issues.

The Shire of Broome received a Commendation from the Planning Institute Australia's Awards for Excellence for the Cable Beach Foreshore Masterplan.

Stage 1 fully funded $13m and construction will commence in late 2023. $10m funding confirmed towards Stage 2.

PROJECT BENEFITS

- Economic contribution $82.5m
- Realising the potential of a globally recognised tourism location.
- Leverage investment and property development opportunities.
- Environmental management (coastal erosion risk mitigation).
- Cultural connectivity.
- $10m+ Private Investment estimated to be leveraged.
- 117 FTE Jobs through increased tourism activity.
- $13.4m direct additional annual visitor expenditure.
- $99m net present value.

SHOVEL READY

DIRECT AND INDIRECT JOBS	PROJECT VALUE	FUNDING REQUIRED FOR STAGE 2
174	$51M	$28M

THE
KIMBERLEY
REGIONAL GROUP
KIMBERLEY
Investment
Prospectus
2023-24
For further information:
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14.0 ANNEXURE 1 - Terms of Reference for Regional Road Groups

Excerpt from *State Road Funds to Local Government Procedures*
(Part 7 – December 2020 – document number D21#545923, Main Roads WA)

7. Terms of Reference for Regional Road Groups

Region

Each Local Government in Western Australia shall be included in an appropriate RRG as defined by SAC. As a principle, the regional boundaries be as similar as possible to those used by MRWA.

Where there are exceptional circumstances, a Local Government may apply to SAC to transfer from one RRG to another. Supporting documentation shall accompany an application to justify the reasons for a change.

Where SAC approves a Local Government to transfer to another RRG, it will amend funding allocations to reflect the change.

Chairperson
An Elected Member shall be the Chairperson of a RRG. A RRG shall elect a Chairperson at least every second year at its first meeting following Local Government elections.

Membership
An Elected Member shall represent each Local Government on a RRG.

Voting and Decision Making
As far as practicable, decisions should be by consensus. Where voting is necessary, only Local Government Elected Members will be voting representatives on the following basis:

- One vote for each Local Government represented at RRG meetings where no Sub Group(s) exist; or
- One vote for each Sub Group represented at RRG meeting where Sub Group(s) exist;

Unresolved issues shall be brought to the attention of SAC by the RRG.

Meetings
The Chairperson of a RRG, assisted by the Secretariat, will develop an annual meeting timetable relating to the timetable of SAC. A RRG shall determine its annual meeting timetable at its first meeting after advice of SAC meeting timetable.

The schedule of RRG meetings can be found on the WALGA website.

Delegated Representatives
A member of a RRG may delegate authority, including voting rights, to another Elected Member from the same Local Government to attend and represent them at a meeting.

Reporting Structure
A RRG shall record minutes of its meeting and provide a copy to each member and to SAC. The RRG shall make recommendations as required to SAC.

Observers
A RRG may invite to a meeting any person with appropriate experience or expertise to assist in any matter.

Secretariat
MRWA shall provide technical and administrative support to the RRG. Regional Managers will provide the primary contact for each RRG. (See Attachment 5 for a Guide).

Regional Road Sub Group
A RRG may establish a Regional Road Sub Group(s) to:

- Assist to identify road-funding priorities.
- Consider local road issues to inform decision making by the RRG.
- Provide advice to the RRG.

A RRG will determine and approve the Terms of Reference for a Regional Road Sub Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Sub Group(s).
- Process to elect the Chairperson.
- Membership of the Sub Group(s).
- Voting rights within the Sub Group(s).
- Voting rights of the Sub Group(s) at the RRG.

A Local Government may apply to the RRG to transfer from one Sub Group to another.

Regional Road Technical Group
A RRG may establish a Regional Road Technical Group to assist with management and consideration of local road issues; and provide technical advice as requested.

A RRG will determine and approve the Terms of Reference for a Regional Road Technical Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Technical Group(s).
- Process to elect the Chairperson.
- Membership of the Sub Group(s).
- The Technical Group(s) is an advisory group with no voting rights at the RRG.

A Local Government may apply to the RRG to transfer from one Technical Group to another.

Correspondence
Address all correspondence:
Chairperson
RRG
C/- Regional Manager
MRWA

Responsibilities
Within policies and guidelines established by SAC, the RRG shall be responsible for assessing road funding submissions from its members, the annual distribution of funds to Local Government roads, monitoring and reporting on the effectiveness of the application of the funds to Local Government roads in its region.

A RRG shall ensure that funds made available by the State are applied to the road network to:

- Maximise capacity and resources through joint purchasing and resource sharing
- Maximise benefits to the community
- Preserve, improve and extend the road system and
- Comply with the obligations of the Managing Director of Main Roads under legislation.

A RRG is responsible for:

- Developing and recommending to SAC, an annual Local Government roads program for their region.
- Monitoring the implementation of the program in their region.
- Developing and recommending to SAC, Strategies for Significant Local Government Roads.
- Developing and recommending to SAC, three year works projections.
- Regularly review project prioritisation methodologies for annual distribution of road funds to Local Government roads within the region.
- Developing regional specific policies and procedures to suit local circumstances.
- Providing updates of regional specific procedures to SAC for approval prior to formal introduction.
- Providing funding information to Local Governments to facilitate expenditure of road funds.
- Assisting SAC with Local Government priorities at the regional level.
- Advising SAC of any likely under expenditure with an explanation as to the cause and proposed solutions.
- Monitoring and responding to the safety performance of the Local Government road network in the region.
- Dealing with any other business relevant to the transport needs of the region.

Key Performance Indicators

RRG have key performance indicators (KPI) reported annually to SAC. The KPIs are:

- Number of RRG meetings held. (Minimum two meetings per year).
- Percentage of Black Spot Programs funding expended. (Includes State Black Spot Program and Federal Government Black Spot Program). (Target 90%).
- Percentage of road project grants expended. (Includes Commodity Route Fund). (Target 90%).
- Road project grant applications submitted to the State Advisory Committee by December each year.
- Percentage of sealed road length subject to documented visual condition survey within the region in the previous five years. (Target 50%).
- Metropolitan RRG only – percentage of road project grant funded road improvements subject to road safety audits / inspections. (Target 100%).
- Other RRG – percentage of road project grant funded projects that include Safe System improvements to roads and roadsides. (Target 50%).
- Number of Local Governments by RRG that have uploaded road inventory data into the MRWA IRIS database in the last three financial years. (Target 100%).

WALGA

Attachment 5 – State Road Funds to Local Government Administrative Procedures

(To be used as a guide)

Executive Support

MRWA's Regional Office will provide the executive support and all other administrative, technical support to the RRG. (Where there are Sub Groups or Technical Groups to the RRG, support is to be provided by Local Government.) The following is an outline of the support to be provided:

- Provide information to Regional Road Groups and Local Governments on annual and programs of works, indicative funding and other financial matters.
- Provide the necessary support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the Regional Road Group members and State Funds to Local Government Advisory Committee.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by MRWA to support RRG:

- Correspondence File (which provides background information required to support action of the Regional Road Group).
- Meeting and Agenda files (to ensure that ready access is available and records of Minutes maintained).
- Annual and Three-Year Program of Works including amendments.
- Summary of Payments of Local Road Funds to Local Governments.
- Certificates of Completion for Local Roads Projects and Direct Grants.
- An up-to-date Procedures and Road Projects Evaluation Guidelines Manual.
- An up-to-date list of RRG and Sub Group or Technical Group membership.

Meetings

Timing and Venue

An annual timetable will be established and meeting should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG. Consider holding meetings at locations equitable for all participants.

Meeting Agenda

MRWA staff to prepare the Agenda in consultation with Chairperson of the RRG.

Agenda Format

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last RRG meeting.
- Inwards and Outwards Correspondence

- Reports:
  - Chairperson
  - WALGA Representative Submissions from Local Governments
  - Recommendations to State Road Funds to Local Government Advisory Committee
  - Summary of payments made to Local Governments (recoups, audit forms).
  - Amendments to Program of Works.
  - Black Spot and Road Safety Progress Report
- General Business.
- Future meeting dates.
- Meeting close.

The Agenda provided to each RRG member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

Correspondence

In general, correspondence is to be dealt with in the following manner:

- RRG correspondence is addressed to the Chairperson or the Regional Manager.
- All correspondence dealing with Local Roads Funding and RRG involvement is treated as inwards correspondence at the RRG meetings.
- Urgent matters are referred by email/facsimile direct to the Chairperson, or otherwise presented at the RRG meeting.

Department of Environment and Conservation
Our environment, our future

Shire of Broome
people • place • prosperity

Yawuru Park Council

Terms of Reference

Joint Management Agreement 2010

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1. Park Council Role and Structure

1.1 Role

The Park Council's primary role shall be to:

(a) prepare Management Plans and related policies for the management of the Conservation Estate in accordance with the Joint Management Arrangements;
(b) ensure that the Management Plans for the Conservation Estate are consistent with the visions and policies set out in the Cultural Management Plan for these areas;
(c) ensure that all Management Plans prepared by the Park Council are, to the greatest extent possible taking into account different legislative frameworks, consistent;
(d) make decisions consistent with the Cultural Management Plan and Management Plans;
(e) monitor the management of the Conservation Estate including the implementation of the Management Plans;
(f) give advice to the CEO, the CCWA, the BSC, the Yawuru Community and MPRA (as appropriate) on all aspects of the use, management and development of the Conservation Estate; and
(g) determine priorities for any matters required to be done in accordance with or in furtherance of the Management Plans.

1.2 Structure

The Park Council is responsible for the management of the Conservation Estate and is comprised of Yawuru RNTBC Representatives, Department Representatives and BSC Representatives who are responsible to jointly administer the management of the Conservation Estate in accordance with their respective areas of responsibility as set out clause 4.1.

1.3 Joint Management Responsibility

The Conservation Estate is to be jointly managed by the Yawuru RNTBC and the CEO or BSC as set out in clause 4.1 of the Joint Management Agreement and as summarized below:

(a) Freehold Areas to be jointly managed by the CEO and Yawuru RNTBC;
(b) Roebuck Bay Intertidal Zones Reserves to be jointly management by the CCWA and Yawuru RNTBC;
(c) Cable Beach Intertidal Zones Reserves to be jointly managed by the CCWA, BSC and Yawuru RNTBC;

(d) Townsite Areas (including intertidal areas adjacent to the town) to be jointly managed by Yawuru RNTBC and BSC;
(e) Marine Park, to be jointly managed by the MPRA, Yawuru RTNBC and the CEO.

1.4 Membership

The Park Council is to be comprised of:

(a) Freehold Areas, Roebuck Bay Intertidal Zone Reserves and the Marine Park
   i) Not less than three (3) Yawuru Representative Members and up to three (3) Alternative Members who only have voting rights if they step in to replace an absent Yawuru Representative Member at a meeting with the effect that the Yawuru RNTBC does not have more than three (3) Representative Members with voting rights at any given meeting; and
   ii) Up to three (3) Department Representative Members, who, where possible all, but at lease one, are involved in the day to day management of Conservation Estate.
   iii) A maximum of one (1) representative from each Associate Member, except for BSC who may have all three (3) of its Representative Members present in an Associated Member capacity in respect to the Freehold Areas of Conservation Estate.

(b) Town Site Areas

   i) Not less than three (3) Yawuru Representative Members and up to three (3) Alternative Members who only have voting rights if they step in to replace an absent Yawuru Representative Member at a meeting with the effect that the Yawuru RNTBC does not have more than three (3) Representative Members with voting rights at any given meeting; and
   ii) Up to three (3) BSC Representative Members.
   iii) A maximum of one (1) representative from each Associate Member, except for the Department who may have all three (3) of its Representative Members present in an Associated Member capacity in respect to the Townsite Areas of Conservation Estate

(c) Cable Beach Intertidal Zone Reserves

   i) Not less than three (3) Yawuru Representative Members and up to three (3) Alternative Members who only have voting rights if they step in to replace an absent Yawuru Representative Member at a meeting with the effect that the Yawuru RNTBC does not have more than three

(3) Representative Members with voting rights at any given meeting; and

ii) Up to three (3) Department Representative Members, who, where possible all, but at least one, are involved in the day to day management of Conservation Estate; and

iii) Up to three (3) BSC Representative Members.

iv) A maximum of one (1) representative from each Associate Member.

1.5 Representative Member appointment

(a) Three (3) Yawuru Representative Members and up to three (3) Alternate Members will be appointed from time to time by the Yawuru RNTBC to be members of the Park Council and the Yawuru RNTBC will advise the CEO and BSC in writing of the appointments. A Yawuru person who is an employee or contractor of the Department or BSC is ineligible to be a Yawuru Representative Member or an Associate Member.

(b) Up to three (3) Department Representatives will be nominated from time to time by the CEO to be members of the Park Council and the CEO will advise the Yawuru RNTBC and the BSC in writing of the nominations.

(c) Up to three (3) BSC Representative Members will be nominated from time to time by the BSC to be members of the Park Council and the BSC will advise the Yawuru RNTBC and the CEO in writing of the nominations.

1.6 Associate Members

(a) Organisation or other persons that in the opinion of the Park council have an integral role to play in the operation and management of the Conservation Estate or in providing advice to the Park Council on any matter the Park Council thinks fit may be invited by the Park Council to nominate one Associate Member to attend and participate in Park Council meetings.

(b) The Park Council may at its absolute discretion determine which organizations or persons have the right to attend and participate from time to time as Associate Members of the Park council and may confer or remove Associate Member status accordingly.

1.7 Availability and Authority of Representative Members

(a) Yawuru RNTBC must ensure that the Yawuru Representative Members and Yawuru Alternate Members or proxies:

i) make themselves available to participate in the Park Council; and

ii) are authorised to carry out their functions and to make decisions as required and in accordance with the joint Management Agreement and these Terms of Reference.

(b) The CEO must ensure that Department Representative members and Department proxies:

i) are available to carry out their functions on the park council; and
ii) are authorized to carry out their functions and make decisions as required and in accordance with the Joint Management Agreement and these terms of Reference.

(c) The BSC must ensure that the BSC Representative Members and BSC proxies:
i) are available to carry out their functions on the Park Council; and
ii) are authorized to carry out their functions and make decisions as required and in accordance with the Joint Management Agreement and these Terms of Reference.

2. Conduct of Meetings

2.1 Convening Meetings

(a) The CEO must convene the first meeting of the Park Council within forty-five days of the formation of the Park Council.

(b) The Park Council must meet to attend to its business as often as it considers necessary, but at least once every three (3) months.

(c) The Yawuru RNTBC may, on request from a Yawuru Representative Member or otherwise, call a Park Council meeting by giving at least twenty-one (21) days notice in writing to the CEO and BSC.

(d) The CEO or BSC may, on request from a Department Representative Member or otherwise, call a Park Council meeting by giving at least twenty-one (21) days notice in writing to the Yawuru RNTBC and the other Party.

2.2 Chairperson and Secretary

(a) The Park Council shall elect a Chairperson and a Secretary from among their number at the first meeting of the Park Council and on each anniversary of that meeting. The Chairperson must be one of the Yawuru Representative Members.

(b) The Chairperson and Secretary are eligible for re-election each anniversary.

(c) The Chairperson shall be the Chairperson of all meetings at which he or she is present, but if he or she is not present or does not wish to chair the meeting the members present at the meeting of the Park Council may elect another Representative Member to chair the meeting.

(d) The Secretary shall keep proper minutes of all meetings of the Park Council.

2.3 Procedure at Meetings

The Park Council may adopt such rules and procedures from time to time as it considers necessary to enable it to carry out its functions under and in accordance with the provisions of the Joint Management Agreement and these Terms of Reference.

2.4 Quorum

(a) The quorum for a meeting of the Park Council shall be:
   i) for Freehold Areas, Roebuck Bay Intertidal Zone Reserves and Marine Park matters:
      two (2) Yawuru Representative Members and two (2) Department Representative Members.
   ii) for Townsite Area matters:
      two (2) Yawuru Representative Members and two (2) BSC Representative Members.
   iii) for Cable Beach Intertidal Zone Reserves matters:
      two (2) Yawuru Representative Members and two (2) Department Representative Members.

(b) If a quorum is not satisfied at two (2) consecutive meetings of the Park Council, the business which was proposed to be discussed at the meetings for which the quorum was not satisfied will be deemed to be Referred Business and may be referred to the relevant Minister.

2.5 Voting

(a) Each park Council representative member who has a voting right will have one vote in person at a meeting of the Park Council subject to:
   i) only Yawuru RNTBC Representative Members and Department Representative Members have voting rights in respect to the Freehold Areas, Roebuck Bay Intertidal Reserves and Marine Park;
   ii) only the Yawuru RNTBC Representative Members and BSC Representative Members have voting rights in respect to the Townsite Areas; and
   iii) only Yawuru RNTBC Representative Members, Department Representative Members and BSC Representative Members have voting rights in respect to the Cable Beach Intertidal Zone Reserves.

(b) Associate members do not have a vote with respect to any proceedings under this Agreement.

(c) Alternate Representative Members only have a voting right if they are required to stand in for an absent Yawuru Representative Member at a meeting.

2.6 Decisions

(a) Decisions of the Park Council must be made by those members in attendance at a meeting of the Park Council who are entitled to vote voting on a motion

(b) The Park Council will, as far as possible, require a motion to be supported by the consensus of all those members in attendance at the meeting of the Park Council who are entitled to vote.

(c) If a motion is not supported by the consensus of all those members in attendance at a meeting of the Park Council who are entitled to vote, subject to clause 2.5(a), if:

i) either two (2) Department Representative Members or two (2) BSC Representatives, as applicable; and

ii) two (2) of the Yawuru Representative Members vote in support of that motion, then the motion is deemed to be passed and is duly made the decision of the Park Council.

(d) If the same motion is not passed at three (3) consecutive meetings of the Park Council then the business which is the subject of that motion may be referred to the relevant Minister as Referred Business.

2.7 Conflict Resolution

(a) In the event of a conflict between the Representative Members of the Park Council:

i) either the Yawuru RNTBC, BSC or CEO may give 21 days written notice to the others, of a joint meeting of the Park Council and all or any of the Associate Members, if applicable, to be held no sooner than 21 days after the notice is given, for the purpose of attempting to resolve the conflict;

ii) the conflict must be resolved by a resolution of the Park Council passed by

iii) a three quarters majority of the joint meeting convened pursuant to clause

iv) 2.7(a)(i) and that majority must include two Department Representatives or if appropriate, two Yawuru RNTBC

Representatives or if appropriate, two Yawuru RNTBC Representatives and two BSC Representatives; and

v) in the event that the conflict is not resolved by a resolution of the Park Council in accordance with clause 2.7(a)(ii) the matter to which the advice and recommendations relate will become Referred Business to the Minister for Environment or the Minister for Lands, depending upon whether the conflict relates to the Freehold areas, Intertidal Zone Areas and Marine Park or the Townsite Areas for a determination by the relevant Minister.

(b) If the Department is served with a notice under clause 2.7(a)(i) but refuses or unreasonably fails to convene the requested meeting, the Yawuru RNTBC or BSC may reply on the provisions set out in clause 2.7(a)(iii) and treat the matter as Referred Business.

2.8 Referred Business

(a) The Minister for Environment or the Minister for Lands (as appropriate) in respect of Referred Business:
   i) consult with the CEO or the BSC and the Yawuru RNTBC regarding how Referred Business is to be determined; and
   ii) do one or both of the following:
      (a) decide as to how Referred Business is to be determined; or
      (b) make a determination of Referred Business.

(b) A determination of Referred Business by the relevant Minister shall be deemed to be a determination of the Park Council.

3. Vacancy

3.1 Single Meeting Proxies

(a) The CEO or BSC may nominate a proxy in the event a Representative Member is unable to attend any one meeting of the Park Council, subject to first notifying in writing the other Parties of the nomination and the name of the Representative Member they are attending in lieu of.

(b) The Yawuru RNTBC may nominate a proxy in the event a Yawuru Representative Member and an Alternate Member is unable to attend a meeting of the Park Council, subject to first notifying in writing the CEO and BSC of the nomination and the name of the Yawuru Representative Member they are attending in lieu of.

(c) All proxies appointed under this clause 3.1 have the same voting rights as the Representative Members they are notified to be replacing.

3.2 Temporary Vacancies

(a) If at any time there is a Department Representative Member or a BSC Representative Member who temporarily cannot perform his or her responsibilities as a member of the Park Council:
   i) the CEO or the BSC, as relevant, must notify the Yawuru RNTBC and the other Party in writing as soon as practicable of the name of the proxy and the absent Representative Member; and
   ii) the nominated proxy shall replace the Representative Member on the Park Council, until such time as the other Parties are notified in writing by the CEO, or the BSC, as relevant, that their Representative Member has resumed his or her responsibilities as a member of the Park Council.

(b) If at any time a Department Representative Member or BSC Representative Member cannot perform his or her responsibilities as a member of the Park Council permanently, or he or she vacates their position:
   i) the CEO or BSC as relevant, must notify the Yawuru RNTBC and the other Party in writing as soon as practicable of the vacancy and nominate a proxy to attend the Park Council meeting instead; and
   ii) the proxy shall replace that Representative Member as a member of the Park Council, until the Yawuru RNTBC and the other Party are notified in writing by the CEO or the BSC as relevant, that a permanent Representative Member has been nominated to the Park Council.

(c) If at any time a proxy nominated pursuant to this clause 3.2(a) or (b) cannot perform his or her responsibilities as a proxy or vacates their position, the CEO or BSC, as relevant, may nominate another proxy to replace them provided that the Yawuru RNTBC and the other Party are notified in writing of any such nomination.

3.3 Yawuru Representatives

(a) If at any time a Yawuru Representative Member temporarily cannot perform his or her responsibilities as a member of the Park Council:
   i) any one of the Alternative Members can take the place of the permanent Yawuru Representative members for the duration of the period in which that permanent Yawuru Representative Member is unavailable to attend meetings of the Park Council;
   ii) the Alternate Member shall be entitled to act as the Yawuru Representative Member until the permanent Yawuru Representative Member has resumed his or her responsibilities as a Yawuru Representative Member;
   iii) the Yawuru RNTBC may appoint a proxy to fill in for the Alternate Member for the duration of that person acting in the role of Yawuru

Representative Member subject to notifying the other parties in writing of the nomination.

(b) If at any time a Yawuru Representative Member cannot perform his or her responsibilities as a Yawuru Representative Member permanently or he or she vacates their position:
   i) the Yawuru RNTBC must notify the other Parties in writing as soon as practicable of the vacancy;
   ii) one of the Alternate Members will replace the permanent Yawuru Representative Member unless the other parties are notified in writing by the Yawuru RNTBC that a new Yawuru Representative Member has been appointed as a Yawuru Representative Member of the Park Council; and
   iii) the Yawuru RNTBC shall facilitate, as soon as practicable, the appointment of a new Alternate Member if the Yawuru RNTBC deems it necessary to do so.

(c) If at any time an Alternate member cannot perform his or her responsibilities as an Alternate Member and shall notify the other Parties in writing of the appointment.

4. Term of Appointment

(a) Membership of the Park Council is for a period of two and a half years for 2 of the Yawuru Representative members, five (5) years for each of the other Yawuru Representative Members, Department Representative Members and BSC Representative Members (or the balance of a the relevant 5 year period in the case of a person filling a vacancy).

(b) Representative Members are eligible to apply to their respective responsible entity for re-appointment for unlimited subsequent terms.

(c) If at the commencement of this Agreement a Park Council has been formed under a prior agreement containing terms consistent with this clause, then those members are deemed to be members of the Park Council under this Agreement for the balance of the relevant 5 year period.

5. Committees

The Park Council may appoint committees (comprising Park Council members and other persons) to investigate, consider, and advise or recommend such matters to the Park Council as it thinks fit.

6. Variation

These Terms of Reference may be amended from time to time as appropriate or necessary with the consent of the parties to the Joint Management Agreement.

7. Glossary of abbreviations

BSC	Broome Shire Council
CCWA	Conservation Commission of Western Australia
CEO	The Conservation and Land Management Executive Body
Department	Department of Environment and Conservation Western Australia
MPRA	Marine Parks and Reserves Authority
The State	The State of Western Australia
Yawuru RNTBC	Yawuru Native Title Holders Aboriginal Corporation RNTBC

9.4.4 MONTHLY PAYMENT LISTING - OCTOBER 2025

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

SUMMARY:
This report recommends that Council receives the list of payments made under elegated authority, as per the attachment to this report, for October 2025.

BACKGROUND

The Chief Executive Officer (CEO) has delegated authority via Delegation 1.2.20 Payments from the Municipal or Trust Funds, to make payments from the Municipal and Trust funds as per budget allocations and in line with applicable policies.

COMMENT

The Shire provides payments to suppliers by Electronic Funds Transfer (EFT and BPAY), cheque, credit card or direct debit. Attachment 1 provides a list of all payments processed under delegated authority in October 2025.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

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

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

13A. Payments by employees via purchasing cards

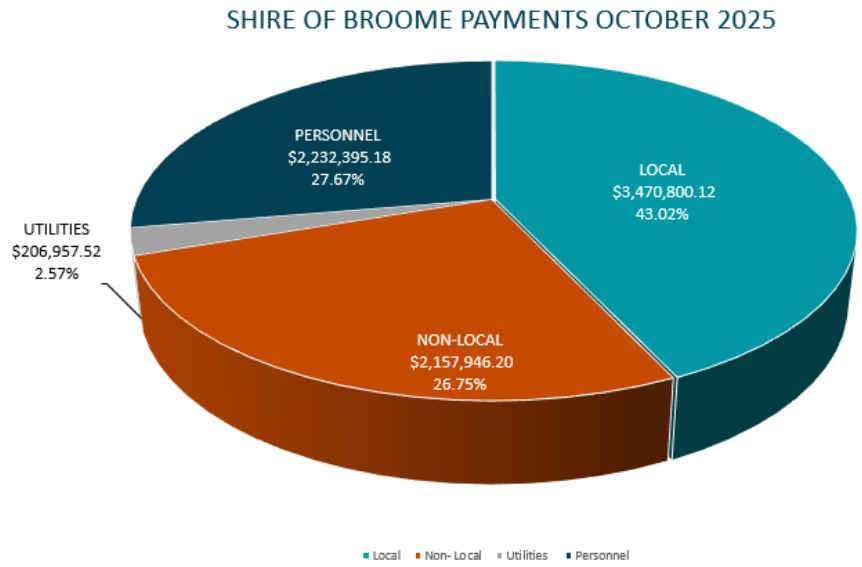
(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
(a) the payee's name;
(b) the amount of the payment;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

POLICY IMPLICATIONS

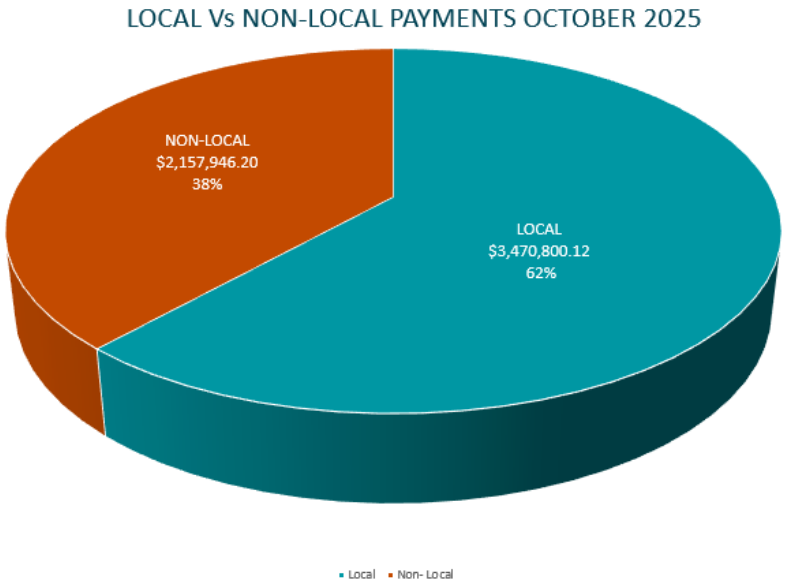
Nil.

FINANCIAL IMPLICATIONS

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



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



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for October 2025, after $2,232,395.18 in personnel payments, $206,957.52 in utilities, and other non-local sole suppliers were excluded.

YEAR TO DATE CREDITOR PAYMENTS

The table below summarises the total payments made to creditors year to date:

Month	Cheques	EFT Payments	Direct Debit	Credit Card	Trust	Payroll	Total Creditors
Jul-25	$ 4,895.35	$ 4,634,889.06	$ 528,035.87	$ 40,093.25	$ -	$ 877,394.96	$ 6,085,308.49
Aug-25	$ -	$ 5,504,680.41	$ 365,632.93	$ 45,381.35	$ -	$ 853,707.24	$ 6,769,401.93
Sep-25	$ 3,500.00	$ 6,108,370.52	$ 402,977.55	$ 44,223.11	$ -	$ 834,426.18	$ 7,393,497.36
Oct-25	$ -	$ 6,082,061.10	$ 557,648.24	$ 34,571.75	$ -	$ 1,393,817.93	$ 8,068,099.02
Nov-25							
Dec-25							
Jan-26							
Feb-26							
Mar-26							
Apr-26							
May-26							
Jun-26							
TOTAL	**$ 8,395.35**	**$ 22,330,001.09**	**$ 1,854,294.59**	**$ 164,269.46**	**$ -**	**$ 3,959,346.31**	**$ 28,316,306.80**

RISK

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

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

STRATEGIC ASPIRATIONS

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

Outcome 9 - Effective leadership, advocacy and governance

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

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

That Council:

1. *Receives the list of payments made from the Municipal and Trust Accounts in October 2025, totalling $8,068,099. 02 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:*
   a) *EFT Vouchers EFT81567 - EFT81902 totalling $6,082,061.10;*
   b) *Municipal Cheque Vouchers 00000 - 00000 totalling $0.00;*
   c) *Trust Cheque Vouchers 00000 - 00000 totalling $0.00; and*
   d) *Municipal Direct Debits, DD34813.1 - DD34914.2 including payroll totalling $1,951,466.17.*
2. *Receives the list of payments made by credit cards in October 2025, totalling $34,571.75 (contained within Attachment 1) per the requirements of Regulation 13A of the Local Government (Financial Management) Regulations 1996 covering Municipal Direct Debits DD34897.1 - DD34899.9*
3. *Notes the local spend of $3,470,800.12 included in the amount above, equating to 62% of total payments excluding personnel, utility, and other external sole supplier costs.*

Attachments
1. Payment Listing October 2025

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
EFT #	**Date**	**NAME**	**Description**	**Amount**
EFT81837	29/10/2025	A. COLLINS	Umpire Payments- BRAC	$ 175.00
EFT81578	06/10/2025	A. GALE	Rates Refund- A110628	$ 275.98
EFT81839	29/10/2025	A. LOVETT	Umpire Payments- BRAC	$ 140.00
EFT81838	29/10/2025	A. RANN	Umpire Payments- BRAC	$ 385.00
EFT81577	06/10/2025	A.RAZA	Staff Reimbursement Meal & Travel Expenses- Manager Information	$ 364.96
EFT81694	15/10/2025	AARON MANSON (POOL WISDOM)	Pool Chemicals- BRAC	$ 3,888.96
EFT81575	06/10/2025	AARON MANSON (POOL WISDOM)	Pool Chemicals- BRAC	$ 2,088.58
EFT81836	29/10/2025	AARON MANSON (POOL WISDOM)	Pool Chemicals- BRAC	$ 1,157.15
EFT81615	08/10/2025	AARON MANSON (POOL WISDOM)	Water Quality Testing- Town Beach Waterpark	$ 510.13
EFT81695	15/10/2025	ABL LANDSCAPING CONTRACTING PTY LTD	Weed Management & Landscape Clean Up Service	$ 6,952.00
EFT81616	08/10/2025	ABL LANDSCAPING CONTRACTING PTY LTD	Sand- Town Beach Playground	$ 6,215.00
EFT81576	06/10/2025	ABORIGINAL INTERPRETING WA ABORIGINAL CORPORATION	Reimbursement of Plumbing Works- Property & Leasing	$ 3,402.42
EFT81696	15/10/2025	ACOR CONSULTANTS (WA) PTY LIMITED	Construction Support- Cable Beach Foreshore Redevelopment	$ 8,522.25
EFT81662	10/10/2025	ACROMAT	Tennis Net Tensioners- BRAC	$ 1,793.00
EFT81617	08/10/2025	ACURIX NETWORKS PTY LTD	Public Wi-Fi Services- Public Library	$ 497.20
EFT81697	15/10/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Windshield- Shire Fleet	$ 2,029.72
EFT81760	23/10/2025	AIT SPECIALISTS PTY LTD	Monthly Review of Fuel Tax Credits- September 25	$ 699.60
EFT81618	08/10/2025	ALBA HOLDINGS PTY LTD T/AS QUALITY PRESS ATFT ALBA UNIT	Printing- Broome Waste Guide Booklet	$ 1,353.00
EFT81663	10/10/2025	ASK WASTE MANAGEMENT PTY LTD	Landfill Bio Cover Cap	$ 885.50
EFT81664	10/10/2025	ASSORTED SIGNS	Tear Drop Banner- Dash & Splash Events BRAC	$ 851.92
EFT81619	08/10/2025	AUSCO MODULAR PTY LTD	Monthly Hire of Toilet- Cable Beach Stage 2	$ 13,592.12
EFT81665	10/10/2025	AUSSIE BROADBAND LIMITED	Internet Connection- Various Shire Facilities	$ 2,526.70
EFT81666	10/10/2025	AUSTRALIA POST	Post- Shire Administration	$ 3,780.55
EFT81567	03/10/2025	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	$ 607.50
EFT81752	17/10/2025	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	$ 607.50
EFT81895	31/10/2025	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	$ 607.50
EFT81896	31/10/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	$ 171,849.00
EFT81753	17/10/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	$ 145,295.00
EFT81568	03/10/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	$ 131,444.00
EFT81579	06/10/2025	AVIAIR	Inter-Regional Flight Network Sponsorship 2025-26- C/1222/026	$ 35,356.20
EFT81582	06/10/2025	B. CHARLESON	Staff Reimbursement- Police Clearance	$ 64.90
EFT81840	29/10/2025	BELLE PROPERTY BROOME	Rates Refund- A303669	$ 1,319.61
EFT81620	08/10/2025	BLACKWOODS	Employees Uniforms- RFT 23/17	$ 3,773.93
EFT81698	15/10/2025	BLACKWOODS	Socks- Depot Staff	$ 1,126.39
EFT81580	06/10/2025	BLACKWOODS	Staff Uniforms- WMF	$ 903.78
EFT81841	29/10/2025	BLACKWOODS	Sharps Containers- Depot	$ 458.24
EFT81581	06/10/2025	BOC LIMITED	Oxygen- BRAC	$ 496.54
EFT81621	08/10/2025	BOC LIMITED	Gas Bottles- Depot	$ 123.86
EFT81622	08/10/2025	BP AUSTRALIA PTY LTD - FUEL	Diesel- Depot	$ 16,944.02

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
EFT81842	29/10/2025	BP AUSTRALIA PTY LTD - FUEL	Diesel- Depot	$ 13,534.36
EFT81843	29/10/2025	BRENNAN IT PTY LTD	Annual Server Licensing- ICT	$ 3,731.63
EFT81667	10/10/2025	BRENNAN IT PTY LTD	Windows Server August- ICT	$ 3,664.32
EFT81623	08/10/2025	BROOKS HIRE	Dry Hire of Skid Steer Loader- Depot RFT24/14	$ 8,453.60
EFT81699	15/10/2025	BROOKS HIRE	Dry Hire of Skid Steer Loader- Depot RFT24/15	$ 704.15
EFT81624	08/10/2025	BROOME CHAMBER OF COMMERCE & INDUSTRY (INC)	75% of Year 1 Payment Per Agreement C/0525/024	$ 19,800.00
EFT81700	15/10/2025	BROOME CHAMBER OF COMMERCE & INDUSTRY (INC)	Email Advertising- Cable Beach Commercial Space Expression of Interest	$ 165.00
EFT81583	06/10/2025	BROOME FURNISHINGS PTY LTD	Furniture- Shire Housing	$ 1,249.00
EFT81761	23/10/2025	BROOME LOTTERIES HOUSE INC	Venue Hire- Children's Week	$ 577.38
EFT81584	06/10/2025	BROOME PHYSIO	Pre Employment Function Capacity Test- People & Culture	$ 1,078.00
EFT81844	29/10/2025	BROOME PLUMBING & GAS	Repair Blocked Toilet- BRAC	$ 1,827.50
EFT81701	15/10/2025	BROOME PLUMBING & GAS	Fix Blocked Dump Point- Broome Visitors Centre	$ 1,179.80
EFT81668	10/10/2025	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- BRAC	$ 1,221.54
EFT81702	15/10/2025	BROOME PROGRESSIVE SUPPLIES	Kiosk Consumables- BRAC	$ 684.82
EFT81585	06/10/2025	BROOME PROGRESSIVE SUPPLIES	Kiosk Oil & Paper Bags- BRAC	$ 243.75
EFT81625	08/10/2025	BROOME PROGRESSIVE SUPPLIES	Milk Delivery- Administration Building	$ 127.39
EFT81845	29/10/2025	BROOME PROGRESSIVE SUPPLIES	Milk Delivery- Administration Building	$ 75.14
EFT81762	23/10/2025	BROOME PROGRESSIVE SUPPLIES	Chicken Salt- BRAC	$ 16.34
EFT81823	29/10/2025	BROOME PROPERTY PEOPLE	Staff Rent- November 2025	$ 2,389.89
EFT81586	06/10/2025	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Hand Held Blower, Backpack Blower Trade-in Value of 11 Small Plant Gardening Equipment- Parks & Gardens	$ 6,900.00
EFT81703	15/10/2025	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Husqvarna Chaps- Parks & Gardens	$ 996.00
EFT81569	03/10/2025	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	$ 620.00
EFT81754	17/10/2025	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	$ 600.00
EFT81897	31/10/2025	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	$ 540.00
EFT81570	03/10/2025	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	$ 1,110.00
EFT81755	17/10/2025	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	$ 1,110.00
EFT81898	31/10/2025	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	$ 1,080.00
EFT81846	29/10/2025	BROOME SMALL ENGINE SERVICES	Vehicle Part Repairs- Depot	$ 279.76
EFT81763	23/10/2025	BROOME SURF LIFE SAVING CLUB INC	Venue Hire- Community Event	$ 2,500.00
EFT81626	08/10/2025	BROOME TOWING & SALVAGE	Vehicle Towing- Ranger Services	$ 495.00
EFT81627	08/10/2025	BROOME VETERINARY HOSPITAL	Desexing Vouchers- Animal Welfare Grant	$ 12,600.00
EFT81669	10/10/2025	BROOME VETERINARY HOSPITAL	Veterinary Fees- Ranger Services	$ 1,266.00
EFT81704	15/10/2025	BROOMECRETE	Sand- Town Beach Playground	$ 2,208.47
EFT81777	27/10/2025	BURU ENERGY LTD	Rates Refund- A303580	$ 883.52
EFT81705	15/10/2025	BUSHY'S PIZZA	Catering- Halloween Movie Night	$ 2,050.00
EFT81847	29/10/2025	CABLE BEACH PAINTING SERVICES PTY LTD	Wash, Degrease, Patch & Paint Workshop Floor- Depot	$ 3,000.80
EFT81706	15/10/2025	CABLE BEACH PAINTING SERVICES PTY LTD	Kitchen Painting- Medland Pavillion	$ 1,727.00
EFT81587	06/10/2025	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE	Tyre Fitting & Disposal- Shire Fleet	$ 4,944.00
EFT81707	15/10/2025	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE	Tyre Fitting & Disposal- Shire Fleet	$ 1,845.00
EFT81764	23/10/2025	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE	Tyre Fitting & Disposal- Shire Fleet	$ 1,360.50

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
EFT81848	29/10/2025	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE	Tyre Fitting & Disposal- Shire Fleet	$ 680.00
EFT81628	08/10/2025	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE	Tyre Fitting & Disposal- Shire Fleet	$ 592.50
EFT81849	29/10/2025	CARE PROPERTY WA STRATA MANAGEMENT	Contribution 50%- Dividing Fence	$ 2,282.50
EFT81629	08/10/2025	CARPET PAINT & TILE CENTRE	Supply & Install Vinyl- Medland Pavilion Kiosk	$ 7,414.00
EFT81850	29/10/2025	CARPET PAINT & TILE CENTRE	Line Marking Paint- Works & Operations	$ 3,348.00
EFT81824	29/10/2025	CHARTER PROPERTY GROUP PTY LTD	Staff Rent- November 2025	$ 3,910.67
EFT81756	17/10/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	$ 1,175.28
EFT81571	03/10/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	$ 1,145.73
EFT81899	31/10/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	$ 337.45
EFT81588	06/10/2025	CHIVELLE PROPERTIES PTY LTD	Rates Refund- A120414	$ 6,120.21
EFT81708	15/10/2025	CJD EQUIPMENT PTY LTD	Filter Servicing- Depot	$ 1,649.31
EFT81851	29/10/2025	CJD EQUIPMENT PTY LTD	Service Knob, V-Belt & Filter- Depot	$ 485.41
EFT81765	23/10/2025	CLARK POOLS & SPAS BROOME (NEW)	Pool Servicing- Shire Housing	$ 159.04
EFT81630	08/10/2025	CLEANAWAY CO PTY LTD	Septic Pump Out & Disposal- Temporary Cable Beach Ablutions	$ 15,900.84
EFT81709	15/10/2025	CLEANAWAY CO PTY LTD	General Waste Skip Empty- Kimberley Regional Offices RFT 23-16	$ 3,761.85
EFT81589	06/10/2025	CLEANAWAY CO PTY LTD	Emptying Recycling Bins- WMF RFQ 23-16	$ 3,707.91
EFT81670	10/10/2025	CMA CONTRACTING PTY LTD	Head Contract Claim 5- Cable Beach Foreshore Redevelopment RFT24-10	$ 2,345,783.13
EFT81710	15/10/2025	COAST & COUNTRY ELECTRICS	Replace Damaged Light Poles- Short St	$ 10,064.11
EFT81766	23/10/2025	COAST & COUNTRY ELECTRICS	Repair Lighting Cabling- Civic Centre	$ 3,745.50
EFT81671	10/10/2025	COAST & COUNTRY ELECTRICS	Supply & Install LED Lights- Back Bar Lights	$ 3,279.16
EFT81852	29/10/2025	COAST & COUNTRY ELECTRICS	LED Lights- Cygnet Park	$ 3,154.56
EFT81631	08/10/2025	COAST & COUNTRY ELECTRICS	Audit & Assess Ground Level Lighting Control- Father McMahon Oval	$ 1,573.00
EFT81590	06/10/2025	COAST & COUNTRY ELECTRICS	New Flood Light- Medland Pavilion	$ 1,133.00
EFT81853	29/10/2025	CONNECT CALL CENTRE SERVICES	After Hours Call Centre Charges- Governance	$ 555.72
EFT81591	06/10/2025	CONNOLLY HOMES PTY LTD	Crossover Subsidy	$ 1,000.00
EFT81767	23/10/2025	CORSIGN WA PTY LTD	Street Signs, Posts & Brackets- Depot	$ 481.25
EFT81854	29/10/2025	CS LEGAL	Debt Collection Charges- Rates	$ 1,963.50
EFT81855	29/10/2025	D. HAYWARD	Umpire Payments- BRAC	$ 140.00
EFT81858	29/10/2025	D. RANN	Umpire Payments- BRAC	$ 315.00
EFT81632	08/10/2025	DE BORTOLI WINES PTY LTD	Kiosk Stock- Civic Centre	$ 5,688.23
EFT81692	14/10/2025	DEPARTMENT OF MINES, INDUSTRY AND SAFETY - BUILDING &	Building Services Levy- August 2025	$ 10,326.22
EFT81613	07/10/2025	DEPARTMENT OF MINES, INDUSTRY AND SAFETY - BUILDING &	Building Services Levy- July 2025	$ 8,862.38
EFT81778	27/10/2025	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	Disclosure of Information Fees- Ranger Services	$ 42.30
EFT81856	29/10/2025	DIANNE APPLEBY (WALAJA CULTURAL EXPERIENCE)	Welcome To Country & Smoking Ceremony	$ 6,325.00
EFT81633	08/10/2025	DIVERS TAVERN	Kiosk Stock- Civic Centre	$ 3,580.00
EFT81711	15/10/2025	DIVERS TAVERN	Kiosk Stock- Civic Centre	$ 811.00
EFT81857	29/10/2025	DMK - THE KITCHEN	Dinner- Councillor Swearing In Ceremony	$ 631.00
EFT81768	23/10/2025	DMK - THE KITCHEN	Dinner- Councillor Swearing In Ceremony	$ 213.50
EFT81825	29/10/2025	E. & S. ROWE	Staff Rent- November 2025	$ 1,260.12
EFT81712	15/10/2025	E. & S. ROWE	Staff Rent- October 2025	$ 1,077.15
EFT81769	23/10/2025	E. MARIAN	Staff Reimbursement- Shire 2025 Wellness Program	$ 75.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
EFT81757	17/10/2025	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	$ 6,393.04
EFT81572	03/10/2025	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	$ 5,777.55
EFT81900	31/10/2025	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	$ 5,150.31
EFT81859	29/10/2025	ELGAS LTD	Gas Bottle Exchange- Shire Housing	$ 69.30
EFT81770	23/10/2025	ES2 PTY LTD	Cyber Security- ICT	$ 24,750.00
EFT81713	15/10/2025	ETC SOLUTIONS	Electrical Works- Cable Beach Foreshore Upgrade	$ 715.00
EFT81771	23/10/2025	FIRE & SAFETY SERVICES COMPANY	Routine Fire Equipment Servicing- Depot Vehicles	$ 957.00
EFT81860	29/10/2025	FIRE & SAFETY SERVICES COMPANY	Fault Investigation- Kimberley Regional Offices	$ 651.20
EFT81592	06/10/2025	FIT2WORK	Police Clearance Checks- People & Culture	$ 792.00
EFT81861	29/10/2025	FIT2WORK	Police Clearances & Other Pre-Employment Checks- People & Culture	$ 616.00
EFT81772	23/10/2025	FOCUSED VISION CONSULTING	Environmental Management Plan- Cable Beach Foreshore Upgrade	$ 8,371.00
EFT81634	08/10/2025	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Daily Cleaning- Broome Surf Lifesaving Club Toilets	$ 11,288.53
EFT81714	15/10/2025	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Pressure Clean- Town Beach	$ 5,255.80
EFT81672	10/10/2025	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	240L Bin Bags- Parks & Gardens	$ 4,414.41
EFT81862	29/10/2025	FORCH WA PTY LTD	Workshop Consumables- Depot	$ 446.12
EFT81773	23/10/2025	FORMS EXPRESS PTY LTD	Data Processing of Rates Reminder Notices- Finance	$ 2,733.22
EFT81715	15/10/2025	FREMANTLE FOOTBALL CLUB	Fremantle Football Club Skills Session- BRAC School Holiday Program	$ 600.00
EFT81635	08/10/2025	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight Various- Shire Facilities	$ 1,753.52
EFT81774	23/10/2025	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight Various- Depot	$ 1,343.55
EFT81716	15/10/2025	GINA NICOLE HAILES	Group Fitness Instructor- BRAC	$ 600.00
EFT81717	15/10/2025	GLASS CO KIMBERLEY	Repair Smash Glass- Library	$ 527.43
EFT81673	10/10/2025	GO GO MEDIA	BRAC Marketing- BRAC FM Custom Radio Station	$ 198.00
EFT81593	06/10/2025	GOOD EARTH GARDEN PRODUCTS PTY LTD	Potting Mix- Parks & Gardens	$ 643.50
EFT81718	15/10/2025	GPC ASIA PACIFIC PTY LTD TA REPCO	Control Arm Parts- Depot	$ 460.90
EFT81594	06/10/2025	H & M TRACEY CONSTRUCTION PTY LTD	Crossover Subsidy	$ 1,000.00
EFT81779	27/10/2025	HAMES SHARLEY	Post Council Meeting Report Updates- Broome Housing Diversity &	$ 1,798.50
EFT81674	10/10/2025	HARBY ENTERPRISES PTY LTD TA HARBY STUDIOS	Marketing- Walmanyjun Cable Beach Foreshore Redevelopment Stage 2	$ 8,493.65
EFT81636	08/10/2025	HARVEY NORMAN AV IT SUPERSTORE BROOME	Wireless Keyboards & Mice Combo- ICT	$ 234.00
EFT81780	27/10/2025	HELPINGMINDS	Rates Refund- A302890	$ 1,355.05
EFT81719	15/10/2025	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	Locking Pins- Depot	$ 143.90
EFT81720	15/10/2025	HOLDFAST FLUID POWER NW PTY LTD	Hose Assembly- Depot	$ 441.19
EFT81775	23/10/2025	HOLDFAST FLUID POWER NW PTY LTD	Loader Grease Line & Connections - Depot	$ 313.32
EFT81637	08/10/2025	HOLDFAST FLUID POWER NW PTY LTD	Hydraulic Fittings- Depot	$ 110.80
EFT81781	27/10/2025	HORIZON POWER (SERVICE WORKS)	Capital Contribution- Streetlight Installation Frederick St	$ 32,184.92
EFT81595	06/10/2025	HT CLEANING SERVICES PTY LTD	Cleaning- Shire Administration RFT23-04	$ 8,868.30
EFT81863	29/10/2025	HT CLEANING SERVICES PTY LTD	Cleaning Consumables- Various Shire Facilities RFT23-04	$ 6,319.08
EFT81638	08/10/2025	HT CLEANING SERVICES PTY LTD	Ad Hoc Cleaning- Civic Centre RFT23-04	$ 3,870.10
EFT81782	27/10/2025	HT CLEANING SERVICES PTY LTD	High Pressure Clean- Town Beach Playground RFT23-04	$ 1,890.00
EFT81721	15/10/2025	HT CLEANING SERVICES PTY LTD	Tea & Coffee- Shire Administration	$ 44.55
EFT81826	29/10/2025	HUTCHINSON REAL ESTATE	Staff Rent- November 2025	$ 5,345.24
EFT81783	27/10/2025	HUTCHINSON REAL ESTATE	Rates Refund- A302890	$ 2,340.40

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
EFT81864	29/10/2025	IANNELLO DESIGN	Graphic Design Work- Community Safety Plan	$ 2,612.00
EFT81596	06/10/2025	IANNELLO DESIGN	Internal Document Review Graphic Design	$ 797.50
EFT81784	27/10/2025	ISENTIA PTY LTD	Media Monitoring Software- ICT	$ 15,576.00
EFT81785	27/10/2025	J. GLOVER	Staff Bond Rental Refund	$ 2,400.00
EFT81597	06/10/2025	J. HALL	Staff Flight Reimbursement- Director Infrastructure	$ 1,635.83
EFT81676	10/10/2025	J. HALL	Director Infrastructure Contract Claim- Fuel	$ 737.98
EFT81827	29/10/2025	J. HEARSCH	Staff Rent- November 2025	$ 2,607.14
EFT81786	27/10/2025	J. RICHARDSON	Staff Reimbursement Wellness Program- Gym Membership	$ 150.00
EFT81789	27/10/2025	J.HALL	Staff Flight Reimbursement- Director Infrastructure	$ 1,805.10
EFT81865	29/10/2025	JAPANESE TRUCK AND BUS SPARES PTY LTD	Cab Tilting Cylinder- Depot	$ 2,844.15
EFT81787	27/10/2025	JAPANESE TRUCK AND BUS SPARES PTY LTD	Door Mirror- Depot	$ 283.80
EFT81722	15/10/2025	JAPANESE TRUCK AND BUS SPARES PTY LTD	Cabin Shock Absorber- Shire Fleet	$ 164.45
EFT81788	27/10/2025	JB HI-FI GROUP PTY LTD	Stereo Wireless Headsets- ICT	$ 4,003.95
EFT81675	10/10/2025	JB HI-FI GROUP PTY LTD	Keyboard & Mouse Combo- ICT	$ 458.35
EFT81873	29/10/2025	K. BECKINGHAM	Umpire Payments- BRAC	$ 315.00
EFT81871	29/10/2025	K. JOL	Umpire Payments- BRAC	$ 210.00
EFT81828	29/10/2025	K. MENHAM	Staff Rent- November 2025	$ 2,933.04
EFT81639	08/10/2025	KABOOM TOONS PTY LTD	School Holiday Program Music	$ 1,650.00
EFT81790	27/10/2025	KARRATHA ASPHALT (CORPS & MANNING PAVEMENT SERVICES	Shire of Broome 25/26 Reseal Program- RFT22-03	$ 736,045.73
EFT81866	29/10/2025	KAYNAR GROUP	Loader Central Articulation Replacement- Works & Operations RFT24/13	$ 8,965.00
EFT81640	08/10/2025	KAYNAR GROUP	Repair Hydraulic Bin Lock- WMF RFT 24-13	$ 911.75
EFT81791	27/10/2025	KENNARDS HIRE	Hot Pressure Washer Rental- BRAC	$ 362.00
EFT81641	08/10/2025	KIMBERLEY CONTRACTING	Supply And Application of Posi Shell Daily Landfill Cover- WMF RFT23-07	$ 36,300.00
EFT81598	06/10/2025	KIMBERLEY CONTRACTING TA MCKENO BLOCKS & PAVERS	Tyre Shredding- WMF	$ 20,719.60
EFT81723	15/10/2025	KIMBERLEY CONTRACTING TA MCKENO BLOCKS & PAVERS	Tyre Shredding- WMF	$ 16,363.60
EFT81867	29/10/2025	KIMBERLEY CONTRACTING TA MCKENO BLOCKS & PAVERS	Tyre Shredding- WMF	$ 9,290.60
EFT81792	27/10/2025	KIMBERLEY CONTRACTING TA MCKENO BLOCKS & PAVERS	Hydro Mulch Drain Erosion Prevention- Cable Beach Surf Club	$ 3,630.00
EFT81642	08/10/2025	KIMBERLEY FITNESS & SUPPORT SERVICES	Group Fitness Classes- BRAC	$ 1,953.00
EFT81868	29/10/2025	KIMBERLEY FUEL & OIL SERVICES	Hydraulic Oil & Grease- Depot	$ 2,820.24
EFT81643	08/10/2025	KIMBERLEY FUEL & OIL SERVICES	Filter Kit Service- Depot	$ 1,120.94
EFT81724	15/10/2025	KIMBERLEY FUEL & OIL SERVICES	Filters & Cartridges- Depot	$ 695.02
EFT81599	06/10/2025	KIMBERLEY FUEL & OIL SERVICES	Filter- Depot	$ 412.19
EFT81677	10/10/2025	KIMBERLEY FUEL & OIL SERVICES	Filter- Depot	$ 333.65
EFT81869	29/10/2025	KIMBERLEY GARDENING AND MOWING	Garden Maintenance- 4 X New Shire Dwellings RFQ24-30	$ 1,907.40
EFT81600	06/10/2025	KIMBERLEY PROPERTY SETTLEMENTS	Rates Refund- A305384	$ 1,222.25
EFT81793	27/10/2025	KIMBERLEY PROPERTY SETTLEMENTS	Rates Refund- A100090	$ 145.58
EFT81725	15/10/2025	KIMBERLEY TREE CARE	Tree Pruning- Parks & Gardens RFT 25/06	$ 5,280.00
EFT81870	29/10/2025	KIMBERLEY TREE CARE	Tree Pruning- Parks & Gardens RFT 25/07	$ 3,327.50
EFT81794	27/10/2025	KIMBERLEY WASHROOM SERVICES	Sanitary & Sharps Disposal- Shire Venues	$ 1,938.00
EFT81601	06/10/2025	KIMBERLEY WASHROOM SERVICES	Sanitary Waste Disposal- Various Shire Facilities	$ 1,510.00
EFT81726	15/10/2025	KIMBERLEY WASHROOM SERVICES	Sanitary Disposal Unit Service- Broome Surf Life Saving	$ 720.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
EFT81872	29/10/2025	KO CONTRACTING PTY LTD	Footpath Repair - Magabala	$ 2,750.00
EFT81678	10/10/2025	KOLORS PTY LTD (PINDAN PRINTING)	Aluminium Signs- Infrastructure	$ 444.40
EFT81602	06/10/2025	KS MEDIA	Dash & Splash Event Photography- BRAC	$ 525.00
EFT81797	27/10/2025	L. BLUNT	Staff Reimbursement- New Shire Dwellings Fit Out	$ 210.50
EFT81798	27/10/2025	L. TAYLOR	Staff Reimbursement- Shire Wellness Program	$ 235.00
EFT81795	27/10/2025	L.M BROOKSBANK & R.J KIRK (KIRKS EARTHWORKS)	Six Wheel Water Truck Hire- WMF RFT 24-14	$ 9,804.96
EFT81644	08/10/2025	LAND INSIGHTS	State of The Environment Review RFQ24-21	$ 27,929.00
EFT81796	27/10/2025	LANDGATE	Landgate SLIP Subscription - Annual Renewal	$ 3,055.21
EFT81727	15/10/2025	LED SIGNS PTY LTD	Outdoor Court Scoreboards Support- BRAC	$ 550.00
EFT81874	29/10/2025	LGIS INSURANCE BROKING	Insurance Renewal - Second Instalment FY 25/26	$ 664,159.96
EFT81573	03/10/2025	LGRCEU	Payroll Deductions/Contributions	$ 24.00
EFT81758	17/10/2025	LGRCEU	Payroll Deductions/Contributions	$ 24.00
EFT81901	31/10/2025	LGRCEU	Payroll Deductions/Contributions	$ 24.00
EFT81645	08/10/2025	LINMAC BEARING EQUIPMENT	Bearing & Seal Kits x 2- Depot	$ 926.88
EFT81729	15/10/2025	LOCK & LOAD LASER TAG	School Holiday Program Activity- Community Development	$ 1,947.00
EFT81646	08/10/2025	LOCK & LOAD LASER TAG	Laser Tag- BRAC School Holiday Program	$ 797.50
EFT81679	10/10/2025	LO-GO APPOINTMENTS	Permanent Staff Placement Fee- Depot	$ 14,965.95
EFT81875	29/10/2025	LO-GO APPOINTMENTS	Contracting Services- Executive Assistant to CEO	$ 7,672.45
EFT81728	15/10/2025	LO-GO APPOINTMENTS	Contracting Services- Executive Assistant to CEO	$ 3,440.33
EFT81730	15/10/2025	M P ROGERS & ASSOCIATES PTY LTD	Coastal Asset Inspection- Engineering	$ 2,158.20
EFT81877	29/10/2025	M. ALBERT	Rates Refund- A120993	$ 5,566.72
EFT81876	29/10/2025	M.CHIDGEY	Staff Reimbursement- Work Boots	$ 225.00
EFT81799	27/10/2025	M.HUBBARD	Staff Reimbursement- Back Bar Stock BRAC	$ 283.00
EFT81731	15/10/2025	MAMMOTH SECURITY PTY LTD (SIGNATURE SECURITY GROUP)	Annual Alarm Monitoring- Various Shire Facilities	$ 1,294.83
EFT81732	15/10/2025	MARKET CREATIONS	Council Connect Hosting & Subscription- Civic Centre	$ 6,567.00
EFT81647	08/10/2025	MARKETFORCE(OMNICOM)	Broome Advertiser- Statewide Public Notice Elections 2025	$ 834.53
EFT81733	15/10/2025	MCCORRY BROWN EARTHMOVING PTY LTD	Construction Frederick St / Port Dr- RFT24/09	$ 169,282.91
EFT81800	27/10/2025	MCCORRY BROWN EARTHMOVING PTY LTD	25/26 Subdivisional Paths Program- RFT25/02	$ 59,020.10
EFT81648	08/10/2025	MCINTOSH & SON	Filter Servicing- Depot	$ 176.81
EFT81680	10/10/2025	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Landfill Volumetric Survey- WMF	$ 5,692.50
EFT81878	29/10/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Printing- ICT	$ 1,164.54
EFT81801	27/10/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Office Furniture- Shire Administration	$ 1,120.09
EFT81734	15/10/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Printer Repairs- Depot	$ 459.00
EFT81649	08/10/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Stationary Items- Library	$ 184.94
EFT81802	27/10/2025	MOMAR AUSTRALIA PTY LTD	Grass Care- Parks & Gardens	$ 3,586.00
EFT81650	08/10/2025	MONSTERBALL AMUSEMENTS &HIRE	Water Slide- BRAC School Holiday Program	$ 715.00
EFT81736	15/10/2025	N.ROUKENS	Staff Contract Reimbursement- Flight	$ 2,000.00
EFT81879	29/10/2025	NBNCO LIMITED	NBN Network Modification- Infrastructure	$ 1,900.32
EFT81681	10/10/2025	NEIL MANSELL TRANSPORT PTY LTD	Freight Tipping Bins- WMF	$ 762.58
EFT81735	15/10/2025	NEIL MANSELL TRANSPORT PTY LTD	Wine Pallet- Civic Centre	$ 545.96
EFT81880	29/10/2025	NEIL MANSELL TRANSPORT PTY LTD	Tipping Bins Transport- WMF	$ 340.03

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
EFT81881	29/10/2025	NORTH WEST 4X4 (NORTH WEST MOTOR GROUP PTY LTD -	Vehicle Service- Depot	$ 290.00
EFT81651	08/10/2025	NORTH WEST AUTO ELECTRICAL	Replace Air- Conditioning Compressor- Depot	$ 3,609.00
EFT81682	10/10/2025	NORTH WEST COAST SECURITY	Security- Library RFT 22-06	$ 6,203.32
EFT81737	15/10/2025	NORTH WEST COAST SECURITY	Security- Various Shire Facilities RFT 22-06	$ 5,012.17
EFT81882	29/10/2025	NORTH WEST COAST SECURITY	Security Services- Various Shire Facilities RFT 22-06	$ 4,629.92
EFT81603	06/10/2025	NORTH WEST COAST SECURITY	Security Services- Various Shire Facilities RFT 22-06	$ 4,453.92
EFT81803	27/10/2025	NORTH WEST COAST SECURITY	Security Services- Civic Centre RFT 22-06	$ 519.75
EFT81652	08/10/2025	NORTH WEST COAST SECURITY	Cash Collection- Shire Administration RFT 22-06	$ 68.75
EFT81653	08/10/2025	NORTH WEST STRATA SERVICES	Strata Fees- Quarterly Admin/Reserve Levy 01.11.2025 - 31.01.2026	$ 1,662.40
EFT81738	15/10/2025	NORTHERN LANDSCAPES WA	Fence Ranger Compound- WMF	$ 41,801.04
EFT81883	29/10/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Nursery Reticulation- Depot	$ 5,444.82
EFT81739	15/10/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Reticulation Parts- Parks & Gardens	$ 2,097.62
EFT81804	27/10/2025	NYAMBA BURU YAWURU LTD	Cultural Monitoring- Cable Beach Redevelopment August 2025	$ 18,123.60
EFT81654	08/10/2025	OASIS EATERY	Catering- Councillor Workshop	$ 255.00
EFT81683	10/10/2025	OHM ELECTRONICS	UHF Radio Repairs- Depot	$ 1,731.25
EFT81805	27/10/2025	OPTEON PROPERTY GROUP PTY LTD	Rental Valuation Commercial Spaces- Cable Beach Redevelopment	$ 3,960.00
EFT81655	08/10/2025	OPTIC SECURITY GROUP NORWEST	CCTV Investigate Fault- Japanese Cemetery	$ 852.50
EFT81829	29/10/2025	P. RULAND & S.LLOYD-MOSTYN	Staff Rent- November 2025	$ 2,824.40
EFT81684	10/10/2025	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	$ 3,663.44
EFT81740	15/10/2025	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	$ 3,081.53
EFT81604	06/10/2025	PEARL COAST DISTRIBUTORS	Chips- BRAC	$ 376.12
EFT81806	27/10/2025	PERFORMANCE TINTING	Windscreen Replacement- Depot	$ 1,650.00
EFT81830	29/10/2025	PRD BROOME	Staff Rent- November 2025	$ 18,771.43
EFT81776	24/10/2025	PRD BROOME	New Tenancy Bond- Staff Housing	$ 3,600.00
EFT81831	29/10/2025	PRD FAMILY TRUST	Staff Rent- November 2025	$ 2,985.71
EFT81741	15/10/2025	PRINTING IDEAS	Community Storage Sign- Infrastructure	$ 1,078.00
EFT81884	29/10/2025	R. MARIN	Staff Reimbursement- Travel Expenses	$ 140.65
EFT81807	27/10/2025	R.DOYLE	Staff Reimbursement- Catering Broome Election	$ 204.31
EFT81832	29/10/2025	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Staff Rent- November 2025	$ 2,607.14
EFT81885	29/10/2025	ROEBUCK ESTATE DEVELOPMENT PTY LTD	Bond Release- Roebuck Estate Development	$ 71,075.83
EFT81808	27/10/2025	ROSMECH SALES & SERVICE PTY	Sweeper Truck Parts- Depot	$ 1,758.75
EFT81742	15/10/2025	ROYAL LIFE SAVING SOCIETY - WA	Lifeguard Course- BRAC Annual Staff Training	$ 2,826.00
EFT81886	29/10/2025	ROYAL LIFE SAVING SOCIETY - WA	Watch Around Water Wrist Bands- BRAC	$ 591.00
EFT81687	10/10/2025	S. BECKER	Staff Contract Claim- Flights	$ 1,699.90
EFT81685	10/10/2025	S. FRONDA	Staff Travel & Food Reimbursement- People & Culture Seminar	$ 203.22
EFT81605	06/10/2025	S. HIGHETT	Rates Refund- A110305	$ 597.53
EFT81809	27/10/2025	S. MASTROLEMBO	CEO Employee Contract Allowance- October 2025	$ 1,075.79
EFT81609	06/10/2025	S.BECKER	Staff Flight & Fuel Reimbursement- As Per Contract	$ 1,920.05
EFT81810	27/10/2025	SCAVENGER SUPPLIES PTY LTD	Structural Design & Drawings- Cable Beach Foreshore Upgrade	$ 1,746.25
EFT81656	08/10/2025	SEAT ADVISOR PTY LTD	Ticket Sales Cost- Civic Centre	$ 70.13
EFT81657	08/10/2025	SECUREPAY PTY LTD	Web Payments Transaction Fee- Civic Centre	$ 1.32

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
EFT81658	08/10/2025	SEEK LIMITED	Job Advertisement- People & Culture	$ 1,028.50
EFT81614	07/10/2025	SHIRE OF BROOME	Building Services Levy- July 2025	$ 135.00
EFT81693	14/10/2025	SHIRE OF BROOME	Building Services Levy- August 2025	$ 135.00
EFT81606	06/10/2025	SIGMA TELFORD GROUP	Hammer Head Filter Bags- BRAC Aquatic	$ 302.50
EFT81811	27/10/2025	SITE ENVIRONMENTAL & REMEDIATION SERVICES PTY LTD (SERS)	Remediation, Validation & Associated Plans- BRAC Reserve Remediation	$ 341,523.05
EFT81659	08/10/2025	SJ FAIRHURST PAINTING	Painting Stage Stairs- Civic Centre	$ 1,683.00
EFT81607	06/10/2025	SLATER & GARTRELL SPORTS	Badminton Shuttles Feathers- BRAC	$ 2,266.00
EFT81812	27/10/2025	SOUTHERN CROSS AUSTEREO (SCA)	Radio Advertising- Community Development	$ 2,054.80
EFT81574	03/10/2025	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	$ 665.18
EFT81759	17/10/2025	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	$ 665.18
EFT81902	31/10/2025	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	$ 665.18
EFT81743	15/10/2025	SPORTS STAR TROPHIES	Dash & Splash Medals- BRAC	$ 457.95
EFT81744	15/10/2025	ST JOHN AMBULANCE AUSTRALIA (WA) INC	First Aid Training- People & Culture	$ 153.00
EFT81887	29/10/2025	STANTEC AUSTRALIA	Old Broome Road Upgrade- Infrastructure RFQ25/09	$ 21,756.35
EFT81833	29/10/2025	STELLA LUMINOSA HOLDINGS PTY LTD	Staff Rent- November 2025	$ 7,821.43
EFT81834	29/10/2025	STEPHEN MORGAN AND DEBORAH ELAINE BURR	Staff Rent- November 2025	$ 2,607.14
EFT81608	06/10/2025	STRATAGREEN (FORMERLY GREENWAY ENTERPRISES)	Garden Supplies- Parks & Gardens	$ 3,326.47
EFT81686	10/10/2025	STREETER & MALE PTY MITRE 10	Newspapers- Library	$ 107.20
EFT81888	29/10/2025	SUNNY INDUSTRIAL BRUSHWARE	Gutter & Wire Brooms for Sweeper Truck- Works & Operations	$ 2,506.08
EFT81813	27/10/2025	T. JAFFREY	Employee Gratuity Payment- 5 Years Service	$ 100.00
EFT81610	06/10/2025	T. PETERS	Rates Refund- A114086	$ 500.00
EFT81745	15/10/2025	TELSTRA INFRACO	Raising Telstra Pit For New Path- Frederick St	$ 11,506.85
EFT81814	27/10/2025	THE GREEN FAIRY CRAFT & ENTERTAINMENT	Face Painting- Children Clothes Swap Event	$ 320.00
EFT81889	29/10/2025	THE OWNERS OF MOONLIGHT BAY APARTMENTS SS 26046	Refund of Payments Made In Error- Commercial Waste	$ 393.00
EFT81688	10/10/2025	THE TRUSTEE FOR THE TINDAL FAMILY TRUST (HIMAC GROUP)	Slasher Blades, Bolts &Washers- Depot	$ 833.14
EFT81890	29/10/2025	THINKON AUSTRALIA	Cloud Connect Backup- ICT	$ 821.21
EFT81815	27/10/2025	THINKON AUSTRALIA	Cloud Storage- ICT	$ 792.25
EFT81816	27/10/2025	TNT AUSTRALIA PTY LTD	Freight Charges- Environmental Health	$ 1,049.77
EFT81660	08/10/2025	TNT AUSTRALIA PTY LTD	Freight Charges- Environmental Health	$ 637.10
EFT81746	15/10/2025	TNT AUSTRALIA PTY LTD	Freight Charges- Environmental Health	$ 200.57
EFT81747	15/10/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Investigate Air Conditioning Leak- BRAC	$ 568.70
EFT81611	06/10/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Airconditioning Maintenance- Shire Housing	$ 528.00
EFT81612	06/10/2025	TOTALLY WORKWEAR	Uniform Order- Depot	$ 701.50
EFT81835	29/10/2025	V. BARRETT	Staff Rent- November 2025	$ 1,846.73
EFT81891	29/10/2025	V. BARRETT	Bond Payment- Property & Leasing	$ 850.00
EFT81817	27/10/2025	VOCUS COMMUNICATIONS	Monthly Vocus Phone Charges	$ 1,011.18
EFT81818	27/10/2025	W. DOHERTY	Employee Gratuity Payment- 16 Years Service	$ 640.00
EFT81892	29/10/2025	WA CONTRACT RANGER SERVICES PTY LTD	Relief Ranger- Ranger Services	$ 33,060.15
EFT81893	29/10/2025	WATER CORPORATION	Water Charges- Residential	$ 189.86
EFT81689	10/10/2025	WATERTORQUE	Irrigation Upgrades- Haynes Oval	$ 62,382.18
EFT81748	15/10/2025	WATERTORQUE	Tank Lining- BRAC	$ 7,750.10

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
EFT81894	29/10/2025	WATTLEUP TRACTORS	Slasher Parts- Depot	$ 1,829.45
EFT81749	15/10/2025	WEAVING FUTURES	Artist In Residence Program 2025	$ 9,302.57
EFT81819	27/10/2025	WEST AUSTRALIAN NEWSPAPERS	Shire News & Quarterly Advertising Space	$ 4,078.80
EFT81820	27/10/2025	WEST COAST WATER SAFETY	Lifeguard Services- Cable Beach RFT 24-11	$ 99,264.00
EFT81690	10/10/2025	WESTBOOKS	Books- Library	$ 970.60
EFT81821	27/10/2025	WESTBOOKS	Books- Library	$ 536.46
EFT81750	15/10/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (	Councillors & Staff Attendance At Local Government Week- Governance	$ 7,111.50
EFT81822	27/10/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (	Annual eLearning Subscription	$ 5,044.00
EFT81661	08/10/2025	WESTERN DIAGNOSTIC PATHOLOGY	Staff Drug & Alcohol Screening- People & Culture	$ 579.04
EFT81751	15/10/2025	YOGAMON (MONIQUE ELLIS)	Yoga Instructor- BRAC	$ 975.00
EFT81691	10/10/2025	ZALE CONSULTING	Inside EBA Negotiations- People & Culture	$ 4,125.00
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				**$ 17,834.54**

MUNICIPAL CHEQUES - OCTOBER 2025				
Cheque #	Date	NAME	Description	Amount
MUNICIPAL CHEQUES TOTAL:				**$ -**

TRUST CHEQUES - OCTOBER 2025				
Cheque #	**Date**	**NAME**	**Description**	**Amount**
				$ -
TRUST CHEQUES TOTAL:				**$ -**

PAYROLL - OCTOBER 2025				
DD #	**Date**	**NAME**	**Description**	**Amount**
DD	02/10/2025	PAYROLL	Payroll Fortnight Ending 30/09/2025	$ 417,937.15
DD	03/10/2025	PAYROLL	Off-Cycle Pay	$ 17,619.58
DD	45946	PAYROLL	Payroll Fortnight Ending 14/10/2025	$ 450,836.16
DD	45952	PAYROLL	Off-Cycle Pay	$ 12,725.31
DD	45960	PAYROLL	Payroll Fortnight Ending 28/10/2025	$ 494,699.73
PAYROLL TOTAL:				**$ 1,393,817.93**

MUNICIPAL CREDIT CARD PAYMENTS - OCTOBER 2025				
EFT #	**Date**	**CARD**	**Description**	**Amount**
DD34897.1	17/10/2025	SENIOR CUSTOMER SERVICE OFFICER	PAYMENT	$ 1,407.96
X0000000000000007769	18/09/2025	COLES	Councillor Catering	$ 21.00
X0000000000000007937	13/10/2025	WOOLWORTHS	Councillor Catering	$ 127.95
X0000000000000007938	16/10/2025	TRANSPORT WA PERTH	Shire of Broome Licence Plates	$ 450.00
X0000000000000007810	22/09/2025	TRANSPORT WA PERTH	Shire of Broome Licence Plates	$ 225.00
X0000000000000007812	23/09/2025	WOOLWORTHS	Coffee- Shire Administration	$ 32.00
X0000000000000007813	25/09/2025	COLES	CEO 60 Meeting- Catering	$ 219.71

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
X0000000000000007871	25/09/2025	WOOLWORTHS	Coffee Pods	$ 16.10
X0000000000000007872	30/09/2025	TRANSPORT WA PERTH	Shire of Broome Licence Plates	$ 225.00
X0000000000000007873	02/10/2025	OFFICE NATIONAL BROOME	Tissues- Shire Administration	$ 91.20
DD34897.2	17/10/2025	PARKS AND GARDENS SUPERVISOR	PAYMENT	$ 1,923.11
X0000000000000007785	19/09/2025	BUNNINGS	Rakes- Playground Sand Pit Maintenance	$ 197.70
X0000000000000007926	14/10/2025	STREETER & MALE HARDWARE	Vacuum & Batteries- Vehicle Maintenance	$ 558.00
X0000000000000007927	14/10/2025	OFFICE NATIONAL BROOME	Clip Board Folders	$ 43.30
X0000000000000007953	17/10/2025	J BLACKWOOD & SON P/L	9V Batteries- Remote Battery Reticulation Controllers	$ 101.38
X0000000000000007974	16/10/2025	I-STATION AUSTRALIA	Protective Screen Covers- iPads	$ 78.99
X0000000000000007831	24/09/2025	TYROOLA	Coastal Cage Trailers- Tyres	$ 906.00
X0000000000000007783	22/09/2025	BUNNINGS	Plastic Storage Container	$ 6.94
X0000000000000007784	19/09/2025	BROOME BOLT SUPPLIES	Trailer Tie Down Strap Eyebolts	$ 30.80
DD34897.3	17/10/2025	FLEET/STORE ADMINISTRATOR	PAYMENT	$ 2,515.85
X0000000000000007879	01/10/2025	REPCO	Degreaser	$ 41.98
X0000000000000007880	02/10/2025	NWH SOLUTION PTY LTD	Camlock Gasket & 65m Hose	$ 41.51
X0000000000000007881	02/10/2025	RED DIRT AUTO ELECTRICAL	12V LED Resistors	$ 40.40
X0000000000000007882	25/09/2025	REPCO	Oil Pump	$ 30.00
X0000000000000007905	06/10/2025	BUNNINGS	Gloves	$ 46.36
X0000000000000007906	06/10/2025	FUEL TEST AUSTRALIA	Filters	$ 229.56
X0000000000000007907	07/10/2025	REPCO	Credit For Return of Filter Kit	-$ 159.00
X0000000000000007939	10/10/2025	BROOME BOLT SUPPLIES	Sanding Discs	$ 93.50
X0000000000000007940	13/10/2025	BUNNINGS	Paper Towel	$ 10.00
X0000000000000007968	14/10/2025	KIMBERLEY FUEL & OIL SERVICES	Filter	$ 35.67
X0000000000000007969	14/10/2025	REPCO	Transmission Filter Kit	$ 63.00
X0000000000000007970	14/10/2025	REPCO	Servicing Parts	$ 68.00
X0000000000000007771	18/09/2025	BROOME DIESEL & HYDRAULIC SERVICE	Reducing Bushes	$ 6.07
X0000000000000007800	22/09/2025	BROOME 4X4 RECYCLERS	Left Hand, Right Hand & Constant Velocity Shafts	$ 522.50
X0000000000000007801	22/09/2025	AUTOPRO BROOME	Rotating Beacon	$ 205.00
X0000000000000007803	23/09/2025	J BLACKWOOD & SON P/L	Personal Protective Equipment & Store Items	$ 519.57
X0000000000000007804	23/09/2025	REPCO	Filter Servicing Kit & Transmission Oil	$ 227.00
X0000000000000007805	24/09/2025	REPCO	Servicing Kit	$ 329.24
X0000000000000007875	25/09/2025	GERALDINE NOMINEES PL	Ball Valve & Connector	$ 24.18
X0000000000000007876	26/09/2025	HOLDFAST FLUID POWER NW PTY LTD	Hydraulic Fittings	$ 87.21
X0000000000000007878	30/09/2025	LINMAC BEARING EQUIPMENT	Parts for Repairs	$ 54.10
DD34897.4	17/10/2025	DIRECTOR CORPORATE SERVICES	PAYMENT	$ 788.90
X0000000000000007883	20/09/2025	SHELL REDDY EXPRESS BROOME	Director Corporate Services - Vehicle Fuel October 2025	$ 100.31
X0000000000000007913	09/10/2025	MICROSOFT	Microsoft Azure Licensing - Store Secure Network	$ 688.59
DD34897.5	17/10/2025	MANAGER - COMMUNITY FACILITIES	PAYMENT	$ 688.34
X0000000000000007884	03/10/2025	WOOLWORTHS	Kiosk Items - BRAC	$ 60.40
X0000000000000007893	06/10/2025	WOOLWORTHS	Kiosk Items - BRAC	$ 182.75
X0000000000000007911	09/10/2025	NORTHPHARM BROOME PHARMACY	Cold Spray - BRAC Outdoor Courts	$ 29.90

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
X0000000000000007925	13/10/2025	CLARK POOLS & SPAS BROOME	Pool Chlorine - BRAC	$ 251.94
X0000000000000007929	14/10/2025	TOTALLY WORKWEAR BROOME	Staff Uniform- BRAC	$ 140.00
X0000000000000007802	24/09/2025	WOOLWORTHS	Kiosk Storage Items- BRAC	$ 23.35
DD34897.6	17/10/2025	CIVIL OPERATIONS SUPERVISOR	PAYMENT	$ 1,819.91
X0000000000000007885	02/10/2025	KENNARDS HIRE	Pump to Drain Pool	$ 178.40
X0000000000000007887	01/10/2025	BUNNINGS	Screws- Sign Maintenance	$ 247.79
X0000000000000007909	07/10/2025	BUNNINGS	Basketball Hoop Maintenance- Paint Brushes	$ 104.76
X0000000000000007930	07/10/2025	COLES	Gift Card- Staff Member Farewell	$ 409.95
X0000000000000007945	07/10/2025	STREETER & MALE HARDWARE	Gift Card- Staff Member Farewell	$ 250.00
X0000000000000007946	16/10/2025	NWH SOLUTION PTY LTD	Hose Fitting- Patching Truck	$ 53.79
X0000000000000007818	18/09/2025	HARVEY NORMAN	2 x UHF Radios- Traffic Management	$ 358.00
X0000000000000007776	18/09/2025	NWH SOLUTION PTY LTD	Fitting- Pothole Patch	$ 217.22
DD34899.1	17/10/2025	LIBRARY COORDINATOR	PAYMENT	$ 1,325.43
X0000000000000007773	18/09/2025	JANSOME SEWING CENTRE	Craft Group Sewing Machine- Award Funded	$ 402.50
X0000000000000007931	09/10/2025	COLES	Various Library Events Catering	$ 145.06
X0000000000000007798	19/09/2025	MY POST BUSINESS	Interlibrary Loan Postal Charges	$ 27.56
X0000000000000007799	22/09/2025	VISION AUSTRALIA LTD	Acrylic Magnifier Sheet	$ 38.00
X0000000000000007832	25/09/2025	COLES	Catering - Bran Nue Dae Morning Tea	$ 33.90
X0000000000000007833	24/09/2025	SANITY	DVD Purchases- Member Requests	$ 161.97
X0000000000000007862	01/10/2025	CANVA	Canva Annual Subscription Renewal	$ 209.90
X0000000000000007891	03/10/2025	MY POST BUSINESS	Interlibrary Loan Postal Charges	$ 54.59
X0000000000000007892	04/10/2025	UPWELLING PRESS	Pindan Book Copies- Local Studies Collection	$ 135.00
X0000000000000007904	07/10/2025	INKSTATION	Barcode Scanners	$ 116.95
DD34899.2	17/10/2025	BRAC OPERATIONS SUPERVISOR	PAYMENT	$ 1,326.79
X0000000000000007791	20/09/2025	BUNNINGS	Dive Block Parts- BRAC	$ 20.92
X0000000000000007917	08/10/2025	WOOLWORTHS	9V Batteries- BRAC	$ 34.35
X0000000000000007918	08/10/2025	KMART	Laundry Baskets- BRAC	$ 121.00
X0000000000000007919	09/10/2025	WOOLWORTHS	Kiosk Consumables- BRAC	$ 33.35
X0000000000000007957	02/10/2025	BROOME POST SHOP	Program Coordination Officer Working With Children Check- BRAC	$ 87.00
X0000000000000007958	15/10/2025	WOOLWORTHS	Gumption & Measuring Jugs- BRAC	$ 12.61
X0000000000000007959	16/10/2025	BUNNINGS	Nuts & Bolts- BRAC	$ 8.23
X0000000000000008028	15/10/2025	KMART	Foldable Trolley- BRAC	$ 118.00
X0000000000000008029	15/10/2025	KMART	Foldable Trolley Refund- BRAC	-$ 59.00
X0000000000000007806	25/09/2025	INTERNATIONAL TRANSACTION FEE	Zoomshift International Transaction Fee	$ 6.17
X0000000000000007787	18/09/2025	BUNNINGS	Water Coolers- BRAC	$ 74.85
X0000000000000007863	01/10/2025	BUNNINGS	Buckets &Containers- BRAC	$ 84.84
X0000000000000007864	19/09/2025	STREETER & MALE HARDWARE	Whipper Snipper Bump Feeder- BRAC	$ 35.55
X0000000000000007865	25/09/2025	ZOOMSHIFT	Online Roster Platform- BRAC & Civic Centre	$ 246.92
X0000000000000007788	18/09/2025	OFFICE NATIONAL BROOME	Pencils & Clipboards- BRAC	$ 96.14
X0000000000000007866	30/09/2025	OASIS EATERY	Sandwiches School Holiday Program- BRAC	$ 18.00
X0000000000000007867	01/10/2025	WOOLWORTHS	Milk- BRAC	$ 44.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
X0000000000000007868	01/10/2025	WOOLWORTHS	Juice Boxes- BRAC	$ 28.05
X0000000000000007869	01/10/2025	KMART	Bathroom Scales- BRAC	$ 10.00
X0000000000000007789	18/09/2025	WOOLWORTHS	Tongs Kiosk- BRAC	$ 4.00
X0000000000000007790	19/09/2025	WOOLWORTHS	Batteries & Cups- BRAC	$ 44.50
X0000000000000007914	25/09/2025	THINK WATER BROOME	Footy Post Hole Covers- BRAC	$ 231.92
X0000000000000007915	02/10/2025	WOOLWORTHS	Chocolate Milks- BRAC	$ 10.40
X0000000000000007916	02/10/2025	STREETER & MALE HARDWARE	Garage Door Lubricant- BRAC	$ 14.99
DD34899.3	17/10/2025	WASTE EDUCATION OFFICER	PAYMENT	$ 105.00
X0000000000000007920	10/10/2025	WOOLWORTHS	Morning Tea - Information Session Library	$ 15.50
X0000000000000007834	22/09/2025	SUBWAY BROOME	Catering- St Mary's Waste Event	$ 71.00
X0000000000000007835	24/09/2025	SUBWAY BROOME	Catering- St Mary's Waste Event	$ 11.50
X0000000000000007786	22/09/2025	KMART	USB	$ 7.00
DD34899.4	17/10/2025	EXECUTIVE SUPPORT OFFICER- INFRASTRUCTURE	PAYMENT	$ 3,318.06
X0000000000000007921	07/10/2025	WOOLWORTHS	Staff Gratuity Gift	$ 507.95
X0000000000000007922	07/10/2025	YANE PHOTOGRAPHY	Staff Gratuity Gift	$ 205.80
X0000000000000007923	08/10/2025	WOOLWORTHS	Staff Farewell Tea	$ 156.70
X0000000000000007924	13/10/2025	CORPORATE TRAVEL MANAGER	Councillor Induction Trainer Accommodation Service Fee	$ 6.13
X0000000000000007942	16/10/2025	CORPORATE TRAVEL MANAGER	Visting Author Accommodation	$ 1,224.86
X0000000000000007943	16/10/2025	CORPORATE TRAVEL MANAGER	Visting Author Accommodation Service Fee	$ 12.39
X0000000000000007944	16/10/2025	CORPORATE TRAVEL MANAGER	Visting Author Accommodation Service Fee	$ 16.53
X0000000000000007781	18/09/2025	TRANSPORT WA PERTH	Annual Jetty License Renewal	$ 47.70
X0000000000000007870	02/10/2025	LOCAL GOVERNEMENT MANAGEMENT	Local Government Professionals Conference Ticket Director Infrastructure	$ 1,140.00
DD34899.5	17/10/2025	OPERATIONS COORDINATOR	PAYMENT	$ 1,226.26
X0000000000000007928	13/10/2025	KIMBERLEY KOLORS	Printing- Street & Playground Signage	$ 393.80
X0000000000000007932	09/10/2025	STENCILS AUSTRALIA	Line Marking Stencils	$ 757.26
X0000000000000007894	06/10/2025	BUNNINGS	Basketball Backboard Paint- Town Beach	$ 75.20
DD34899.6	17/10/2025	PLACE ACTIVATION & ENGAGEMENT COORDINATOR	PAYMENT	$ 1,100.69
X0000000000000007792	18/09/2025	OASIS EATERY	Catering Youth Advisory Council Excursion	$ 488.00
X0000000000000007933	14/10/2025	WOOLWORTHS	Youth Advisory Council Meeting Catering	$ 23.75
X0000000000000007793	19/09/2025	OZHUT PTY LTD	OZScopes- Activation Event	$ 431.44
X0000000000000007889	23/09/2025	COLES	Youth Advisory Council Catering	$ 28.50
X0000000000000007910	09/10/2025	KMART	Halloween Event Supplies	$ 9.00
X0000000000000007912	10/10/2025	SUBWAY BROOME	Catering Arts & Culture Work Group	$ 120.00
DD34899.7	17/10/2025	CIVIC CENTRE COORDINATOR	PAYMENT	$ 1,767.12
X0000000000000007934	11/10/2025	SPOTIFY	Music Steaming Service- Monthly Fee October	$ 22.99
X0000000000000007935	09/10/2025	COLES	Cleaning Products & Bag	$ 18.15
X0000000000000007936	15/10/2025	MONSOONAL BLUES	Bar Utensils	$ 65.79
X0000000000000007809	19/09/2025	COLLINS DEBDEN	Clander & Diary Planner	$ 37.94
X0000000000000007777	17/09/2025	SURVEY MONKEY AUSTRALIA	Survey Software	$ 384.00
X0000000000000007814	23/09/2025	KIMBERLEY SECURITY SYSTEMS	Keypad Settings Adjustment	$ 78.73
X0000000000000007824	26/09/2025	BLACKWOODS	Hand Pallet Truck	$ 457.60

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
X0000000000000007825	23/09/2025	ACCESS ALL AREAS TRAINING	Approved Manager Course- Facility Assistant	$ 165.00
X0000000000000007860	22/09/2025	IMPELSOFT PTY LTD	Barcode Scanners- Freight	$ 336.00
X0000000000000007861	25/09/2025	IMPELSOFT PTY LTD	Barcode Scanners- Freight	$ 40.00
X0000000000000007874	26/09/2025	KMART	Glue & Measuring Jugs	$ 14.00
X0000000000000007877	01/10/2025	KMART	Dry Store Table Cloths	$ 20.00
X0000000000000007890	26/09/2025	COLES ONLINE	Wall Charger x 2	$ 126.92
DD34899.8	17/10/2025	HORTICULTURE SUPERVISOR	PAYMENT	$ 346.26
X0000000000000007941	13/10/2025	NORTHERN RURAL SUPPLIES	Brushing- Bailing Twine	$ 177.76
X0000000000000007830	23/09/2025	BUNNINGS	Weed Control - Various Items	$ 168.50
DD34899.9	17/10/2025	EXECUTIVE SUPPORT OFFICER- DEVELOPMENT SERVICES	PAYMENT	$ 516.54
X0000000000000007947	15/10/2025	MATSO'S BROOME BREWERY	Refreshment For Council	$ 111.58
X0000000000000007948	15/10/2025	MATSO'S BROOME BREWERY	Refreshment For Council	-$ 15.00
X0000000000000007779	18/09/2025	WESTERN AUSTRALIAN NEWSPAPER	Firearm License Renewal Fee	$ 60.00
X0000000000000007886	24/09/2025	BROOME CHAMBER OF COMMERCE & INDUSTRY	Broome Business Awards Executive Ticket	$ 313.76
X0000000000000007888	02/10/2025	PRINTING IDEAS	Printing- State of The Environment Posters	$ 46.20
DD34899.10	17/10/2025	DIRECTOR INFRASTRUCTURE	PAYMENT	$ 664.79
X0000000000000007949	03/10/2025	BROOME AUTO ELECTRIC & AIR CONDITIONING	Replacement Battery- Work Vehicle	$ 302.92
X0000000000000007952	16/10/2025	INTERTEK INFORM	Useable Version - Australian Standard Contract	$ 361.87
DD34899.11	17/10/2025	MANAGER PEOPLE AND CULTURE	PAYMENT	$ 940.73
X0000000000000007950	15/10/2025	CABLE BEACH CLUB	Director Corporate Services- Voucher 20 Years Service	$ 800.00
X0000000000000007951	13/10/2025	BROOME CHAMBER OF COMMERCE & INDUSTRY	Hazards Training- Human Resources Officer	$ 56.03
X0000000000000007826	23/09/2025	HEALTH DIRECT	Drug & Alcohol Screen	$ 84.70
DD34899.12	17/10/2025	WORK HEALTH, SAFETY AND WELLBEING OFFICER	PAYMENT	$ 78.78
X0000000000000007954	13/10/2025	VISTAPRINT AUSTRALIA	Business Cards	$ 40.98
X0000000000000007811	26/09/2025	OFFICE NATIONAL BROOME	Office Supplies	$ 37.80
DD34899.13	17/10/2025	EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER	PAYMENT	$ 9,451.95
X0000000000000007955	22/09/2025	VIRGIN AUSTRALIA	Relocation Flight- Temporary Executiveemporay ExTective Assistant to CEO	$ 786.64
X0000000000000007956	23/09/2025	CORPORATE TRAVEL MANAGER	Relocation Flight Booking Service Fee- EA To CEO	$ 6.13
X0000000000000007960	01/10/2025	CORPORATE TRAVEL MANAGER	Cr. D. Male WALGA Week Accommodation	$ 1,000.00
X0000000000000007961	01/10/2025	CORPORATE TRAVEL MANAGER	Cr. D. Male WALGA Week- Accommodation Service Fee	$ 12.39
X0000000000000007962	01/10/2025	CORPORATE TRAVEL MANAGER	Cr. D. Male WALGA Week- Accommodation Service Fee	$ 13.50
X0000000000000007963	01/10/2025	VIRGIN AUSTRALIA	Local Government Professionals Conference- Manager Infrastructure Flight Service Fee	$ 322.10
X0000000000000007964	02/10/2025	QANTAS AIRWAYS LIMITED	Local Government Professionals Conference- Manager Infrastructure Flight Service Fee	$ 328.27
X0000000000000007965	02/10/2025	CORPORATE TRAVEL MANAGER	Local Government Professionals Conference- Manager Infrastructure Flight Service Fee	$ 6.13
X0000000000000007966	08/10/2025	VIRGIN AUSTRALIA	Manager Environmental Health, Emergency and Ranger Services Conference- Flight Change Fee	$ 99.00
X0000000000000007975	16/09/2025	NOVOTEL PERTH MURRAY STREET	Manager Environmental Health, Emergency and Ranger Services Accommodation- Parliament Visit	$ 734.14
X0000000000000007836	24/09/2025	COLOURS STUDIO BROOME	Wreath National Police Remembrance Day	$ 223.52

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
X0000000000000007837	30/09/2025	CORPORATE TRAVEL MANAGER	WALGA Week Cr. Virgo Accommodation	$ 915.00
X0000000000000007838	30/09/2025	CORPORATE TRAVEL MANAGER	WALGA Week Cr. Virgo Accommodation Service Fee	$ 12.39
X0000000000000007839	30/09/2025	CORPORATE TRAVEL MANAGER	WALGA Week Cr. Virgo Accommodation Service Fee	$ 12.35
X0000000000000007840	19/09/2025	CORPORATE TRAVEL MANAGER	Community Development Conference Accommodation Place Activation and Engagement Coordinator	$ 771.50
X0000000000000007841	19/09/2025	CORPORATE TRAVEL MANAGER	Community Development Conference Accommodation Serv Fee Place Activation and Engagement Coordinator	$ 12.39
X0000000000000007842	19/09/2025	CORPORATE TRAVEL MANAGER	Community Development Conference Accommodation Serv Fee Place Activation and Engagement Coordinator	$ 10.42
X0000000000000007843	19/09/2025	CORPORATE TRAVEL MANAGER	Waste & Recycling Conference Manager Waste Accommodation Service Fee	$ 8.69
X0000000000000007844	19/09/2025	CORPORATE TRAVEL MANAGER	Waste & Recycling Conference Manager Waste Accommodation	$ 644.00
X0000000000000007845	19/09/2025	CORPORATE TRAVEL MANAGER	Waste & Recycling Conference Manager Waste Accommodation Service Fee	$ 12.39
X0000000000000007846	24/09/2025	EBAY	Citizenship Ceremony Flags	$ 56.60
X0000000000000007847	26/09/2025	LOCAL GOVERNEMENT MANAGEMENT	Local Government Professionals Conference & Dinner CEO	$ 1,700.00
X0000000000000007848	29/09/2025	CORPORATE TRAVEL MANAGER	WALGA Week Cr. Matsumoto Accommodation	$ 220.00
X0000000000000007849	29/09/2025	CORPORATE TRAVEL MANAGER	WALGA Week Cr. Matsumoto Accommodation Serv Fee	$ 12.39
X0000000000000007850	29/09/2025	CORPORATE TRAVEL MANAGER	WALGA Week Cr. Matsumoto Accommodation Serv Fee	$ 2.97
X0000000000000007851	29/09/2025	CORPORATE TRAVEL MANAGER	WALGA Week Cr. Matsumoto Accommodation	$ 432.00
X0000000000000007852	29/09/2025	CORPORATE TRAVEL MANAGER	WALGA Week Cr. Matsumoto Accommodation Ser Fee	$ 12.39
X0000000000000007853	29/09/2025	CORPORATE TRAVEL MANAGER	WALGA Week Cr. Matsumoto Accommodation Ser Fee	$ 5.83
X0000000000000007854	30/09/2025	CORPORATE TRAVEL MANAGER	WALGA CEO Accommodation	$ 200.00
X0000000000000007855	30/09/2025	CORPORATE TRAVEL MANAGER	WALGA CEO Accommodation Service Fee	$ 2.70
X0000000000000007856	30/09/2025	CORPORATE TRAVEL MANAGER	WALGA CEO Accommodation Service Fee	$ 12.39
X0000000000000007857	30/09/2025	CORPORATE TRAVEL MANAGER	WALGA CEO Accommodation	$ 840.00
X0000000000000007858	30/09/2025	CORPORATE TRAVEL MANAGER	WALGA CEO Accommodation Service Fee	$ 12.39
X0000000000000007859	30/09/2025	CORPORATE TRAVEL MANAGER	WALGA CEO Accommodation Service Fee	$ 11.34
DD34899.14	17/10/2025	PROPERTY MAINTENANCE OFFICER	PAYMENT	$ 1,880.20
X0000000000000007797	23/09/2025	CARPET PAINT AND TILE	Pool Tile Repairs Adhesive- BRAC	$ 120.00
X0000000000000007977	08/10/2025	BUNNINGS	Concrete Repairs Materials	$ 77.43
X0000000000000007978	13/10/2025	NORTH WEST LOCKSMITH	Damaged Lock Repair	$ 15.00
X0000000000000007979	13/10/2025	BUNNINGS	Cracked Concrete Repair Materials	$ 111.06
X0000000000000007980	14/10/2025	BUNNINGS	Damaged Tiles Repair Items- BRAC	$ 96.85
X0000000000000007981	15/10/2025	BUNNINGS	Materials to Mount Hook Bins	$ 116.26
X0000000000000008034	07/10/2025	CARPET PAINT AND TILE	Veranda Repairs- Shire Housing	$ 190.50
X0000000000000007816	25/09/2025	TUFFYS PTY LTD	Tile Cleaning Chemicals- BRAC	$ 95.54
X0000000000000007817	24/09/2025	BUNNINGS	Tile Cleaning Materials- BRAC	$ 23.40
X0000000000000007819	23/09/2025	CARPET PAINT AND TILE	Tile Repair Materials- BRAC	$ 139.70
X0000000000000007820	22/09/2025	CARPET PAINT AND TILE	Playground Repairs- Town Beach Water Park	$ 56.50
X0000000000000007821	22/09/2025	CARPET PAINT AND TILE	Pool Tile Repair materials- BRAC	$ 104.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
X0000000000000007822	22/09/2025	STREETER & MALE HARDWARE	Playground Repair Materials- Town Beach Water Park	$ 93.60
X0000000000000007823	22/09/2025	NORTH WEST LOCKSMITH	Store Room Entrance Cover Plate- Male Oval	$ 75.00
X0000000000000007895	22/09/2025	BUNNINGS	Building Maintenance- Shire Administration	$ 211.98
X0000000000000007896	30/09/2025	BUNNINGS	Building Maintenance- BRAC	$ 24.90
X0000000000000007897	01/10/2025	BUNNINGS	Pool Repairs- BRAC	$ 63.13
X0000000000000007898	01/10/2025	BROOME BOLT SUPPLIES	Pool Repairs- BRAC	$ 59.95
X0000000000000007899	01/10/2025	BROOME BOLT SUPPLIES	Pool Repairs- BRAC	$ 19.75
X0000000000000007900	03/10/2025	BUNNINGS	Supplies- Shire Housing	$ 48.63
X0000000000000007901	06/10/2025	BUNNINGS	Paving Repairs- Cable Beach House	$ 6.25
X0000000000000007902	06/10/2025	STREETER & MALE HARDWARE	New Sign Installation- Hammersley St Lookout	$ 35.05
X0000000000000007903	06/10/2025	BUNNINGS	Supplies- Shire Housing	$ 95.72
DD34899.15	17/10/2025	MARKETING AND COMMUNICATIONS OFFICER	PAYMENT	$ 497.54
X0000000000000007967	04/10/2025	CANVA	Monthly Subscription Fee- October	$ 20.99
X0000000000000007827	25/09/2025	NEWS PTY LIMITED	The Australian Subscription- September	$ 32.00
X0000000000000007828	28/09/2025	CAMPAIGN MONITOR	Campaign Monitor- September	$ 419.10
X0000000000000007829	22/09/2025	FACEBOOK	Advertising - Be Part Of The Picture Campaign	$ 25.45
DD34899.16	17/10/2025	SENIOR PROPERTY & LEASING OFFICER	PAYMENT	$ 841.94
X0000000000000007807	23/09/2025	BUNNINGS	Key Cutting	$ 7.94
X0000000000000007808	23/09/2025	HARVEY NORMAN	Oven - Shire Housing	$ 834.00
DD34899.17	17/10/2025	MANAGER WASTE SERVICES	PAYMENT	$ 39.60
X0000000000000007908	09/10/2025	J BLACKWOOD & SON P/L	Electrolyte Hydration Cordial	$ 39.60
MUNICIPAL CREDIT CARD TOTAL:				$34,571.75

MUNICIPAL DIRECT DEBIT - OCTOBER 2025				
DD #	Date	NAME	Description	Amount
DD34813.1	03/10/2025	SUPER EMPLOYEE PAYMENT DEFINITIV	Superannuation Fortnight Ending 03/10/25	$ 98,853.85
DD34835.1	07/10/2025	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Supplies - BRAC - October 2025	$ 1,235.88
DD34851.1	07/10/2025	FORMS EXPRESS PTY LTD	Payment Gateway Fees October- Rates	$ 2,349.52
DD34862.1	06/10/2025	SUPER EMPLOYEE PAYMENT DEFINITIV	Superannuation Fortnight Ending 06/10/2025	$ 1,775.12
DD34862.2	17/10/2025	SUPER EMPLOYEE PAYMENT DEFINITIV	Superannuation Fortnight Ending 17/10/2025	$ 102,514.19
DD34867.1	21/10/2025	INLOGIK PTY LTD	Credit Card Manager Monthly Fee October 2025	$ 486.97
DD34874.1	14/10/2025	SUPER EMPLOYEE PAYMENT DEFINITIV	Superannuation Fortnight Ending 14/10/2025	$ 1,282.07
DD34880.1	24/10/2025	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Supplies - BRAC - October 2025	$ 5,410.75
DD34906.1	09/10/2025	TELSTRA LIMITED	Service & Equipment Rental- ICT	$ 2,821.14
DD34906.2	12/10/2025	TELSTRA LIMITED	Service & Equipment Rental- ICT	$ 2,672.13
DD34907.1	01/10/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 2,016.74
DD34907.2	06/10/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 5,077.99
DD34907.3	15/10/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 25,757.22
DD34907.4	09/10/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 291.55
DD34907.5	07/10/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 735.14

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025				
PAYMENT #	**Date**	**NAME**	**Description**	**Amount**
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				
DD34907.6	17/10/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 64,858.51
DD34907.7	22/10/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 16,341.48
DD34907.8	23/10/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	$ 1,334.57
DD34911.1	31/10/2025	WATER CORPORATION	Water Use & Service Charge	$ 8,048.06
DD34911.2	30/10/2025	WATER CORPORATION	Water Use & Service Charge	$ 9,279.98
DD34911.3	29/10/2025	WATER CORPORATION	Water Use & Service Charge	$ 26,581.58
DD34911.4	28/10/2025	WATER CORPORATION	Water Use & Service Charge	$ 3,352.36
DD34911.5	20/10/2025	WATER CORPORATION	Water Use & Service Charge	$ 4,041.67
DD34911.6	14/10/2025	WATER CORPORATION	Water Use & Service Charge	$ 361.44
DD34913.1	28/10/2025	SUPER EMPLOYEE PAYMENT DEFINITIV	Superannuation Fortnight Ending 28/10/25	$ 121,764.06
DD34914.1	16/10/2025	VESTONE CAPITAL PTY LIMITED	Asset Management Service Fee- ICT	$ 45,429.36
DD34914.2	29/10/2025	VESTONE CAPITAL PTY LIMITED	Computer Equipment Rental- ICT	$ 2,974.91
MUNICIPAL DIRECT DEBIT TOTAL:				**$ 557,648.24**

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - OCTOBER 2025

PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - OCTOBER 2025				

MUNICIPAL ELECTRONIC TRANSFER TOTAL	$	6,082,061.10
MUNICIPAL CHEQUES TOTAL	$	-
PAYROLL TOTAL	$	1,393,817.93
TRUST CHEQUE TOTAL	$	-
MUNICIPAL CREDIT CARD TOTAL	$	34,571.75
MUNICIPAL DIRECT DEBIT TOTAL	$	557,648.24
TOTAL PAYMENTS JUNE 2025	$	8,068,099.02

KEY FOR DELEGATION OF AUTHORITY:
CEO- Chief Executive Officer
DCS- Director Corporate Services
MFS- Manager Financial Services

Local Government (Financial Management) Regulations 13 & 13A.
Each payment must show on a list the payees name, the amount of the payment, the date of the payment & sufficient information to identify the transaction.
This report incorporates the Delegation of Authority Local Government (Administration) Regulations 19.

9.4.5 MONTHLY FINANCIAL REPORT SEPTEMBER - 2025

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

SUMMARY:

Council is required under Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* (FMR) to consider and receive the Monthly Financial Report for the period ended 30 September 2025.

BACKGROUND

Council is provided with the Monthly Financial Report, which has been prepared in line with statutory reporting obligations and includes the:

- Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the FMR)
- Statement of Financial Position (satisfying Regulation 35 of the FMR)
- Basis of Preparation
- Statement of Financial Activity Information - the adjustments to the Statement of Financial Activity and Net Current Assets Position which agree to the surplus/deficit position (satisfying Regulation 32 of the FMR)
- Explanation of material variances to year-to-date budget (satisfying Regulation 34 of the FMR).

Supplementary information has been provided per Regulation 34(2) of the FMR to provide Council with a holistic overview of the operations of the Shire of Broome. The Supplementary Information notes include:

- Cash and financial assets;
- Reserve accounts;
- Capital acquisitions – summarised by asset class, detailed to project, plant disposals;
- Aged payables;
- Borrowings;
- Grants – detailed listing of operating grants, capital grants and contributions; and
- Detailed list of Council adopted Budget amendments – by nature classification.

COMMENT

The September 2025 Monthly Financial Report provides an overview of operating and capital project progress.

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

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

Budget Year Elapsed	**25%**
Total Rates levied	100%
Total Operating Revenue (excluding Rates and Profit on asset disposals)	44%
Total Operating Expenditure (excluding Loss on asset disposals)	18%
Total Capital Revenue	31%
Total Capital Expenditure	7%

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

Operating Revenue

Grants Subsidies and Contributions

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

Operating Expenditure

Utilities

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

Other Expenditure

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

Capital Revenue

Proceeds from capital grants, subsidies and contributions

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

Capital Expenditure

Payments for construction of Property, Plant and Infrastructure

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

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for the previous month (the "relevant month") in the following detail:

- *(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
- *(b) budget estimates to the end of the relevant month; and*
- *(c) actual amounts of expenditure, revenue and income to the end of the relevant month; and*
- *(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- *(e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*

34(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

34(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

34(2) Each statement of financial activity is to be accompanied by documents containing-

- *(b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
- *(c) such other supporting information as is considered relevant by the local government.*

34(3) The information in a statement of financial activity may be shown according to nature classification.

34(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

- *(a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
- *(b) recorded in the minutes of the meeting at which it is presented.*

34(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

35(1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —

(a) the financial position of the local government as at the last day of the previous financial year; or
(b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.

35(2) A statement of financial position must be —
(a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
(b) *recorded in the minutes of the meeting at which it is presented.*

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The attached financial statements summarise the transactions for the 2025/2026 financial year. These statements are impacted by the estimated closing position as of 30 June 2025, that may change due to year-end accruals and non-cash adjustments. The final closing position and statements for 2024/2025 will be provided in the audited annual financial report.

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

RISK

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

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

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

STRATEGIC ASPIRATIONS

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

Outcome 10 - A well-informed and engaged community.

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

VOTING REQUIREMENTS
Simple Majority

REPORT RECOMMENDATION:

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

Attachments

1. Monthly Statement of Activity September 2025

SHIRE OF BROOME

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 September 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF BROOME
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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		30,427,031	30,427,031	30,277,031	**30,331,242**	54,211	0.18%	
Grants, subsidies and contributions		2,979,405	2,979,405	1,024,697	**595,950**	(428,747)	(41.84%)	▼
Fees and charges		12,596,615	12,596,615	6,482,304	**7,036,637**	554,333	8.55%	
Interest revenue		2,582,313	2,582,313	549,277	**495,265**	(54,012)	(9.83%)	
Other revenue		1,142,115	1,142,115	326,416	**318,208**	(8,208)	(2.51%)	
Profit on asset disposals		214,410	214,410	0	**18,864**	18,864	0.00%	
		49,941,889	**49,941,889**	**38,659,725**	**38,796,166**	136,441	0.35%	
Expenditure from operating activities								
Employee costs		(21,194,246)	(21,194,246)	(5,308,922)	**(5,370,306)**	(61,384)	(1.16%)	
Materials and contracts		(14,370,581)	(14,370,585)	(3,243,430)	**(3,452,546)**	(209,116)	(6.45%)	
Utility charges		(2,652,516)	(2,652,516)	(508,129)	**(438,955)**	69,174	13.61%	▲
Depreciation		(15,833,748)	(15,833,748)	(3,958,437)	**0**	3,958,437	100.00%	▲
Finance costs		(440,171)	(440,171)	(2,956)	**(24,483)**	(21,527)	(728.25%)	▼
Insurance		(898,526)	(898,526)	(449,263)	**(426,450)**	22,813	5.08%	
Other expenditure		(1,707,894)	(1,707,894)	(275,598)	**(514,775)**	(239,177)	(86.78%)	▼
Loss on asset disposals		(262,363)	(262,363)	0	**0**	0	0.00%	
		(57,360,045)	**(57,360,049)**	**(13,746,735)**	**(10,227,515)**	3,519,220	25.60%	
Non cash amounts excluded from operating activities	2(c)	15,881,701	15,881,701	3,958,437	**(18,864)**	(3,977,301)	(100.48%)	▼
Amount attributable to operating activities		**8,463,545**	**8,463,541**	**28,871,427**	**28,549,787**	(321,640)	(1.11%)	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		48,251,874	48,251,874	20,001	**15,190,666**	15,170,665	75849.53%	▲
Proceeds from disposal of assets		1,014,638	1,014,638	0	**18,864**	18,864	0.00%	
Proceeds from self supporting loans		145,323	145,323	0	**0**	0	0.00%	
		49,411,835	**49,411,835**	**20,001**	**15,209,530**	15,189,529	75943.85%	
Outflows from investing activities								
Right of use assets recognised		(27,882)	(27,882)	0	**0**	0	0.00%	
Payments for property, plant and equipment		(7,730,280)	(7,754,780)	(5,965,317)	**(523,783)**	5,441,534	91.22%	▲
Payments for construction of infrastructure		(55,426,943)	(55,402,443)	(13,979,904)	**(4,197,539)**	9,782,365	69.97%	▲
		(63,185,105)	**(63,185,105)**	**(19,945,221)**	**(4,721,322)**	15,223,899	76.33%	
Non-cash amounts excluded from investing activities	2(d)	0	0	0	**5,969**	5,969	0.00%	
Amount attributable to investing activities		**(13,773,270)**	**(13,773,270)**	**(19,925,220)**	**10,494,177**	30,419,397	152.67%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Leases liabilities recognised		27,882	27,882	0	**0**	0	0.00%	
Proceeds from new borrowings		2,234,782	2,234,782	0	**0**	0	0.00%	
Transfer from reserves		4,814,943	4,814,943	0	**0**	0	0.00%	
		7,077,607	**7,077,607**	**0**	**0**	0	0.00%	
Outflows from financing activities								
Payments for principal portion of lease liabilities		(162,848)	(162,848)	(41,299)	**(41,299)**	0	0.00%	
Repayment of borrowings		(910,108)	(910,108)	0	**0**	0	0.00%	
Transfer to reserves		(3,567,276)	(3,567,276)	0	**(163,658)**	(163,658)	0.00%	
		(4,640,232)	**(4,640,232)**	**(41,299)**	**(204,957)**	(163,658)	(396.27%)	
Amount attributable to financing activities		**2,437,375**	**2,437,375**	**(41,299)**	**(204,957)**	(163,658)	(396.27%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	2(a)	2,872,350	2,872,350	2,872,350	**341,611**	(2,530,739)	(88.11%)	▼
Amount attributable to operating activities		8,463,545	8,463,541	28,871,427	**28,549,787**	(321,640)	(1.11%)	
Amount attributable to investing activities		(13,773,270)	(13,773,270)	(19,925,220)	**10,494,177**	30,419,397	152.67%	▲
Amount attributable to financing activities		2,437,375	2,437,375	(41,299)	**(204,957)**	(163,658)	(396.27%)	▼
Surplus or deficit after imposition of general rates		**0**	**0**	**11,777,258**	**39,180,618**	27,403,360	232.68%	▲

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 SEPTEMBER 2025

	Actual 30 June 2025	Actual as at 30 September 2025
	$	$
CURRENT ASSETS		
Cash and cash equivalents	59,765,655	85,800,173
Trade and other receivables	3,127,171	13,468,882
Other financial assets	145,322	145,322
Inventories	37,732	23,481
Other assets	1,756,188	2,027,362
TOTAL CURRENT ASSETS	64,832,068	101,465,220
NON-CURRENT ASSETS		
Trade and other receivables	163,075	163,075
Other financial assets	1,807,036	1,807,036
Property, plant and equipment	89,098,894	89,622,678
Infrastructure	328,935,497	333,133,036
Right-of-use assets	279,489	279,489
TOTAL NON-CURRENT ASSETS	420,283,991	425,005,314
TOTAL ASSETS	485,116,059	526,470,534
CURRENT LIABILITIES		
Trade and other payables	5,550,157	3,186,612
Other liabilities	9,951,709	9,951,709
Lease liabilities	6,819	(34,480)
Employee related provisions	1,972,629	1,972,629
Other provisions	2,229,058	2,229,058
TOTAL CURRENT LIABILITIES	20,613,404	18,208,560
NON-CURRENT LIABILITIES		
Lease liabilities	288,194	288,194
Borrowings	9,164,466	9,164,466
Employee related provisions	301,871	301,871
Other provisions	2,899,645	2,899,645
TOTAL NON-CURRENT LIABILITIES	12,654,176	12,654,176
TOTAL LIABILITIES	33,267,580	30,862,736
NET ASSETS	**451,848,479**	**495,607,798**
EQUITY		
Retained surplus	152,203,075	195,798,738
Reserve accounts	46,127,288	46,290,944
Revaluation surplus	253,518,116	253,518,116
TOTAL EQUITY	**451,848,479**	**495,607,798**

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 SEPTEMBER 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 29 October 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
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 September 2025
Current assets		$	$	$
Cash and cash equivalents		59,765,655	59,765,655	85,800,173
Trade and other receivables		3,275,507	3,127,171	13,468,882
Other financial assets		(46,898)	145,322	145,322
Inventories		37,732	37,732	23,481
Other assets		303,322	1,756,188	2,027,362
		63,335,318	64,832,068	101,465,220
Less: current liabilities				
Trade and other payables		(3,903,098)	(5,550,157)	(3,186,612)
Other liabilities		(6,934,991)	(9,951,709)	(9,951,709)
Lease liabilities		(6,819)	(6,819)	34,480
Employee related provisions		(2,006,753)	(1,972,629)	(1,972,629)
Other provisions		(103,000)	(2,229,058)	(2,229,058)
		(12,954,661)	(20,613,404)	(18,208,560)
Net current assets		50,380,657	44,218,664	83,256,660
Less: Total adjustments to net current assets	2(b)	(41,728,505)	(43,877,053)	(44,076,040)
Closing funding surplus / (deficit)		**8,652,152**	**341,611**	**39,180,620**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(43,267,928)	(46,127,288)	(46,290,945)
Less: Financial assets at amortised cost - self supporting loans		46,898	(145,322)	(145,322)
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		6,819	6,819	(34,480)
- Current portion of employee benefit provisions held in reserve		1,470,140	1,470,140	1,476,109
Total adjustments to net current assets	2(a)	**(41,728,505)**	**(43,877,053)**	**(44,076,040)**

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2026	YTD Budget Estimates 30 September 2025	YTD Actual 30 September 2025
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(214,410)	0	(18,864)
Add: Loss on asset disposals	262,363	0	0
Add: Depreciation	15,833,748	3,958,437	0
Total non-cash amounts excluded from operating activities	**15,881,701**	**3,958,437**	**(18,864)**

(d) Non-cash amounts excluded from investing activities

Adjustments to investing activities			
Right of use assets received	27,882		
Adjustment to self supporting loan receipts to be corrected	0	0	
Movement in current other provision associated with restricted cash	0	0	5,969
Total non-cash amounts excluded from investing activities	**27,882**	**0**	**5,969**

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 SEPTEMBER 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	**(428,747)**	**(41.84%)**	▼
The Shire has received Financial Assistance and Untied Roads Grant funding of $306,000 in the year to-date, while $544,000 had been budgeted. A shortfall in Grants Commission funding is forecast and an amendment to the budget will be made through Finance and Costing Review 2 as at December.		Permanent	
Expenditure from operating activities			
Utility charges	**69,174**	**13.61%**	▲
Timing of invoices received for utility costs for has resulted in a variance, particularly within Parks and Grounds maintenance, which will be monitored.		Timing	
Depreciation	**3,958,437**	**100.00%**	▲
Depreciation expense for the financial year to date will be posted at the completion of the audit of the 2024-25 Annual Report.		Timing	
Other expenditure	**(239,177)**	**(86.78%)**	▼
Timing variance. Community Development Fund contributions of approximately $230,000 have been paid this year, with the budget having forecast this expenditure for later in the year.		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	**15,170,665**	**75849.53%**	▲
Revenue relating to the Cable Beach Walmanyjun Stage 2 Foreshore development has been received in advance of budgeted timeframes. Recognition of revenue for this project will be reviewed subsequently, in line with construction milestones and relevant accounting standards.		Timing	
Payments for property, plant and equipment	**5,441,534**	**91.22%**	▲
Renewal and replacement of mobile plant and equipment is behind schedule. Major works have been scheduled to limit disruptions with some of these works occurring later in the year.		Timing	
Payments for construction of infrastructure	**9,782,365**	**69.97%**	▲
Variance relates to timing of invoices received from key contractor in the Cable Beach Walmanyjun Stage 2 Foreshore redevelopment. A detailed breakdown of capital purchases can be found at Supplementary Note 5.		Timing	
Surplus or deficit at the start of the financial year	**(2,530,739)**	**(88.11%)**	▼
Surplus or deficit after imposition of general rates	**27,403,360**	**232.68%**	▲

SHIRE OF BROOME

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$2.87 M	$2.87 M	$0.34 M	($2.53 M)
Closing	$0.00 M	$11.78 M	$39.18 M	$27.40 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$85.80 M	% of total
Unrestricted Cash	$39.51 M	46.0%
Restricted Cash	$46.29 M	54.0%

Refer to 3 - Cash and Financial Assets

Payables

	$3.19 M	% Outstanding
Trade Payables	$0.16 M	
0 to 30 Days		68.5%
Over 30 Days		31.5%
Over 90 Days		5.3%

Refer to 7 - Payables

Receivables

	$1.21 M	% Collected
Rates Receivable	$12.26 M	61.3%
Trade Receivable	$1.21 M	% Outstanding
Over 30 Days		33.8%
Over 90 Days		14.7%

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$8.46 M	$28.87 M	$28.55 M	($0.32 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$30.33 M	% Variance
YTD Budget	$30.28 M	0.2%

Grants and Contributions

YTD Actual	$0.60 M	% Variance
YTD Budget	$1.02 M	(41.8%)

Refer to 10 - Grants and Contributions

Fees and Charges

YTD Actual	$7.04 M	% Variance
YTD Budget	$6.48 M	8.6%

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)
($13.77 M)	($19.93 M)	$10.49 M	$30.42 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Amended Budget	$0.53 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$4.20 M	% Spent
Amended Budget	$55.43 M	(92.4%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$15.19 M	% Received
Amended Budget	$48.17 M	(68.5%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$2.44 M	($0.04 M)	($0.20 M)	($0.16 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.00 M
Interest expense	($0.02 M)
Principal due	$10.07 M

Refer to 8 - Borrowings

Reserves

Reserves balance	$46.29 M
Net Movement	$0.16 M

Refer to 4 - Cash Reserves

Lease Liability

Principal repayments	($0.04 M)
Interest expense	$0.00 M
Principal due	$0.34 M

Refer to Note 9 - Lease Liabilites

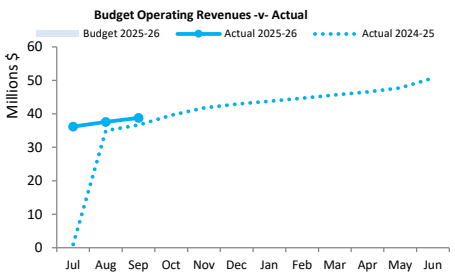
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

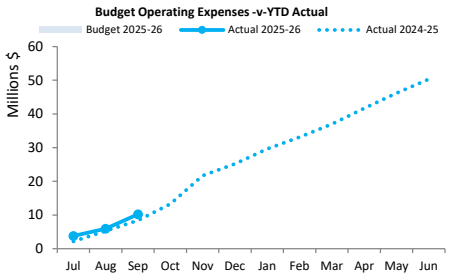
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

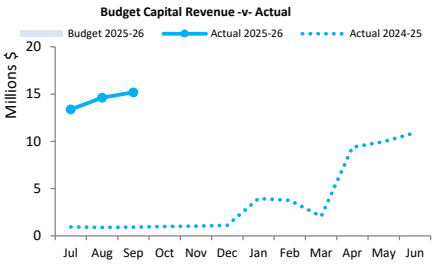


OPERATING EXPENSES

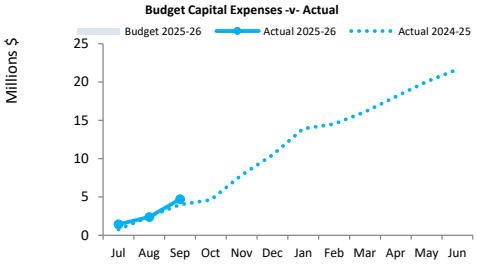


INVESTING ACTIVITIES

CAPITAL REVENUE

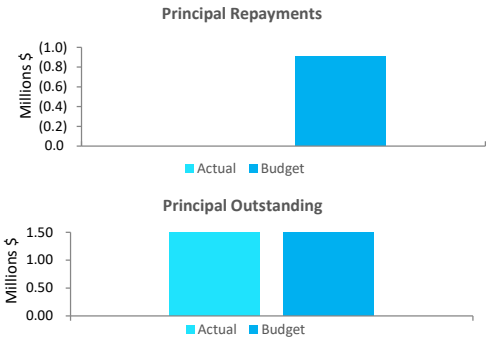


CAPITAL EXPENSES

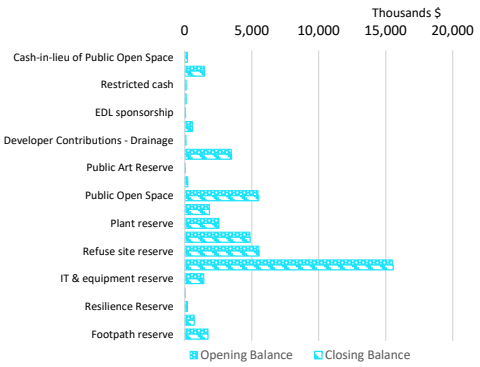


FINANCING ACTIVITIES

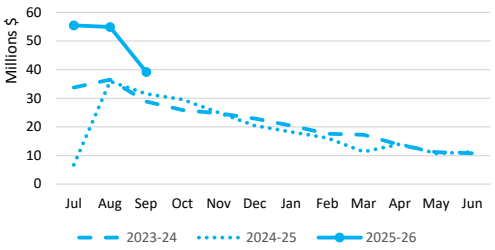
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

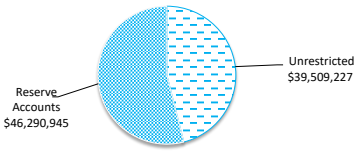
SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

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	4,050	0	4,050	0	On Hand	Nil	On Hand
Municipal Bank Account	Cash and cash equivalents	1,535,631	0	1,535,631	0	CommBank	3.10%	At Call
Business Online Saver	Cash and cash equivalents	469,881	0	469,881	0	CommBank	3.50%	At Call
Reserve Bank Account	Cash and cash equivalents	0	12,290,945	12,290,945	0	CommBank	3.50%	At Call
Trust Bank Account	Cash and cash equivalents	165,260	0	165,260	0	CommBank	0.00%	At Call
Grants Bank Account	Cash and cash equivalents	334,405	0	334,405	0	CommBank	3.50%	At Call
Term Deposit	Cash and cash equivalents	0	34,000,000	34,000,000	0	Westpac	4.27%	23/01/2026
Term Deposit	Cash and cash equivalents	6,000,000	0	6,000,000	0	Westpac	4.39%	01/11/2025
Term Deposit	Cash and cash equivalents	6,000,000	0	6,000,000	0	Westpac	4.36%	01/12/2025
Term Deposit	Cash and cash equivalents	10,000,000	0	10,000,000	0	CommBank	4.10%	04/03/2026
Term Deposit	Cash and cash equivalents	5,000,000	0	5,000,000	0	CommBank	4.12%	10/10/2025
Term Deposit	Cash and cash equivalents	5,000,000	0	5,000,000	0	Westpac	4.26%	11/01/2026
Term Deposit	Cash and cash equivalents	5,000,000	0	5,000,000	0	Westpac	4.25%	11/02/2026
Total		**39,509,227**	**46,290,945**	**85,800,173**	**0**			
Comprising								
Cash and cash equivalents (including Financial Assets - Term Deposits)		39,509,227	46,290,945	85,800,173	0			
		39,509,227	**46,290,945**	**85,800,173**	**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.

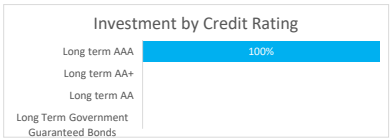


Term deposit information

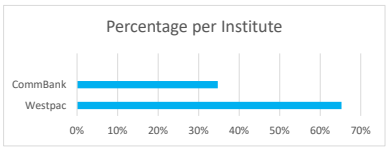
Investment Type	Institution	Rating	Interest rate	Deposit Date	Maturity	Investment Term (days)	Investment $	Forecast interest $
Reserve Funds	WBC	AAA	4.27%	23/07/2025	23/01/2026	184	34,000,000	731,866
Municipal Funds	WBC	AAA	4.39%	01/08/2025	01/11/2025	92	6,000,000	66,391
Municipal Funds	WBC	AAA	4.36%	01/08/2025	01/12/2025	122	6,000,000	87,439
Municipal Funds	WBC	AAA	4.12%	11/08/2025	10/10/2025	60	5,000,000	33,863
Municipal Funds	WBC	AAA	4.26%	11/08/2025	11/01/2026	153	5,000,000	89,285
Municipal Funds	CBA	AAA	4.25%	11/08/2025	11/02/2026	184	5,000,000	107,123
	Weighted average Interest rate		**4.28%**			**Total**	**61,000,000**	**1,115,968**

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.

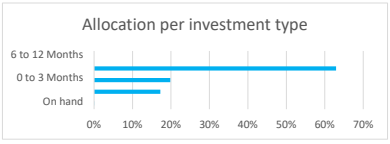
Credit Rating	Maximum % in credit rating category	Shire of Broome allocation
Long term AAA	100%	100%
Long term AA+	50%	0%
Long term AA	25%	0%
Guaranteed Bonds	100%	0%



Institution	Maximum % in authorised institute	Shire of Broome allocation
Westpac	100%	65%
CommBank	100%	35%



Institution	Allocation per investment type
On hand	0.00%
At call	17.24%
0 to 3 Months	19.81%
3 to 6 Months	62.94%
6 to 12 Months	0.00%



SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 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	188,086	6,321	0	194,407	188,086	6,321	0	194,407	189,057	768	0	189,824
Reserve accounts restricted by Council												
Leave reserve	1,387,341	47,401	0	1,434,742	1,387,341	47,401	0	1,434,742	1,470,140	5,969	0	1,476,109
Restricted cash	31,500	421,122	(31,500)	421,122	31,500	421,122	(31,500)	421,122	96,500	0	0	96,500
Community sponsorship	91,675	3,135	0	94,810	91,675	3,135	0	94,810	101,746	374	0	102,120
EDL sponsorship	56,174	1,869	(25,000)	33,043	56,174	1,869	(25,000)	33,043	56,602	337	0	56,939
Developer Contributions - Footpaths	557,065	66,730	(260,777)	363,018	557,065	66,730	(260,777)	363,018	568,283	2,749	0	571,032
Developer Contributions - Drainage	93,975	32,150	0	126,125	93,975	32,150	0	126,125	94,305	261	0	94,566
Road reserve	3,457,260	506,658	(182,987)	3,780,931	3,457,260	506,658	(182,987)	3,780,931	3,474,667	13,748	0	3,488,415
Public Art Reserve	6,991	239	0	7,230	6,991	239	0	7,230	7,027	29	0	7,056
BRAC (Leisure Centre) Reserve	23,025	812	0	23,837	23,025	812	0	23,837	231,228	94	0	231,322
Public Open Space	5,474,894	1,074,689	(417,253)	6,132,330	5,474,894	1,074,689	(417,253)	6,132,330	5,476,513	23,836	0	5,500,349
Drainage reserve	1,852,014	63,343	(4,434)	1,910,923	1,852,014	63,343	(4,434)	1,910,923	1,837,868	7,462	0	1,845,330
Plant reserve	2,592,590	88,861	(55,747)	2,625,704	2,592,590	88,861	(55,747)	2,625,704	2,549,104	9,692	0	2,558,796
Buildings reserve	4,818,853	328,299	(2,220,810)	2,926,342	4,818,853	328,299	(2,220,810)	2,926,342	4,867,835	16,585	0	4,884,420
Refuse site reserve	2,355,388	45,547	(1,367,135)	1,033,800	2,355,388	45,547	(1,367,135)	1,033,800	5,538,907	9,612	0	5,548,519
Regional resource recovery park reserve	16,167,085	516,319	(87,500)	16,595,904	16,167,085	516,319	(87,500)	16,595,904	15,499,852	56,977	0	15,556,829
IT & equipment reserve	1,480,741	245,811	(82,800)	1,643,752	1,480,741	245,811	(82,800)	1,643,752	1,419,028	5,141	0	1,424,169
Kimberley zone reserve	0	0	0	0	0	0	0	0	3,262	471	0	3,733
Resilience Reserve	200,471	6,876	0	207,347	200,471	6,876	0	207,347	200,989	410	0	201,399
Carpark reserve	710,606	51,902	0	762,508	710,606	51,902	0	762,508	713,295	2,124	0	715,419
Footpath reserve	1,722,194	59,192	(79,000)	1,702,386	1,722,194	59,192	(79,000)	1,702,386	1,731,080	7,019	0	1,738,099
	43,267,928	**3,567,276**	**(4,814,943)**	**42,020,261**	**43,267,928**	**3,567,276**	**(4,814,943)**	**42,020,261**	**46,127,288**	**163,658**	**0**	**46,290,945**

SHIRE OF BROOME **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

5 CAPITAL ACQUISITIONS

Capital acquisitions	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance
		$	$	$	$
Buildings - non-specialised	3,878,793	3,878,793	3,274,543	58,123	(3,216,420)
Furniture and equipment	174,187	174,187	70,687	69,782	(905)
Plant and equipment	3,701,800	3,701,800	2,379,546	385,937	(1,993,609)
Acquisition of property, plant and equipment	**7,754,780**	**7,754,780**	**5,724,776**	**513,841**	**(5,210,935)**
Infrastructure - roads	7,360,802	7,360,803	2,007,838	291,761	(1,716,077)
Infrastructure - recreation areas	47,409,078	47,409,078	11,700,925	3,706,052	(7,994,873)
Infrastructure - other	632,562	632,562	296,641	209,669	(86,972)
Acquisition of infrastructure	**55,402,442**	**55,402,443**	**14,005,404**	**4,207,482**	**(9,797,922)**
Total of PPE and Infrastructure.	**63,157,222**	**63,157,223**	**19,730,180**	**4,721,323**	**(15,008,857)**
Total capital acquisitions	**63,157,222**	**63,157,223**	**19,730,180**	**4,721,323**	**(15,008,857)**
Capital Acquisitions Funded By:					
Capital grants and contributions	48,171,874	48,171,874	20,001	15,190,666	15,170,665
Borrowings	2,234,782	2,234,782	0	0	0
Other (disposals & C/Fwd)	1,014,638	1,014,638	0	18,864	18,864
Reserve accounts	4,534,954	4,534,954	0	0	0
Developer Contributions - Footpaths	80,000	80,000	0	0	0
Contribution - operations	7,120,974	7,120,974	19,710,179	(10,488,208)	(30,198,387)
Capital funding total	**63,157,222**	**63,157,222**	**19,730,180**	**4,721,322**	**(15,008,858)**

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 SEPTEMBER 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	0	0	0	(8,160)	8,160
Town Beach Kiosk Cap Build New Const-Cap Exp-Other Build Lea	22,945	22,945	22,945	0	22,945
Pavillion Build New Const Stg 2 - Brac Ovals - Cap Exp	13,200	13,200	13,200	0	13,200
Toilet Block Renewal Town Beach Inc Furn & Services - Build Cap Exp	15,000	15,000	15,000	5,555	9,445
Building Renewal - Cap Exp - Brac Aquatic	234,250	234,250	162,000	9,350	152,650
Shire Staff Housing Building Renewal - Staff Housing	20,000	20,000	20,000	0	20,000
Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	60,000	60,000	0	0	0
Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	90,000	90,000	30,000	11,658	18,343
Cable Beach Restaurant Facilities Building Renewal (Inc Plant & Furn)-Cap Exp	350,000	350,000	0	889	(889)
Library Building Renewal	0	0	0	7,169	(7,169)
Museum Precinct Master Plan	68,430	68,430	68,430	16,800	51,630
Brac Building Renewal - Cap Exp - Brac Dry	10,000	10,000	10,000	9,000	1,000
Admin Building - Packaged Plant- Cap Ex	1,946,260	1,946,260	1,946,260	0	1,946,260
Depot Building Const Renewal - Cap Exp - Depot Operations	35,000	35,000	35,000	5,862	29,138
Brac Building Upgrade - Cap Exp - Brac Dry	320,000	320,000	320,000	0	320,000
Library Fixed Plant & Equipment New - Cap Exp - Libraries	10,213	10,213	10,213	0	10,213
KRO2 Building Renewal - Cap Exp - Office Prop Leased	31,512	31,512	31,512	0	31,512
Town Beach Cafe Redevelopment - Cap Exp	589,983	589,983	589,983	0	589,983
Depot Security Gates Upgrade	62,000	62,000	0	0	0
Total Buildings - non-specialised	**3,878,793**	**3,878,793**	**3,274,543**	**58,123**	**3,216,420**
Furniture and equipment					
Exhibition Infrastructure For Kimberley Artwork Grant - Cap Exp	70,687	70,687	70,687	65,545	5,142
Equip & H'Ware > $5000 Cap Exp - IT	53,500	53,500	0	4,237	(4,237)
Mola Mapping	50,000	50,000	0	0	0
Total Furniture and equipment	**174,187**	**174,187**	**70,687**	**69,782**	**905**
Plant and equipment					
Vehicle & Mob Plant New Cap Exp - Comm Services	58,000	58,000	58,000	0	58,000
Vehicle & Mobile Plant Renewal (Replace) Cap Exp- Emerg & Rang Serv	83,000	83,000	0	0	0
Vehicle & Mobile Plant New - Cap Exp- IT	30,000	30,000	30,000	0	30,000
Vehicle & Mobile Plant New - Cap Exp - Depot Ops	219,534	219,534	219,534	28,665	190,869
Vehicle & Mob Plant New - Cap Exp - Works Ops	57,460	57,460	57,460	0	57,460
Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	296,890	296,890	296,890	0	296,890
Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Dev Services	0	0	0	7,803	(7,803)
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	30,792	(5,792)
Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	950,662	950,662	342,662	0	342,662
Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office	140,000	140,000	82,000	0	82,000
Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	923,254	923,254	350,000	318,677	31,324
Mobile Plant & Equipment Renewal (Replacement) - Cap Exp - Sanitation Other	860,000	860,000	860,000	0	860,000
BRAC Booster Pump		0	0	0	0
Total Plant and equipment	**3,701,800**	**3,701,800**	**2,379,546**	**385,937**	**1,993,609**
Infrastructure - roads, footpaths & bridges					
Urban Maint Reseals Renewal Works Cap Exp.	1,392,364	1,392,364	1,024,227	9,914	1,014,313
Road Upgrade - Cb East Intersection (Brac) (Cap Ex)	517,500	517,500	0	15,679	(15,679)
Drainage Renewals Per Amp - Grate Replacement (Cap Ex)	34,000	34,000	0	0	0
Road Safety - Streets Alive - Robinson And Weld Street (Cap Ex)	98,750	98,750	5,000	5,668	(668)
Brac Parking Improvements/Sealing (Cap Ex)	504,033	504,033	44,502	10,035	34,467
Footpath Network Expansion - Dakas (Cap Ex)	15,600	15,600	0	0	0
Town Beach To Demco Pathway (Cap Ex)	35,174	35,174	8,000	2,109	5,891
Frederick St Footpath Construction - Jewell To The Boulevard	300,000	300,000	75,000	119,305	(44,305)
Various Footpath Renewals - Cap Exp .	410,233	410,233	102,558	0	102,558
Black Spot - Fairway Drive Traffic Calming Device	35,939	35,940	8,985	1,845	7,140
Frederick St Roundabout - Brac Entry	90,152	90,152	22,539	73,931	(51,392)
Old Broome Road	3,140,140	3,140,140	90,140	16,609	73,531
De Marchi Road Black Spot - Cap Exp	30,000	30,000	30,000	3,203	26,797
State Blackspot - Frederick Street Off-Street Carpark Cap (Broome Shs) Exp	243,640	243,640	243,640	0	243,640
Footpaths - Various	246,672	246,672	86,642	33,464	53,178
Broome North Subdivision - New Footpath Construction	14,105	14,105	14,105	0	14,105
Sanctuary Road - Idf - 01 Cap Ex Grant Exp	240,000	240,000	240,000	0	240,000
Japanese Cemetery New Infra By P & G - Cap Exp	12,500	12,500	12,500	0	12,500
Total Infrastructure - roads, footpaths & bridges	**7,360,802**	**7,360,803**	**2,007,838**	**291,761**	**1,716,077**
Infrastructure - recreation areas					
#DIV/0! Cable Beach Stage 1 - Other	0	0	0	1,480	(1,480)
Cable Beach Stage 1 Bbrf Grant Expenditure	250,000	250,000	250,000	0	250,000
Cable Beach Stage 1 Lotterywest Grant Expenditure	30,000	30,000	30,000	0	30,000
Cable Beach Stage 1 Loan Expenditure	150,000	150,000	150,000	32,903	117,097
Cable Beach Stage 2 - Head Contract	40,534,156	40,534,156	10,133,538	3,187,894	6,945,644
Cable Beach Stage 2 - Cultural Monitor & Specialist Consulamts	250,000	250,000	53,175	71,309	(18,134)
Cable Beach Stage 2 – Shire Landscaping And Misc Items	391,388	391,388	47,844	156,897	(109,053)
Cable Beach Stage 2 – Art And Interpretation	935,000	935,000	233,751	40,235	193,516

SHIRE OF BROOME **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Cable Beach Stage 2 – Marketing, Community Engagement, Place Activation And Ever	325,000	325,000	81,018	38,696	42,322
Cable Beach Stage 2 – Threatened Ecological Community Boardwalk And Path	200,000	200,000	50,001	0	50,001
Cable Beach Stage 2 – Commercial Spaces	100,000	100,000	0	4,100	(4,100)
Cable Beach Stage 2 – Foreshore Access Path	376,938	376,938	6,189	3,691	2,498
Cable Beach Stage 2 – Cctv & Smart Vehicle Monitoring	300,000	300,000	0	0	0
Cable Beach Stage 2 – Contingency And Misc Costs	2,181,602	2,181,602	0	100,694	(100,694)
Town Beach Renewal Works - Infra Cap Exp	5,750	5,750	0	0	0
Haynes Oval Reserve Renewal Of Infrastructure- Cap Exp	14,950	14,950	0	0	0
Sunset Park Renewal Infra - Cap Exp - Parks And Ovals	26,763	26,763	0	0	0
Brolga Park Renewal Infra - Cap Exp - Parks & Ovals	14,030	14,030	0	0	0
Solway Park Renewal Infra - Cap Exp - Pks & Ovals	38,088	38,088	0	0	0
Cygnet Park Infrastructure Renewal - Cap Exp	85,445	85,445	0	0	0
25-26 Amp Pos Renewal- Brac (Cap Ex)	399,395	399,395	0	0	0
Sugar Glider Park Renewal Infra - Cap Exp - Parks & Ovals (Cap Ex)	7,130	7,130	0	0	0
25-26 Amp Pos Renewal - Herbert St Reserve (Cap Ex)	7,130	7,130	0	0	0
25-26 Amp Pos Renewal - Januburu Park (Cap Ex)	8,280	8,280	0	0	0
25-26 Amp Pos Renewal - Koel Park (Cap Ex)	7,130	7,130	0	0	0
25-26 Amp Pos Renewal - Sibosado Park (Cap Ex)	7,015	7,015	0	0	0
Brac Oval Upgrade Of Infra - Cap Exp	322,286	322,286	187,607	0	187,607
Cable Beach Foreshore Upgrade	190,080	190,080	190,080	43,087	146,993
Cable Beach Waterpark Detailed Design 23-24 Expenditure	36,250	36,250	36,250	3,100	33,150
Haynes Oval Infra Upgrade Const By P&G - Cap Exp - Pks & Ovl	30,000	30,000	30,000	3,600	26,400
Chippindale Park Renewal Infra - Cap Exp - Parks & Ovals	21,167	21,167	21,167	0	21,167
Male Oval Renewal Infra - Cap Exp - Parks & Ovals	113,800	113,800	100,000	0	100,000
Tolentino Park Infrastructure Renewal - Cap Exp	33,305	33,305	33,305	0	33,305
Depot Other Infra Renewal Const - Cap Exp - Depot Ops	17,000	17,000	17,000	18,000	(1,000)
Total Infrastructure - recreation areas	**47,409,078**	**47,409,078**	**11,700,925**	**3,706,051**	**7,994,874**
Infrastructure - other					
Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	216,562	216,562	54,141	7,175	46,966
Street Lighting At Various Locations - Renewal	228,500	228,500	125,000	192,552	(67,552)
Sam Male Lugger Restoration- Cap Ex	100,000	100,000	30,000	0	30,000
Community Recycling Centre - Rrp - Cap Exp	87,500	87,500	87,500	9,942	77,558
Total Infrastructure - other	**632,562**	**632,562**	**296,641**	**209,669**	86,972
Capital expenditure total	**63,157,222**	**63,157,223**	**19,730,180**	**4,721,322**	**30,017,715**
Capital expenditure total	**-63,157,223**	**-63,157,223**	**-19,945,221**	**-4,721,322**	
Level of completion indicators	**-1**	**0**	**-215,041**	**0**	

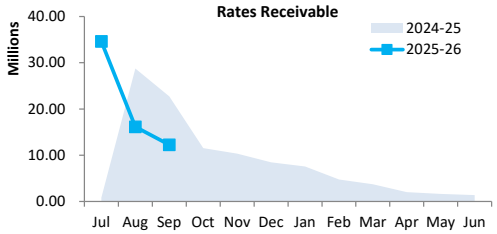
0%
20%
40%
60%
80%
100%
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

SHIRE OF BROOME **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

6 RECEIVABLES

Rates receivable	30 Jun 2025	30 Sep 2025
	$	$
Opening arrears previous year	1,052,012	1,382,568
Levied this year	28,795,118	30,331,242
Less - collections to date	(28,464,562)	(19,456,096)
Net rates collectable	**1,382,568**	**12,257,714**
% Collected	95.4%	61.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Trade receivables	(100,813)	916,868	214,470	21,045	181,692	1,233,261
Percentage	(8.2%)	74.3%	17.4%	1.7%	14.7%	
Balance per trial balance						
Trade receivables						928,962
Infringement Debtors						292,654
GST receivable						(108,175)
Receivables for employee related provisions						49,347
Allowance for credit losses of other receivables						(244,274)
Total receivables general outstanding						**1,211,168**

Amounts shown above include GST (where applicable)

Note: two key receivables - capital grant funding for the Walmanyjun Cable Beach Stage two project totalling approximately $13.2m was received in early August.

KEY INFORMATION

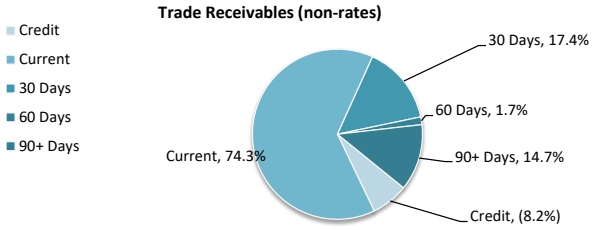
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



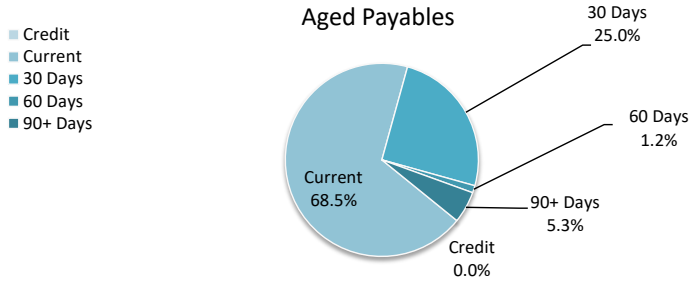
SHIRE OF BROOME **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

7 PAYABLES

Sundry creditors	**Credit**	**Current**	**30 Days**	**60 Days**	**90+ Days**	**Total**
	$	**$**	**$**	**$**	**$**	**$**
Sundry creditors	0	106,820	39,054	1,886	8,275	156,035
Percentage	0.0%	68.5%	25.0%	1.2%	5.3%	
Balance per trial balance						
Sundry creditors						156,035
Building Services Levy						55,296
Prepaid rates						186,940
Accrued payroll liabilities						802,023
ATO liabilities						(8,769)
Bonds and deposits held						842,618
Accrued liabilities						1,120,584
Total payables general outstanding						**3,186,612**

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 SEPTEMBER 2025

8 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2025**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Town Beach Redevelopment	197	1,005,011	0	0	0	(93,378)	1,005,011	911,633	(3,635)	(22,906)
Chinatown Revitalisation Project Stage 1	196	718,588	0	0	0	(174,611)	718,588	543,977	(2,775)	(17,791)
Chinatown Revitalisation Project Stage 2	198	1,358,587	0	0	0	(111,877)	1,358,587	1,246,710	(4,906)	(35,459)
Chinatown Contingency	201	1,533,765	0	0	0	(97,418)	1,533,765	1,436,347	(5,480)	(82,516)
Broome Life Saving Club	200	157,960	0	0	0	0	157,960	157,960	0	0
Cable Beach Stage 1	203	613,153	0	0	0	(49,261)	613,153	563,892	(82)	(32,438)
Shire Key Worker Accommodation	202	2,827,600	0	0	0	(238,240)	2,827,600	2,589,360	(380)	(157,945)
Cable Beach Stage 2			0	2,234,782	0	0	0	2,234,782	0	0
		8,214,664	0	2,234,782	0	(764,785)	8,214,664	9,684,661	(17,258)	(349,055)
Self supporting loans										
Broome Golf Club	199	1,057,692	0	0	0	(49,169)	1,057,692	1,008,523	(3,837)	0
Broome Life Saving Club		795,142	0	0	0	(96,154)	795,142	698,988	(3,387)	0
		1,852,834	0	0	0	(145,323)	1,852,834	1,707,511	(7,224)	0
Total		**10,067,498**	**0**	**2,234,782**	**0**	**(910,108)**	**10,067,498**	**11,392,172**	**(24,482)**	**(349,055)**
Current borrowings		910,108					903,032			
Non-current borrowings		9,157,390					9,164,466			
		10,067,498					**10,067,498**			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

New borrowings 2025-26

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 2	0	2,234,782	TBA	TBA	TBA	0	0.00	0	2,234,782	0

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 SEPTEMBER 2025

9 RATE REVENUE

General rate revenue				Budget			YTD Actual		
	Rate in $	Number of Properties	Rateable Value	Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue	Reassessed Rate Revenue	Total Revenue
RATE TYPE				$	$	$	$	$	**$**
Gross rental value									
GRV - Residential	0.068550	5,127	236,192,152	16,190,972	200,000	16,390,972	16,113,705	104,210	16,217,915
GRV - Vacant	0.186300	180	4,166,568	776,232	0	776,232	776,232	0	776,232
GRV - Commercial	0.122890	567	66,843,411	8,214,387	0	8,214,387	8,214,387	0	8,214,387
GRV - Tourism	0.139510	623	25,615,781	3,573,657	0	3,573,657	3,573,657	0	3,573,657
Unimproved value									
UV - Rural	0.009050	54	20,530,000	185,797	0	185,797	185,797	0	185,797
UV - Mining	0.171740	30	1,366,168	234,626	0	234,626	234,626	0	234,626
UV - Commercial Rural	0.047960	22	8,674,826	416,045	0	416,045	416,045	0	416,045
Sub-Total		**6,603**	**363,388,906**	**29,591,716**	**200,000**	**29,791,716**	**29,514,449**	**104,210**	**29,618,659**
Minimum payment	**Minimum Payment $**								
Gross rental value									
GRV - Residential	1,401	82	1,344,480	114,882	0	114,882	114,882	0	114,882
GRV - Vacant	1,318	168	903,948	221,424	0	221,424	221,424	0	221,424
GRV - Commercial	1,401	18	126,571	25,218	0	25,218	25,218	0	25,218
GRV - Tourism	1,401	227	729,998	318,027	0	318,027	318,027	0	318,027
Unimproved value									
UV - Rural	1,401	5	246,300	7,005	0	7,005	7,005	0	7,005
UV - Mining	929	25	66,255	23,225	0	23,225	23,225	0	23,225
UV - Commercial Rural	1,401	2	28,300	2,802	0	2,802	2,802	0	2,802
Sub-total		**527**	**3,445,852**	**712,583**	**0**	**712,583**	**712,583**	**0**	**712,583**
Concession						(77,267)			(77,267)
Total general rates		**7,130**	**366,834,758**	**30,304,299**	**200,000**	**30,504,299**	**30,227,032**	**104,210**	**30,331,242**

SHIRE OF BROOME **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 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	1,449,096	362,274	1,449,096	0	1,449,096	215,388
WA Grants Commission	Financial Assistance Grant - Roads	726,700	181,675	726,700	0	726,700	90,930
Department of Health	Broome CLAG Funding	11,600	2,901	11,600	0	11,600	0
Rio Tinto - Pilbara Iron Company Pty Ltd	Youth Partnership Agreement 2022-2025	80,000	27,499	80,000	0	80,000	0
Department of Local Government, Sport and Cultural Industries	In the House	70,000	17,499	70,000	0	70,000	0
Main Roads WA	Street Lighting Subsidy	48,000	0	48,000	0	48,000	0
Main Roads WA	Direct Grant	202,110	202,110	202,110	0	202,110	199,932
Department Of Justice	A Sporting Chance	45,000	30,000	45,000	0	45,000	0
Library Various grants		38,994	24,819	38,994	0	38,994	15,720
Department of Planning, Lands and Heritage	Coastal Management Plan Assistance Program 2024-25	107,500	56,500	107,500	0	107,500	0
Department of Planning, Lands and Heritage	Inclusion Development Fund	1,000	249	1,000	0	1,000	0
Department of Primary Industries and Regional Development	Animal Welfare Program	23,798	23,798	23,798	0	23,798	0
Waste Management Grant	Waste Management	14,500	3,624	14,500	0	14,500	4,154
Mental Health Commission	Installation of needle disposal units	112,458	67,476	112,458	0	112,458	0
Various	Cable Beach Waterpark Detailed Design Income	46,149	23,649	46,149	0	46,149	62,727
TOTALS		**2,979,405**	**1,024,697**	**2,979,405**	**0**	**2,979,405**	**595,950**

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 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	30,000	0	30,000	0	30,000	42,302
Main Roads	RPG Stewart St, Port Guy intersection	2,164,035	0	2,164,035	0	2,164,035	391,570
Main Roads	RTR/RPG Cable Beach Stage 1 - Cable Beach Road West	775,979	0	775,979	0	775,979	50,000
Lotterywest	Cable Beach Stage 1 Cable Beach Stage 1	1,532,000	0	1,532,000	0	1,532,000	1,372,686
Community Sporting & Recreation Facilities	BRAC Tennis Court Surface Renewal	110,000	0	110,000	0	110,000	0
Various	Cable Beach (Walmanyjun) Foreshore	42,175,321	0	42,175,321	0	42,175,321	12,676,460
Roebuck Estate Development Pty Ltd	Drainange Headworks WAPC 155527 STAGE 11C 2022	30,000	7,500	30,000	0	30,000	8,000
Roebuck Estate Development Pty Ltd	Footpath Contribution WAPC 155527 STAGE 11C 2022	50,000	12,501	50,000	0	50,000	0
Regional Bikeways Grant- Non Op Inc - Footpaths		661,657	0	661,657	0	661,657	278,070
Department of Planning, Lands, and Heritage	Sanctuary Road Detailed Design	240,000	0	240,000	0	240,000	2,828
Broome Civic Centre Capital Grants - Cap Inc - Bme Civic Centre		34,132	0	34,132	0	34,132	0
Town Team Movement Ltd	Streets Alive Grant	98,750	0	98,750	0	98,750	18,750
Lotterywest	Cable Beach Waterpark Detailed Design	350,000	0	350,000	0	350,000	350,000
TOTALS		**48,251,874**	**20,001**	**48,251,874**	**0**	**48,251,874**	**15,190,666**

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 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						
Nil						0

10. REPORTS OF COMMITTEES

There are no reports in this section.

11. NOTICES OF MOTION WITH NOTICE

12. NOTICES OF MOTION WITHOUT NOTICE

13. BUSINESS OF AN URGENT NATURE

14. MEETING CLOSED TO PUBLIC

15. MEETING CLOSURE